

OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

Meeting:	FULL PARISH COUNCIL
Date:	Tuesday 5 May 2020
Location:	Conducted remotely via Zoom due to Covid-19 crisis
Time:	7.30 pm
Members Participating:	Cllrs A Renwick (Chairman), R Barker, P Bloyce, D Whiter, S Brown, R Doust, J Robinson, A Jones, K Tuck
Members Absent:	Cllr M Oszczyk
In Attendance:	Mrs S Tuck (Clerk), L Orvis (Finance Officer), K Hope (Assistant Clerk), County Councillor Elaine Still; Borough Councillor Onnalee Cubitt

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	The Chairman opened the meeting by thanking all staff, including the Grounds Staff who were not present, for their continuing efforts during the current Covid-19 crisis.	
1.	APOLOGIES FOR ABSENCE & DECISION REGARDING VIRTUAL MEETINGS 1.1. Apologies were received from Cllr M Oszczyk and the Chairman welcomed new Councillor, Kate Tuck. 1.2. A survey by the Clerk showing 9 out of 10 Councillors were prepared to use Zoom for meetings during the current Covid-19 crisis was noted . The Clerk has purchased Zoom Pro for added security and no meeting time restrictions.	
2.	CONFIRMATION OF MINUTES Minutes of the Full Parish Council Meeting of 7 April held by email were confirmed as a true record of the business conducted . Chairman to visit the office to sign the Minutes.	Chairman
3.	DECLARATIONS OF INTEREST Cllr Robinson declared an interest in item 10 due to his involvement with the Citizens Advice Bureau. Cllr Whiter also declared an interest in item 10 due to his involvement with the Food Bank.	
4.	MATTERS RELATING TO FINANCE 4.1 The Invoice Log detailing the previous month's invoices, petty cash expenditure and salary costs was received and ratified . 4.2 The addition of Cllr Steve Brown as a signatory on the Lloyds Bank Account was agreed . Clerk to prepare the required mandate. 4.3 The rollover of funds on the Barclays Treasury Deposit Account for a further 3 months was agreed . 4.4 The Year End Management Accounts had been circulated in advance of the meeting and, following an explanation of	Clerk

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	various items by the Finance Officer, were received and ratified .	
4.5	An additional quote from Purbeck to supply and install sleepers along the bank adjacent to the Bowls Club whilst carrying out the driveway resurfacing was ratified after it was explained that this was within budget and the Grounds Manager had been unable to source materials to do the work himself as originally planned.	
4.6	The Clerk reported that the first instalment of the Precept plus the “grass cutting grant” had been received. The Finance Officer explained a breakdown of the figure.	
4.7	An invoice from HALC for renewal of the annual membership was received and ratified . Clerk to arrange payment.	Clerk
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5.	ANNUAL AUDIT 2019/20 Following completion of the Internal Audit the Annual Governance & Accountability Return (AGAR) for 2019/20 had been circulated prior to the meeting.	
5.1	Section 1 of the AGAR was received and ratified by all present and will be signed by the Chairman and Clerk/RFO.	Chairman/ Clerk
5.2	Section 2 of the AGAR (Accounting Statements) was received and ratified by all present and will be signed by the Chairman.	Chairman
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6.	PUBLIC PARTICIPATION SESSION Members of the public had been invited on the published Agenda to submit queries or issues and join the meeting via Zoom. No submissions received and no members of the public were present.	
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7.	REPORTS FROM DISTRICT & COUNTY COUNCILLORS Clr Still reported as follows: Information relating to various Highways matters had been circulated prior to the meeting. Following telephone calls with the Clerk during the day regarding residents’ concerns over a forthcoming auction of land at Broadhurst Grove, Lychpit Clr Still will ensure the HCC legal team contacts the auctioneers with information relating to rights of access. The Chairman thanked Clr Still for her prompt response. A new Highways Officer (Jamie Wigg) has been appointed and will introduce himself to the office staff when an opportunity arises. Clr Cubitt reported as follows: The Leader of the Borough Council, Head of Planning and Executive Directors for Finance & Resources had been made aware of the auction of land at Broadhurst Grove and Clover Fields. She had received assurance that the fortnightly bin collections were a temporary measure only and would revert to weekly once the Covid-19 crisis was over.	

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	<p>The Recycling Depot in Wade Road was soon due to re-open.</p> <p>A DC meeting held via Zoom will take place in the next 2 weeks to discuss an application for reduced development of Manydown.</p> <p>Plans for the proposed MOTO site at J6 of the M3 were now out for public consultation.</p> <p>There has been a rise in thefts from outbuildings in villages during the current crisis. The police are asking residents to take suitable precautions to safeguard their property.</p> <p>The Clerk read a report from Cllr Godesen stating that the Commons Trustees had granted use of the field adjacent to the Royal British Legion to the Basing Royals Junior Football Club for a peppercorn rent subject to the club being responsible for the upkeep.</p>	
<p>8. MONTHLY MONITORING REPORT</p>	<ul style="list-style-type: none"> • Issue with Castle Water – TW have agreed to reinstate the 90% abatement a revised invoice/refund received from CW is not agreed and Clerk will follow up with CW. • Crown/Church Lane footpath – work to go ahead – quotes from contractors delayed due to current crisis. • Lychpit footpaths – unsatisfactory repairs - ES to chase progress. • Improvements to showers –quotes delayed due to Covid-19. • Milkingpen Lane Yellow Lines – Chairman queried progress on a decision – ES confirmed this has not been forgotten. • Speed restrictions in Park Lane – information received from Highways and forwarded to resident. • Driveway Resurfacing – work under way. • The response agreed at the last meeting had been sent to the resident regarding the precept. A copy of his reply had been circulated. 	<p>Clerk</p> <p>ES</p> <p>ES</p> <p>Close</p> <p>Close</p> <p>Remove</p>
<p>9. CHAIRMAN’S COMMUNICATIONS</p>	<p>The Chairman raised the following:</p> <p>The Clerk’s report regarding the Cottage tenancy circulated in advance of the meeting. Members unanimously agreed to Option B (a reduction of rent to £800.00 for 3 months with no repayment of the shortfall) being offered in recognition of the current difficult circumstances. Clerk to contact the agents.</p> <p>The forthcoming MOTO Service Station application details of which had been circulated.</p> <p>The auction of land in Broadhurst Grove, Lychpit and telephone calls from residents asking for Parish Council help. Cllr Still confirmed HCC Legal department will write to the auctioneers regarding rights of access. It was agreed the matter would be discussed at the next Planning Committee Meeting with a view</p>	<p>Clerk</p>

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to forming a working party (if necessary) to consider what action the Parish Council can take. **Asst. Clerk**

10. CORRESPONDENCE RECEIVED

Cllrs Robinson and Whiter had declared an interest in this item. Information on the support provided to residents and the wider community by the Citizens Advice Bureau and a request for funding had been circulated prior to the meeting. A proposal to donate £250.00 was **agreed by 9 votes with 1 abstention.**

11. REPORTS FROM COMMUNITY REPRESENTATIVES

Cllr Whiter reported that the Energy Recovery Facility Meeting had been cancelled.
Cllr Bloyce reported that there would be no published Basinga for 2 months due to Covid-19 but the Basinga Extra would be updated.

12. MISCELLANEOUS MATTERS

- 12.1.** The Covid-19 Working Group Action Plan dated 17 April had been circulated and was **ratified.**
- 12.2.** A survey by the Clerk regarding postponement or cancellation of the Annual Parish Council Meeting (AGM) resulted in 8 out of 10 Councillors voting to cancel this year's meeting. The current Chairman and Vice-Chairman will therefore remain in office until May 2021. Existing Committees will continue for a further year. This decision was **noted.**

13. MATTERS RELATING TO COMMITTEES

- 13.1** The Minutes of the Planning & Development Committee dated 14 April were **received and ratified.**
- 13.2** Councillor Kate Tuck's request to join the Facilities Management and Planning Committees was **agreed.**
Councillor Steve Brown's request to join the Finance & Resources Committee was **agreed.**
Councillor Richard Barker's request to move from Planning Committee to the Facilities Management Committee was **agreed.**

The meeting closed at 8.41 pm

SIGNED:.....

DATED:.....