

Minutes of the meeting of the Parish Council held using the Zoom platform on Monday 18th May 2020 at 7.30 pm.

Present: Cllrs A Driver (Vice Chair), R Green, T Howse (Chair), J Marley, J McDonagh, R Wheeler.

Also present: Clerk to the Council, Jenny Walsh, County Councillor Lynden Stowe and District Councillor Julian Beale. 4 members of the public were present.

Attendees were reminded that the meeting was being held using an online virtual platform and would be recorded.

1. Apologies for absence

Cllr Stowe would join the meeting at 8pm due to a prior work commitment.

2. Declarations of Interest - *Members must declare any interest as it arises*

There were no declarations received.

3. Public Participation *The meeting was temporarily suspended to hear representations from the public.*

Mrs. Mathers asked why the draft minutes of the Annual meeting had not been posted on the website. The Clerk explained that as there had only been one week between this and the Annual meeting on 11th May, that there had been insufficient time to post the draft minutes online. Mrs. Mathers subsequently stated she felt it was normal for meeting minutes to be available to the public ahead of the next meeting. The Chairman confirmed that under normal circumstances, draft minutes would be displayed on the website within a reasonable timeframe following each preceding meeting.

The meeting then resumed

4. Approval of minutes

The minutes of the meeting held 9th March 2020 and Annual meeting (virtual) held 11th May 2020 were agreed unanimously and would be duly signed by the Chairman.

5. Any Matters Arising from the last meeting

i. Update on installation of superfast Broadband by Gigaclear

The Chairman reported that former Cllr Mathers had forwarded some information he had received which confirmed that no work was being undertaken until the lockdown restrictions had been lifted. As and when this occurred, monitoring of any remaining work in Longborough would be carried out and the matter would be added to the agenda for the next meeting.

6. County Councillor's Report

Cllr Stowe joined the meeting at 8pm and was welcomed by the Chairman. An update on matters concerning Covid was provided. Cllr Stowe requested that a list of any minor works needed in the Parish for Highways, or as part of the Lengthsman scheme, be submitted to Rhodri Grey and copied to Cllr Stowe. The Chairman added that an updated Highway defects list was being prepared and would be sent as soon as possible with a view to holding a meeting to discuss items as soon as practicable.

Education – primary school places had now been allocated and a new Performing Arts Centre had been funded for Chipping Campden School which would be available once lockdown had been lifted. Talks were still in hand regarding arrangements for the return of primary school pupils and Cllr Driver added that Longborough School had kept parents fully updated on proposals for a phased return.

The Household re-cycling centre at Fosse Cross had re-opened using a pre-booking system to avoid overuse. Following a question from Cllr Howse, it was confirmed that the nearest Covid testing centre was situated in Gloucester, which had good capacity at the present time. Cllr Stowe left the meeting at 8.25pm.

7. Ward Councillor's Report

Cllr Beale reported on the following: Monies had been made available by Government towards assistance of the vulnerable in the community and those running small businesses that had suffered during the Covid crisis. The green bin recycling service had resumed this week and details of emptying dates were available on the CDC Waste Collection Services page on their website. It was noted that work had re-commenced on the Amberley site and that no further issues had been raised regarding drainage or odours relating to the Plum Tree development. The Chairman would monitor both matters and report if any changes emerged and also extended his thanks to former Cllr Steve Mathers for his efforts in achieving a satisfactory outcome regarding the Plum Tree matters. Cllr Beale left the meeting at 7.56pm.

8. Correspondence

- i. None received

9. Finance

i. Monthly finance reports and approval of payments for April/May

Monthly finance reports had been replaced by the annual draft accounts and outturn figures for the Council's budget. The Clerk confirmed that the VAT re-claim for the remainder of 2018/19 had not been possible until the minimum of £100 had been met. A re-claim for the last quarter of 2018/19 and the full year for 2019/20 was pending payment from HMRC. In response to a question from Cllr Green, the Clerk explained that a figure of £3,338 during 201/19 showing on the annual accounts related to a one off payment towards the cost of installing replacement LED street lamps which were of traditional style rather than the standard modern design. A significant amount of the cost had been offset in the same year by contributions from residents who had requested the traditional lamps.

Payments for April and May were approved unanimously as follows:

- April - Clerk salary (DP)
- April - Clerk expenses £29
- April - HMRC £27.80
- April - SLCC £109

- May – Clerk salary (DP)
- May - Clerk expenses £20
- May - HMRC £28
- May - RoSPA Play Safety £82.20
- May - Hillscapes £480.00.

ii. Approval of draft Annual Accounts for 2020 and Annual Statement of Governance

The Clerk reported that notification from our External Auditors had been received setting out revised timescales for submission of annual accounts during the Covid period. Internal audit would be carried out by electronic means and was now underway. The Annual Return and the Certificate of Exemption still required a wet signature so these would be sent by post to the Chairman and then processed by the Clerk. Council unanimously approved the draft accounts and would be further consulted regarding the Statement of Governance as soon as the Internal Auditor's report had been received.

iii. Agreement of Certificate of Exemption from External Audit (small authorities Regulations).

