

Harborough Magna Parish Council

Virtual Meeting of the Parish Council 20 JULY 2020

ONLINE

Cllr Elizabeth Biggs Poyner (EBP) Chair
Cllr Toby France (TF) Vice Chair
Cllr Paul Skidmore (PS)
Cllr John Brady (JB)
Cllr Rob Clarke (RC)

Cllr Adrian Warwick – on line until item 4.

In attendance: Clerk: Leona Bendall

1.07.2020	Welcome <ul style="list-style-type: none">- Cllr Elizabeth Biggs-Poyner welcomed all to the meeting and advised that she would be changing the running order of the agenda to allow further time to consider the financial and governance issue. Minuting however would follow the standard order to aid transparency.	
2.07.2020	Apologies for absence Cllr T Gillias	
3.07.2020	Update from County Councillors <ul style="list-style-type: none">- Cllr Warwick updated the meeting on the sterling work of Council officers who had reacted with pace and commitment to put in place the changes required to meet the lockdown rules and critically provide support to vulnerable resident. Some staff have been reassigned to new duties. Later this year the Council will be considering new ways of working as a permanent measure.	
4.07.2020	Suspension of standing orders to allow parishioners of Harborough Magna to address the meeting <ul style="list-style-type: none">- No requests had been made to sign on to this virtual meeting	
5.07.2020	Standing orders were resumed	
6.07.2020	Declaration of Interest None made.	
7.07.2020	Approval of minutes <ul style="list-style-type: none">- The minutes and financial papers from 18 May 2020 were approved.	

8.07.2020	Matters arising from the minutes <ul style="list-style-type: none"> - Item 3b – EBP asked TF if he could find out if the Young Farmers would be willing to allow OSCR to house and use their china and cutlery. TF agree to do this as soon as possible. - Item 4 – EBP wished to record that the Planning Inspectorate had refused the appeal at 2 The Bank and that their subsequent application was also refused consent. 	TF
9.07.2020	New Village Issues <ul style="list-style-type: none"> - None reported 	
10.07.2020	Parish Plan/OSCR Project <ul style="list-style-type: none"> - Cllr Skidmore gave the meeting an update on the OSCR project which is now nearing completion, the kitchen should be finished this week and the major outstanding works are on access ramps and gates etc. The website should be live but there is currently no facility for live book. 	
11.07.2020	RBC/WCC Fosse Community Forum and Walc update <ul style="list-style-type: none"> - No new meetings but plenty of information online and Clerk to supply all councillors with the code to log on to the WALC website. 	Clerk
12.07.2020	Planning applications and appeals <ul style="list-style-type: none"> - An application to remove a planning condition on Liapari in Back Lane was discussed and it was agreed that no comment was the appropriate response. 	
13.07.2020	Neighbourhood Watch <ul style="list-style-type: none"> - Nothing new to report. 	
14.07.2020	Financial and Governance issues <ul style="list-style-type: none"> - Clerk had previously circulated the report from the Internal Auditor, which was accepted and action was agreed to implement his recommendation. This included: <ul style="list-style-type: none"> a. Clerk to draft a framework for the development of policies and procedures including Equal Opportunities, Disaster Recovery, and review of existing older policies. 	Clerk

	<ul style="list-style-type: none"> b. The draft Equal Opportunity Policy with amendments by TF was previously circulated and agreed at the meeting. c. Clerk should investigate changing the bank account from HSBC to Unity Trust. As it seems unlikely that the new account would not offer a debit card it was agreed that upon submission of invoices the clerk should be reimbursed for recurring costs related to IT (Norton) and Website hosting. d. Clerk to ensure that every cheque/payment is covered on both the agenda and minutes. e. Council should have a regular assessment and review of Clerk's performance/salary. f. The safety inspection of the playpark should be undertaken on a monthly basis and minuted g. Council should reconsider its asset register as valuation are very out of date. <ul style="list-style-type: none"> - The clerk presented the Annual Governance Annual Return <ul style="list-style-type: none"> a. Page 3 – Certificate of Exemption was approved b. Page 4 – It was noted that the internal auditor had signed off on all internal control objectives c. Page 5 – The annual Governance Statement was considered and approved. d. Page 6 – The Accounting Statement was approved. - Cheques approved since the last meeting comprised: £560 for the clerk's Q1 salary and £140 for Q1 Tax; and £3 to WALC as an underpayment of training course for TF. - Cheques approved at the meeting were £560 for Lakeside in respect of 3 village cuts, £180 for the internal audit costs, and £38.87 for clerk in respect of stationery, printing and postage. 	Clerk
15.07.2020	Correspondence. – Nothing received.	
16.07.2020	Other ongoing village matters <ul style="list-style-type: none"> - Recruitment of new councillor – EBP reminded Councillors that she had agreed to remain on the Council to help with the transition and that as she will be standing down by November and they should actively consider recruitment of a further councillor and who might best take on the role of Chair. 	All

	<ul style="list-style-type: none"> - Clerk's salary needs to be reviewed. - Provision/support for clerk's IT hardware needs to be reviewed. 	
17.07.2020	Items for next agenda <ul style="list-style-type: none"> • Policies and Procedures • Playpark monitoring and upgrading 	All
18.07.2020	Dates of next meetings Provisional dates for next meetings – 14 September 2020 and 26 October 2020.	All
	Meeting closed at 21.20	

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Elizabeth Biggs Poyner
Chair

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Date