

OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

Meeting:	FULL PARISH COUNCIL
Date:	Tuesday 1 September 2020
Location:	Conducted remotely via Zoom
Time:	7.30 pm
Members Participating:	Cllrs A Renwick (Chairman), R Barker, P Bloyce, D Whiter, S Brown, K Tuck, A Jones, R Doust,
Members Absent:	Cllr J Robinson
In Attendance:	Mrs S Tuck (Clerk), L Orvis (Finance Officer); County Councillor Elaine Still

Item No	Item	Action
1.	APOLOGIES FOR ABSENCE Apologies were received from Cllr J Robinson	
2.	COUNCILLOR RESIGNATION & APPOINTMENT OF VICE CHAIRMAN The resignation of the Vice-Chairman, Cllr Mark Oszczyk, was received and noted. There were no nominations for his replacement and Cllr Bloyce offered to take over the role until the Annual Parish Council Meeting in May next year. All voted in favour and the Chairman thanked Cllr Bloyce.	
3.	CONFIRMATION OF MINUTES Minutes of the Full Parish Council Meeting of 4 August held via Zoom were confirmed as a true record of the business conducted. Chairman to visit the office to sign the Minutes.	Chairman
4.	DECLARATIONS OF INTEREST There were no declarations of interest.	
5.	MATTERS RELATING TO FINANCE	
5.1	The Invoice Log detailing the previous month's invoices, petty cash expenditure and salary costs was received and ratified.	
5.2	Renewal of the Parish Council Insurance Policy from 1 October under the long term agreement expiring 30 September 2022 was discussed. The Clerk pointed out that the War Memorial was not covered, nor had been in the past as the risk was low due to its location. This could be added to the policy at a later date if required and the Clerk was asked to check the cost of replacement and the additional insurance. Renewal of the policy was agreed in accordance with the quote provided.	Clerk
5.3	The Clerk's recommendation to move revenue from Lychpit Hall bookings to the Barclays Bank Account and to	

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	allow the Assistant Clerk to manage the account was agreed.	
5.4	Members were reminded that a review of the 3-Year Plan is due on 20 October and were asked to consider what projects should be included with suggestions being emailed to the Clerk in advance of the meeting. The Chairman requested a volunteer/volunteers to join the Finance & Resources Committee to boost numbers. Cllrs Jones and Whiter put their names forward and were accepted on to the Committee.	All Councillors
6.	ANNUAL AUDIT	
6.1	Notice of Completion of the Annual Audit for 2019/20 had been received and members were pleased to note that no items of concern had been raised by the External Auditor. The Chairman congratulated the Finance Officer and Clerk on a successful outcome.	
7.	PUBLIC PARTICIPATION SESSION An invitation to members of the public to submit queries or issues and join the meeting via Zoom had been published on the Agenda. No members of the public were present.	
8.	REPORTS FROM DISTRICT & COUNTY COUNCILLORS Cllr Still reported as follows: A problem relating to “ponding water” at the end of Crown Lane had been logged on the HCC website. Patching work on the footway and replacement of the kerb is due to take place. A developer has expressed interest building 20-40 houses on the Swing Swang Lane site. However, a recent archeological dig has located an old pipe, necessitating a further dig which is due to start later this week. Milkingpen Lane drainage works have been completed although the road under the bridge still needs to be tarmacked. Councillors queried recent activity at Crossways and Cllr Still will investigate and advise the Clerk.	ES
9.	MONTHLY MONITORING REPORT	
	<ul style="list-style-type: none"> Issue with Castle Water – allotment check meter installed. Use is being monitored. Abatement to be reviewed at the end of the year. Awaiting next rate demand showing refund. Crown/Church Lane Footpath – work delayed due to changes in the team delivering the work. Clerk to be informed when a new date for the works is agreed. ES will follow up on Monday. Lychpit footpaths – unsatisfactory repairs - ES to meet with RD on site. Improvements to showers – no quotes received from those contractors contacted – Grounds Manager to seek alternative quotes. 	ES ES
		Move to FM

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	<ul style="list-style-type: none"> • Milkingpen Lane Yellow Lines – awaiting public consultation & funding – ES monitoring. • Co-option of Councillors – 2 submissions received to date and held pending face to face meetings. • Purchase & installation of Edge Software – LH/Meeting Room software installed - training to start this week. Allotment software installed - training date to be agreed. Epitaph Cemetery software still to be purchased & installed. • Crime Reports – awaiting tracking information from Cllr Robinson. • New Speedwatch Volunteer – contacted. • Football Club documentation – received– RD requested more precise information. • Archery Club – Sunday morning shooting – date to be set for a review at end of football season in 2021. 	<p>ES</p> <p>Remove</p> <p>JR</p> <p>Remove Clerk</p> <p>Move to FM</p>
10.	CHAIRMAN'S COMMUNICATIONS	
	<p>The Chairman invited Cllr Bloyce/Doust to report on the recent meeting with the BBC at Broadhurst Grove.</p> <p>Cllr Doust commented that it was a good meeting attended by approximately 40 residents, Borough Councillors Sven Godesen and Onnalee Cubitt plus a BBC reporter.</p>	
11.	CORRESPONDENCE RECEIVED	
	None received.	
12.	REPORTS FROM COMMUNITY REPRESENTATIVES	
	<p>12.1 Village Hall - No report.</p> <p>12.2 Beddington Centre – the AGM took place on 27 August. It was noted that a £10,000 Covid-19 Government Grant had been received to cover lost revenue.</p> <p>12.3 Basinga – a new system may need to be implemented due to shortage of committee members.</p> <p>12.4 BDAPTC – no report.</p> <p>12.5 Transport – a full timetable has resumed and take-up is good. AJ will prepare a report for the Basinga.</p> <p>12.6 Carnival - No report.</p> <p>12.7 ILP/ERF – no report.</p> <p>12.8 Footpaths/ROW – the Borough Council had carried out hedgerow cutting around the Lychpit footpaths.</p> <p>12.9 Crime/Speedwatch – New volunteer will join the next session.</p>	
13.	MISCELLANEOUS MATTERS	
	<p>13.1 The final proof of the Autumn Newsletter had been circulated in advance of the meeting. A few minor errors had been corrected and the proof was agreed. Members agreed that future Newsletters should be reduced to 2 per annum (Spring and Autumn) due to pressure of work in the Parish Office.</p>	Clerk to authorise publication

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	<p>13.2 The Minutes of the Covid-19 Working Group Meeting of 8 July had been circulated and were ratified. The next meeting will take place on 16 September at 10.30 am. Clerk to prepare an Agenda.</p>	Clerk
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14.	MATTERS RELATING TO COMMITTEES	
	<p>14.1 The Minutes of the Facilities Management Committee of 18 August and Planning & Development Committees dated 28 July and 11 August were received and ratified.</p>	
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15.	CONFIDENTIAL ITEMS	
	<p>15.1 Members were advised that the Local Government Services Pay Agreement for 2020/21 had been finalised and the agreed increase, backdated to 1 April 2020, will be applied to office staff salaries from September pay-day. No information has yet been received regarding grounds staff pay which is aligned to Borough Council pay scales.</p>	
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The meeting closed at 8.34 pm		
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SIGNED:.....

DATED:.....