

**DRAFT MINUTES**  
**SOUTH WILLINGHAM PARISH COUNCIL**  
**ANNUAL MEETING**  
**WEDNESDAY 15 JULY 2020**

**Present:**

Cllr P Elliott (Chair)

Cllr D Challenger

Cllr P Ferguson

Cllr M Edmundson

Cllr M Ferguson

Cllr R Fry (ELDC)

Clerk - S Asquith

**Residents' Forum:**

Owing to the Coronavirus situation, residents were invited to submit any issues to the Clerk via email. None was received.

**1 Apologies for absence:**

Cllr P Bradwell (LCC)

**2 Declarations of interest in any items on this agenda:**

None.

**3 Election of Chair 2020/21**

Nominations were invited for the post of chair. Cllr Elliott stated that he was happy to continue in post, there were no other nominations. Cllr M Ferguson proposed Cllr Elliott and this was seconded by Cllr Challenger.

**4 To receive the Chair's Declaration of Acceptance of Office**

To avoid the circulation of paperwork within the meeting the Clerk would deliver this to the Chair to be signed outside of the meeting. **Action: Clerk**

**5 Election of vice-Chair**

Cllr Challenger was nominated by Cllr Edmundson and seconded by Cllr P Ferguson.

## **6 To receive the vice-Chair's Declaration of Acceptance of Office**

To avoid the circulation of paperwork within the meeting the Clerk would deliver this to the vice-Chair to be signed outside of the meeting. **Action: Clerk**

## **7 Vacancies**

The Chair confirmed that there are currently two vacancies for councillors.

## **8 To agree the Minutes of the Parish Council Meeting held on 19 Mar 2020:**

The Minutes were agreed as a correct record and duly signed by the Chair.

## **9 Matters arising from the Parish Council Meeting held on 19 Mar 2020:**

Cllr Elliott produced the leaflets offering help to village residents during the Coronavirus outbreak and Shirley Asquith had helped deliver them. He reported about ten requests for support to the central Whatsapp group. Attendees reported that neighbours and friends had been actively helping each other throughout the village. Cllr P Ferguson reported that the book and DVD library set up in the parish hall by Dave Nutten had been well-received.

## **10 Financial matters:**

### **i) Annual Return 2019/20 Annual Governance Statement**

The Clerk had circulated this prior to the meeting and the Statement was approved at the meeting. Cllr Elliott had reconciled the figures. As the Council's income and expenditure is below the £25k limit the Certificate of Exemption will be submitted to the auditors. The Certificate of Exemption was approved by the meeting. The internal audit had kindly been carried out by Paul Fuller. The prescribed sections of the return would be published on the website as required. **Action: Clerk**

### **ii) Annual Return 2019/20 Statement of Account**

The Clerk had circulated this prior to the meeting and the Statement was approved at the meeting. Cllr Elliott had reconciled the figures.

### **iii) Presentation of financial report**

Cllr Elliott, as a professional accountant, has taken on the production of the financial report to assist the Clerk. The new format was welcomed and the figures approved and were agreed with the bank statement which was shown to the meeting.

### **iv) General reserves 2021/22**

Cllr Elliott suggested that the general reserves be maintained at the rule of 50% of precept ie £300. This was approved.

v) Finalised budget 2020/21

Cllr Elliott had drawn up the budget which was circulated prior to the meeting. He explained that much of the expenditure was carried forward from the previous year to be spent on the various parish initiatives already begun. A project breakdown was provided on a separate page. He confirmed that the budget could be amended during the year.

vi) Payment of additional compost for planters £15.96

Approved and a cheque was signed and countersigned.

vii) Payment of Parish Hall donation £50

Approved and a cheque was signed and countersigned.

viii) Payment to churchyard maintenance £50

Approved and a cheque was signed and countersigned.

ix) Payment of LIVES donation £50

Approved and a cheque was signed and countersigned.

x) Payment of contribution to village website £73.50

Approved and a cheque was signed and countersigned.

xi) Payment to church clock maintenance £50

Approved and a cheque was signed and countersigned.

xii) Approval of History Group newspaper archive payment £35.98

Approved.

xiii) Approval of payment to Zurich Insurance £144.59

Approved.