The Clerk confirmed that the annual revenue for the Council was less than £25K therefore the Council would submit a Certificate of Exemption from External Audit to Littlejohns.

iv. Purchase of new office laptop

Following a verbal report from the Chairman, it was agreed unanimously to authorize expenditure not exceeding £520 for the purchase of a new office laptop and software for use by the Clerk

v. Renewal of Council insurance 2020/21

Council had been previously circulated with information on renewal prices for annual insurance for the Council. It was agreed to engage with Hiscox Insurance for a further 12 months.

10. Planning/Licencing

- i. Planning/Licensing Applications received** –None received
- ii. Planning/Licensing Application Decisions:** None recorded.

11. Repairs and maintenance

- i. War memorial maintenance** – Cllrs Howse, McDonagh and Driver kindly agreed to liaise regarding getting the memorial cleaned in readiness for further works in due course. This matter to be placed on the agenda for the next meeting.
- ii. Parish noticeboard at village hall-** The Chairman confirmed that work was now in hand for a like-for-like replacement of the damaged noticeboard to be installed. Thanks were extended to the Village Hall Committee for their assistance in funding the cost of the new board.
- iii. Litter/dog poo bin at The Folly-** following detailed discussion on various options, it was agreed that Cllrs Howse and McDonagh would visit the location again and take photos of the preferred location for the Clerk to submit a request to CDC Refuse Services to consider supporting our request. The Clerk would provide a map showing the location of all bins – litter and dog poo, that could be displayed in the village. A report would be given at the next meeting.
- iv. Spring Clean initiative-** The original date for a cleanup had been abandoned due to lockdown restrictions and would be discussed again at the next meeting.
- v. Annual playground inspection report** (previously circulated) Several minor repairs and maintenance issues had been raised in the annual risk assessment and whilst none were of an urgent nature, it was agreed that as much work as possible should be undertaken before it became a more serious matter. Cllrs Howse and Driver agreed to meet with the Council's grounds contractor and provide a report on costs for the work needed at the July meeting.

12. Highways

- i. Highway defects list – meeting pending with GCC and County Councillor** – This matter had been discussed with Cllr Stowe during item 6. It was agreed that the Chairman would liaise with the Clerk on updating the list and submitting it to GCC as soon as possible.

13. Review of Parish Plan

A draft questionnaire and covering letter which had been previously circulated was discussed. The Chairman would produce a further report incorporating ideas for distribution and collection of the completed forms and circulate it in time for the next meeting of the Council. Mrs.Mathers confirmed following a request from the Chairman, that she would be willing to lend her help in distributing via the "Longborough Talk" email distribution list

14. Casual Vacancy in the position of Councillor

The Chairman reported that Steve Mathers had resigned from the Council in April thus leaving a vacancy on the Council. The Clerk had notified CDC and the necessary information had been posted on noticeboards and the Council's website.

15. Review of dates for forthcoming LPC meetings during current restrictions

It was agreed that the next ordinary meeting would be held on the pre-agreed date of 13th July and would be held using the Zoom platform, unless Covid restrictions had been lifted. A special one-off meeting to approve the Annual Statement of Governance may be required in June.

16. Review of Council on Social Media

It was agreed that this item be deferred until the July meeting of the Council.

17. Consideration of future 'Welcome to Longborough' leaflet

It had been reported at the last meeting that Mrs.Mathers had been co ordinating compilation and distribution of the document for some years but that she felt it required updating. The Chairman concurred with this view and proposed that Council should take over management of the document with Mrs.Mathers input on the handover. Cllr Howse would work with Mrs.Mathers to effect that change. The vote was carried by a majority (Cllr Wheeler abstained).

18. Review of governance regarding public participation at LPC meetings

Reconsideration of the narrative for the agenda on this topic had been requested by former Cllr Mathers prior to his resignation. The Chairman noted that whilst he was aware that public participation was not part of the formal meeting of the Council, and no decisions could be made during this time, he was confident that the regulations pertaining to public participation could be maintained whilst permitting members of the public to raise any matter of relevance to the Parish Council regardless of whether they were included on the agenda. Following discussion, it was agreed unanimously that the statement on future agenda would read as follows:

'In accordance with Standing Orders, members of the public may make representations to the council (limited to 3 minutes per topic with a maximum time of 10 minutes). Persons wishing to speak should, where possible, contact the Clerk in advance of the meeting, giving the nature of their question so that the best possible response can be provided if appropriate. Members of the public are not permitted to speak at any other point in the meeting unless asked to do so by a Councillor'.

19. Any other business and councillors' items for consideration at future meetings

- i. Condition of the Ashwell and road leading towards it
- ii. Footpaths in the Parish
- iii. Speeding in the village

The meeting closed at 9.20pm

Signed
Chairman

Tim Howse

Date 13th July 2020

The next meeting shall be held on Monday 13th July 2020 at 7.30pm.