

# PARISH COUNCIL OF HILLESLEY AND TRESHAM

## Minutes of monthly Meeting

Held by Zoom on 16<sup>th</sup> March 2021 at 8.00 pm

**Present:** Cllr D Darlow, (chair), Cllr W Cockram, Cllr T Hopkinson, Cllr M Humphries, Cllr S Lee, Cllr M Vaughan, Elizabeth Oakley (clerk)

**In attendance:** County Cllr J Cordwell, District Cllr M Reeves

**Public Participation** The clerk had made her contact details available for the Zoom meeting on agendas, websites, and noticeboards. One member of the public attended part of the meeting.

**1.To consider apologies for absence.**

**2.To consider declarations of interest in agenda items.** There were no declarations of interest.

**3. To confirm the minutes of the meeting on the 16<sup>th</sup> February 2021.** Confirmed as a true record and signed by the chairman.

**4.To note a report by the Clerk.** The clerk reported there had been no communication to date from the external auditors although this was expected. She had attended an on-line workshop on forthcoming election procedures and was available to assist with completion of nomination papers. Just over half of allotment holders had responded to the recent annual review of allotment tenants to date. The presentation notes for the February meeting by Wotton Area Climate Change Action Network had been uploaded to the council website under February News. The contractor for Well Hill steps repair was due to commence work shortly over five to six days depending on the weather. The new council laptop was more efficient and faster than the old which would require recycling. The hard drive had been extracted and retained as an additional back up for all council files.

**5.To note a report by the Chair.** There were no additional items to report under this section.

**6.To receive reports from the County and District Councillors.** The County and District Councillors reports (submitted to the Parish Council prior to this meeting) were noted with thanks.

### **7. Planning applications: To note decisions and consider applications**

**1. New applications – S.21/0337/HHOLD:** 1 Burden Court, Tresham, Householder Application, Erection of single storey rear timber, glazed conservatory, front porch, replacement timber garage doors, external timber truss and enlarged window and the installation of ten roof lights; **S.21/0338/LBC:** 1 Burden Court, Tresham, Erection of single storey rear timber, glazed conservatory, front porch, replacement timber garage doors, external timber truss and enlarged window and the installation of ten roof lights. Various internal alterations. - the council agreed to make no comment. **S.21/0586/DISCON,** Land To The West Of Hawkesbury Road, Hillesley, Discharge of condition 11; car park management and maintenance details on permitted application **S.19/2300/VAR.** -Some input by the parish council to the redrafting of the discharge conditions was required before the contractor submitted to the district council. The use of the word “contractor” in the conditions also required a more open rewording. **Action points:** *the chair to make amendments to the document and send to councillors before forwarding to the developer for submission to the district council.*

**2. Applications dealt with under delegated powers -**

**3. Decisions: - S.20/2746/FUL,** Woodmans Farm, High Street, Hillesley, Change of Use to racehorse training and stud yard – permitted (with conditions)

### **8. Finance**

**8.1. To monitor performance to date.** Cllr M Vaughan reported financial summaries had been received from the clerk. This had been a quiet month for transactions. Payment to Mr S E Lee, council laptop and software, (£704.97) had cleared through the account.

**8.2. Payments:** GAPTC annual subscription (£159.41); Mr T Hopkinson, litter pickers (£60.00); clerks wages, January, February, March (£614.40); clerk's expenses (£3.98); all items agreed for payment.

