

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held via video conference call due to the outbreak of Coronavirus held on 25th March 2020 at 7.30pm

(The meeting took place in line with the planned government legislation; the discussion and decisions will be ratified at the next available FPC under the new powers defined in STATUTORY INSTRUMENT 2020 No. 392)

PRESENT

Chair: Hilary Harris

Councillors: Alan Anslow, David Bryant, Simon Cooper, Martin Fogel, Diane Fox, Billy Flynn, John Howard, Amanda Lawrence, Marion Rider, Ian Robinson.

Nicola Woodward (Clerk)

46/20

1. Public Participation

There were no members of the public present on the video call and no requests received by the Clerk prior to the meeting.

Details of how to access the meeting via video link had been published on the Parish Council website prior to the meeting.

47/20

2. To receive apologies

Apologies received from Cllrs Hoff and Haswell.

48/20

3. Declarations of disclosable pecuniary interest or other interests

There were no declarations of interest.

49/20

4. To confirm the minutes of the meeting held on 26th February 2020

The minutes for the 26th February 2020 were PROPOSED as a true record by Cllr Anslow and seconded by Cllr Howard and AGREED by ALL.

Cllr Harris PROPOSED that due to the current situation and the time restriction for the meeting that with the exception of agenda items 10.4, 10.5, 11.1, 11.2, 11.4, 11.5, 15.1 and 21 should be deferred for future action in line with the agreements made under agenda item 10.4. This was AGREED by ALL.

50/20

5.

5.1 (Published as Agenda item 10.4) To receive information from YLCA regarding keeping the Parish Council functioning during the period of the Corona outbreak, to discuss emergency contingency planning and decide further action.

1. Cllr Howard highlighted the current limitations on meeting in person as a Parish Council. In order to have continuity of business it was proposed that the following measures are employed by the Parish Council.
2. Meetings will continue to be held using video conferencing with minutes taken by the Clerk. Due to limitations of time using this method full length meetings with detailed discussion will not be possible. Documents for discussion will be circulated in advance and comments will be sent in advance. The Chair will summarise the comments to the meeting.

Decision making in a meeting will be by a show of hands or display of an icon and will be recorded in the minutes.

Decisions may be made by email. In this case an email will be circulated with the motion(s) and/or decision(s). Councillors are required to respond by email with Agreed, Disagree or Abstain clearly indicated including any comments if they wish. The Clerk will retain emails and pro formas as evidence of votes

3. Significant matters will continue to be presented to the Parish Council and appropriate committees for decision. The Clerk, Chair and Vice-Chair will in discussion identify and agree "significant matters".
The Clerk, Chair and Vice-Chair have the power discuss matters and make decisions on behalf of the Parish Council if it is impracticable to convene a full meeting. If ratification is subsequently required, this may be by a circulated email. Alternatively, a special video conference may be called to ratify decisions.
There have been no changes to the rules regarding public involvement. Meetings will still be advertised on the website in advance. Members of the public will be invited to join video conferences. We believe this will satisfy the requirement for meetings to be open to the public.
4. Annual Meeting of the Parish Council, the meeting at which Chair, Vice Chair and membership of committees is decided. Currently, the Parish Council are still bound to hold that meeting by 27 May. If the current restrictions on association continue, the meeting will be held by video conference.
5. Financial Management. Most transactions are carried out by electronic banking. The current process of controls and approvals will continue, with the Clerk raising payments and two authorised councillors approving the payments online. There will be the following changes:
 - The payments will be circulated by email (as at present) but will be certified by the councillors approving the payments by email rather than by a signature. The Clerk will maintain a record of the certification.
 - Authorisers should check on at least two payments in the payments list by requesting a copy of the invoice. This will be forwarded (if electronic) or scanned by the clerk and then sent by email. All new payees should be confirmed by asking for the invoice.
 - Where cheques need to be raised, they will still need the appropriate signatures. Who and when will be arranged by the Clerk. The chequebook will be circulated by the Clerk or Councillors. The required physical separation rules will be followed.
6. Village Maintenance. A number of village maintenance jobs will continue, particularly those that have a Public Health implication. Councillors may be asked to assist with those and will be issued hi-vis jackets to confirm their official status.

51/20

6.

To discuss the Annual Parish Meeting and decide further action (Published as Agenda item 10.5).

There is currently no guidance to date on whether the meeting can be postponed. It would be advisable for the meeting to be postponed as many of the likely attendees are vulnerable. If the meeting has to go ahead, it will be held in the form of a webinar with presentations pre-loaded on the website. This matter will be discussed at a future meeting.

52/20

7.

(Published as Agenda item 11)

7.1 To approve payments for March 2020 as per the schedule.

There was one additional payment for Woodlands. The payments schedule for March was PROPOSED by Cllr Cooper, SECONDED by Cllr Anslow and AGREED by ALL.

7.2 To approve petty cash statement for March as per the schedule

The Petty Cash Schedule for March was PROPOSED by Cllr Cooper, SECONDED by Cllr Anslow and AGREED by ALL.

7.3 To receive the draft year end budget figures for 2019/20

The draft year end budget was received. Cllr Fogel highlighted amendments to the year end forecast figures for 2019/20 and explained the variances. Overall the year end position is on target with the budget that was set at the start of the year. Cllr Flynn queried the annual charge for the defibrillator. Cllr Fogel confirmed that this was part of the contract for servicing and replacement parts.

7.4 To agree the budget for 2020/21

Cllr Fogel highlight the variances between the 2019/20 budget and the 2020/21 budgets. There will be an increase in running costs against income in 2020/21 due to increases in projected costs primarily against playground maintenance, newsletter, salaries, Chairman's chain of office and grants,

The budget for 2020/21 was PROPOSED by Cllr Fogel, SECONDED by Cllr Anslow and AGREED by ALL

53/20

8.

Parish Council Annual Charity.

Cllr Harris highlighted that there will be little opportunity for fundraising for the Parish Council's Annual Charity this year. Cllr Harris PROPOSED, SECONDED by Cllr Robinson and AGREED by ALL that the Parish Council's Annual Charity for 2020/21 be carried forward across 2021/22.

54/20

9.

9.1 To discuss the job evaluation/pay banding for the Clerk role.

9.2 To receive information regarding the national pay award for 2020/21.(Published as agenda item 15.1 & 15.2

A discussion took place regarding the merits and financial implications of moving the Clerk post to a higher band.

It was PROPOSED by Cllr Lawrence, SECONDED by Cllr Robinson and AGREED by ALL that the Parish Clerk should be moved to next pay band with effect from 01/04/2020

55/20

22.

To confirm the date of the next Full Council Meeting

The date of the next Full Parish Council Meeting will be Wednesday 22nd April 2020 at 7.30pm.

The Meeting closed at 8.19pm

Minutes by Nicola Woodward & Hilary Harris (Agenda item 9. Only).

Published 27th March 2020