

# **SHUSTOKE PARISH COUNCIL**

**To all members of the Council and residents of Shustoke:-**

## **ORDINARY MEETING**

**Tuesday 4<sup>th</sup> May 2021 after the AMOC  
Via Video Conference (Due to Pandemic)**

### **DRAFT MINUTES Ver 040521**

**Present:** Councillor B Chandler (Chair), Councillors N Cole (Vice Chair)  
Councillors G Dupree, L Dupree, G Noble, R Pugh  
Clerk – David Jeans

#### **1. Apologies**

1.1 All Councillors were present.

#### **2. Declarations of Interest**

2.1 It was agreed this would be agenda-specific.

#### **3. Minutes of Previous Ordinary Meeting (8<sup>th</sup> March 2021)**

3.1 The minutes of the last meeting had been circulated. Councillor Cole proposed that the minutes be adopted, seconded by Councillor Pugh, and this was agreed by Councillors present.

#### **4. Matters arising**

4.1 There were no matters arising.

#### **5. Contributions from Public (Maximum 30 minutes)**

5.1 No member of the public was present.

#### **6. Financial Report 2020/21(Including 2020/21 Audit)**

6.1 The Clerk advised that the 2020/21 Council accounts had been subject to internal audit and found to be fully in order.

6.2 The Council needed to decide whether to certify itself as exempt from a full external audit. The Clerk had circulated the appropriate certificate. Following discussion, Councillor Chandler proposed that the Council certified itself as exempt, seconded by Councillor Cole, and agreed by other Councillors present. Councillor Chandler held up the unsigned form for Councillors to see, signed the form and held up the signed form in confirmation.

- 6.3 The Clerk had circulated a copy of the internal auditor's report which was considered by Councillors. Councillor Noble proposed acceptance of the report, seconded by Councillor Chandler and agreed by Councillors present. The Clerk was asked to offer the thanks of the Council to the auditor.
- 6.4 Councillors considered the elements of the Annual Governance Statement. Following discussion, Councillor Chandler proposed that items 1 – 8 were endorsed as achieved, seconded by Councillor Cole and agreed by Councillors present. Councillor Chandler held up the unsigned form for Councillors to see, signed the form and held up the signed form in confirmation.
- 6.5 The Clerk had previously circulated a copy of the 2020/21 audited accounts. Councillor Cole proposed that the accounts be adopted, seconded by Councillor Chandler. A copy of the accounts was signed by the Chair.
- 6.6 Councillors considered the Accounting Statement 2020/21. The Clerk had previously circulated the audited financial report for the Council and Hall accounts for 2020/21. Following discussion, Councillor Chandler proposed that the statement be approved, seconded by Councillor Cole and agreed by Councillors present. Councillor Chandler held up the unsigned form for Councillors to see, signed the form and held up the signed form in confirmation.
- 6.7 The Clerk advised that the period of 'public examination of the 2020/21 accounts' was scheduled for the period 14<sup>th</sup> June to 23<sup>rd</sup> July, subject to any comments by Councillors. Councillor Chandler proposed adoption of that period, seconded by Councillor Cole and agreed by Councillors present. Councillors Pugh and Cole agreed that the hall would be made available for any such examination, subject to existing bookings.
- 6.8 Prior to the meeting, the Chair had been presented with recent invoices and a SPC payment schedule for the period to 8<sup>th</sup> March to 31<sup>st</sup> March 2021, which she signed during the meeting.

## **7. Council Budget 2021/22 and Interim Financial Report**

- 7.1 The Clerk had circulated a copy of the updated budget for 2021/22. The Chair had been presented with the budget which she signed during the meeting.
- 7.2 The Clerk had circulated a copy of the Council's accounts for the period up to 30<sup>th</sup> April 2021. The Chair had received a copy prior to the meeting which she signed during the meeting.
- 7.3 Prior to the meeting, the Chair had been presented with recent invoices and a payment schedule for the period to 1<sup>st</sup> April to 2<sup>nd</sup> May 2021, which she signed during the meeting.

## **8. Planning Matters**

- 8.1 The Clerk continued to circulate summaries of planning applications but there had been no recent Shustoke application.

## **9. Recreation Ground Developments and Equipment**

- 9.1 The Chair outlined the Council's strategic aims for the Recreation Ground. Phase One would be the provision of a safe walkway for children and parents at the entrance area, funded by the Council, School and the National Lottery. Phase Two would be to seek funding to provide a range of children's and adult's play and activity equipment. She looked forward to the Recreation Ground Working Group developing plans for the Council to consider.
- 9.2 Councillor L Dupree felt that residents would be keen to become involved in suggesting what equipment should be procured and to help with fundraising.
- 9.3 Councillor G Dupree thought it important to check on the likely popularity of different types of equipment to ensure maximum usage. He thought a users' wish list should be developed.

## **10. Reports from County and Borough Councillors**

- 10.1 No County or Borough Councillors were present.

## **11. Reports from Parish Councillors**

### **11.1 Village Hall**

- 11.1.1 Councillors Pugh and Cole outlined the resumption of hall bookings and the likelihood of new clients. They outlined the enhancements made to the hall during the pandemic.

### **11.2 Neighbourhood Watch**

- 11.2.1 Councillor Chandler outlined recent activities, including speed checks on Blythe Road and responses to dog theft.

### **11.3 WALC Chairs' Briefing**

- 11.3.1 Councillor Chandler outlined recent discussions including options for hybrid council meetings with a physical presence of Councillors and the meeting streamed online to reduce the dangers of infection..

### **11.4 Four Parishes Youth Club**

- 11.4.1 Councillor Noble reported that the new Church Youth Club serving the four Parishes was proving a great success with 15 attendees, the current maximum. She reminded Councillors that the Council had agreed to match the support funding being provided by Nether Whitacre Parish Council. The Clerk confirmed he was in contact with the Nether Whitacre Clerk concerning this matter.

## **12. Correspondence**

- 12.1 The Clerk reported that he had received a report from the School of a damaged section of fence on the recreation ground. He had circulated photographs prior to the meeting.

- 12.2 Councillors agreed that the area was an unofficial thoroughfare and any repair might be short lived. Councillor Noble agreed to approach the relevant farmer and Councillors agreed to reconsider the matter at the next meeting.

***Exclusion of the Public and Press***

*Recommendation: That under Section 110A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business:- on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.*

Councillor Chandler proposed that item 13 should be considered with the public and press excluded. This was seconded by Councillor Noble and agreed by Councillors present.

The Clerk also left the meeting with the Chair agreeing to undertake the remaining minute taking.

**13. Clerk's Hours and Remuneration**

- 13.1 Councillors considered the paper presented by the Clerk.
- 13.2 The Council resolved to continue to require the Clerk to work 30 hours per month during 2021/22, with any additional hours being approved in advance by the Chair.
- 13.3 Councillors also resolved to increase the Clerk's salary scale point from SCP 20 to SCP21 with effect from 1<sup>st</sup> April 2021.