**9. To receive update Hawkesbury road car park and agree actions.** Councillors discussed responses to the parishioner consultations carried out by email and WhatsApp on the provision of electric charge points. The next step was to confirm to the developer the parish council wanted a landlord's supply to the car park. Whilst there may be a grant option for the future, this did not apply at this stage before electric vehicles were locally owned. **Action points:** *the chair to include an article for Hillesley Happenings for April outlining the current facts of what was proposed.*

**10. To discuss Well Hill bench options and agree actions.** Councillors discussed options to enhance Tresham's Well Hill area by making this into a community gathering space. One new additional bench had already been offered as a memorial and a donation to the community by a local resident. Also proposed were six new heavy duty wood carved seats to be positioned around the pond on Monarch's Way. These would be a local community resource and useful for walkers on the route between Hillesley and Tresham. There was a proposal for joint funding of the heavy duty seats which were priced at a total cost of £275 per unit. The council agreed seats as well as bench be located on parish council land at Well Hill, the principle that the council would contribute to the cost, and this level at £1,000. It was anticipated that volunteers would assist with installation.

*Action points; Cllr S Ellis to negotiate the joint funding arrangement.*

**11. To receive update Baptist Burial Trust and agree actions.** Research had shown Land Registry restrictions on the title of the land and there was an issue of ownership by a third party (company). There was a need for the trustees to work through their obligations with their own solicitor.

*Action points; the chair to send Land Registry document to the trustees.*

**12. To consider arrangements for annual clean up day/s.** The recent article in Hillesley Happenings had made clear the days would go ahead with caveats due to Covid. Sanitizing wipes, alcohol hand wash, black plastic bags and new litter pickers had all been purchased.

**13. To consider arrangements for Annual Parish Meeting.** Council agreed the format for this year was for invitations to be sent to organizations who normally attend the meeting, but to request reports for upload to the council website. There would also be invitations to attend the meeting held on Zoom. The agenda would have an item to acknowledge receipt of reports rather than request presentations in person of reports. However, there would be opportunities for attendees to discuss or ask questions at the meeting on Tuesday 13<sup>th</sup> April at 8.00 pm. The monthly meeting of the council would be planned to immediately follow the annual meeting. However, if the annual meeting generated extended discussion or questions, the monthly meeting could itself be rescheduled.

*Action points: the clerk to forward the Annual Meeting minutes from 2019 as taken by another clerk, to the chair, and draft agendas for the 2021 annual meeting and monthly meeting.*

**14. To conduct annual review of Financial Regulations.** The clerk reported she had updated Appendix A with new signatories. However, this section would also need to be revisited after forthcoming May council elections. Whilst the financial regulations did not require significant changes unless so advised by national policy or legislation, council agreed to uplift a section (Budgetary Control: 3.4) not revised since 2007; this on the upper limit for emergency spending by the clerk to £500 in exceptional circumstances generally relating to health and safety protection of the public. The clerk would need to determine if there were other generic changes needed due to changes in legislation.

*Action points: the clerk to research any changes required due to changes in legislation.*

**15. To conduct Risk Management review.** The clerk had updated the actions/notes sections to reflect actions already taken to secure council property and procedures to include the revaluation of assets and the purchase of a new laptop. The security of electronic records was identified as a key area and the clerk would undertake to return in future post the Covid period to the procedure of swapping memory sticks at each council meeting. The clerk currently retained a master memory stick of all council files as well as the entire hard drive from the (old, now replaced) council laptop. The OneDrive mechanism was previously discovered to be partly inoperable due to inconsistencies between the (old) laptop hard drive and OneDrive website. The clerk felt that this maybe easier to resolve with the new software on the new council laptop. Under "Maintenance" section of the Risk Management document the clerk would add "Refurbishment of Hillesley Notice Board".

*Action points: the clerk to further investigate OneDrive functionality and to maintain security with continued backup of council files on memory sticks.*

**16. To agree date and format for the next Parish Council meeting.** The meeting was agreed for after the Annual Parish Meeting which would commence at 8.00 pm on Tuesday 13<sup>th</sup> April.

**Meeting ended at 9.20 pm**

**The next meeting of Hillesley & Tresham Parish Council** will be held on Tuesday 13<sup>th</sup> April 2021 at 8.00 pm after the Annual Parish Meeting.

I certify that the above minutes are a true record of the above meeting

Signed ..... Date .....