## **11 Risk management (standing item)**

A risk assessment on meeting in the parish hall under Coronavirus conditions had been undertaken and circulated by the Chair prior to the meeting. Following this it was decided that it was safe to meet as a council whilst following social distancing, hand sanitisation and face-covering rules. These were in place at the meeting. Cllr Fry confirmed that the Chief Executive of ELDC had approved council meetings of up to 30 people, following the same rules.

Cllr P Ferguson asked whether the phone box was insured in case of demolition. The meeting agreed that it would be too expensive to seek to replace the box should

there be an accident with it. The phone box is not listed on the asset register. There are no items on the asset register and it was agreed not to add it. The meeting agreed not to insure the phone box.

## **12 Parish Council initiatives**

Planters:

Cllr P Ferguson said that the planters had now been filled although the garden designer, Jo Rouston, had not been able to obtain all the plants she had wanted owing to lockdown. The parish hall window boxes had also been filled by the parish hall committee. Cllr P Ferguson was seeking four volunteers to water the planters using the water barrels purchased for the purpose. These would fit into the boot of a car and required little lifting. The meeting thanked Cllr Fry for the grant towards their purchase. Cllr P Ferguson had also obtained a sprayer for use around the planters and on footpaths to keep them clear of weeds. Cllr P Ferguson had pressure-washed the bench and had asked Woodbine Cottage if they would consider doing some planting around the phone box and bench.

Phone box:

Shirley Asquith said that the wood for the back of the phone box had been bought and cut but not yet collected during lockdown. She said that the light had not been working for about a week. The trip had not cut in and she could not see a way to get at the light fitting. She had contacted the electricians who did the original work and had booked for them to come on Thursday 23 at 8 am. They estimated about £50. Cllr Ferguson said he would take a look and confirm whether the electrician was required or not. **Action: Cllr P Ferguson**

Cllr P Ferguson said that the history group needed to decide what input they wanted into the phone box project. He felt that the decision still needed to be made about what the ultimate use for the phone box was to be.

Community orchard:

The meeting agreed that the ELDC community orchard idea, previously circulated with very little notice, was interesting. Cllr Elliott reported that she had registered an interest.

## **13 Chronicle village newsletter**

Cllr P Ferguson had been liaising with Nigel Spencer on the production of the village newsletter which could now no longer be printed for free. He had found a printer in Woodhall Spa who could produce the required layout for £150 for two issues. The village inkjet printer is not up to the task. The proposal is to produce two issues a year, 8-10 A4 pages, colour, x80 copies each time. Research suggested that an electronic version was not what people wanted.

The meeting agreed that a village newsletter is worthwhile but that the content needed to be interesting, current, factually correct and stand up to scrutiny. The meeting felt that any contribution from the Parish Council towards production costs suggested its approval of the content, therefore this would have to be monitored. It

was felt that it should not be an organ for publishing edited minutes, which are available on the website, but agreed that it could be difficult to find enough stories or contributions to fill the pages.

The meeting agreed to provide £75 towards production of the next issue, which it understood to be due in October. On review of this issue it would discuss further support. It was suggested that the draft copy be on the agenda of the meeting of 16 September for review. **Action: Cllr P Ferguson is to liaise with Nigel Spencer, editor of the Chronicle.**

#### **14 Planning matters**

The last proposal received was for Cobblers Cottage, which had been circulated, and building was now in progress.

#### **15 Correspondence**

Cllr Bradwell had been in touch with Cllr Elliott regarding road repairs. She said that she would arrange for a Highways Officer to walk around the village to see the list of things raised. She suggested that the drains could be checked out by the new team, but the road and paths needed to be assessed.

An alert had been circulated about a company offering road repairs to parish councils that was a scam.

#### **16 Items for next agenda**

Chronicle village newsletter

#### **17 Date of next meeting**

Wednesday 16 September 2020

The meeting closed at 7.55

Signed:

Date:

Chairman: