

Minutes of the Meeting of Potterne Parish Council held on Wednesday 6 May 2020 at 7.00pm via Zoom

Present: Cllr Philip Abbatt (PA); Cllr Peter Balls (Chairman) (PB); Cllr John Chandler (Vice-Chairman) (JC); Cllr Richard Clark (RC); Cllr Carol Clifford (CC); Cllr Robert Hunt-Grubbe (RHG); Cllr Andrew Huntley (AH); Cllr John Mann (JM); Cllr Nesta Pudney (NP); Cllr Chris Twiney (CT)
Also present: Liz Starling (Clerk); Karon Van Den Berg (new Clerk – observing)

Apologies: Cllr Tony Molland (TM)

1/20/21	Welcome and Apologies: The Chairman welcomed Councillors and received apologies.	
2/20/21	Adoption of WALC Protocol for Remote Meetings: This was circulated to all members prior to the meeting. Resolved: Proposed by NP, seconded by JC and agreed by all that this should be adopted.	
3/20/21	Declaration of Members' Interests: There were no declarations of interest.	
4/20/21	Minutes of meeting held on 4 March: Resolved: JM proposed and RC seconded and all agreed that the minutes were an accurate record. The minutes will be signed at a later date due to Covid 19 restrictions.	
	Open Session PB declared that the meeting was temporarily suspended to allow for an open session for 10 minutes so that the public could place questions to the Council to be discussed at the next meeting if confirmed in writing.	
	It was noted that there had possibly been a couple of Covid 19 cases in the village to date.	
	There were no further comments from the public therefore PB closed the Open Session.	
5/20/21	Risk Management Policy: This had been updated and the draft policy circulated to councillors prior to the meeting. Comments had been received and the policy amended and recirculated. Resolved: Proposed by RC, seconded by AH and agreed by all that this policy should be adopted.	
6/20/21	Residential Development: a) The following application was considered:	
	20/02650/LBC	Old Kings Arms, High Street, Potterne, SN10 5NA
	Reinstatement, repair and alterations to an existing outbuilding within the curtilage of a listed building.	
	<i>No objection</i>	
7/20/21	Update from Staffing Committee: PB advised the meeting that successful interviews had taken place and that Karon Van Den Berg had been appointed as the successor to the current Clerk. A start date will be agreed upon once the Covid 19 restrictions have been lifted and a handover can be arranged. He welcomed Karon as an observer to the meeting.	
8/20/21	Parish Council Insurance:	

Signed:

Date:

The Parish Council insurance was due for renewal 1 April 2020. Documents were not received from the insurance company until the middle of March and were unable to be reviewed at the April meeting as it was cancelled due to Covid 19 restrictions. Insurance renewal documents had been circulated prior to the meeting. This is the second year of a 3 year agreement; there is no increase the premium. **Resolved:** Proposed by CC, seconded by NP and agreed that policy meets the Parish Council's insurance requirements.

9/20/21

Finance:

a) The year-end accounts to 31 March 2020 had been circulated prior to the meeting. This included the list of Parish Council assets; the latest entry on the list – gates and fence at Ryeleaze had been re-listed using the net cost.

Resolved: Proposed by RC, seconded by PA and agreed that the accounts and list of assets be approved.

b) The Internal Audit Report has been circulated prior to the meeting. **Resolved:** Proposed by RC, seconded by AH and agreed that the report, including the auditor's recommendations were received and noted.

c) The Annual Governance Statement had been circulated prior to the meeting. **Resolved:** Proposed by JC, seconded by JM and agreed that this be approved.

d) The Accounting Statements at Section 2 of the Annual Governance and Accountability Return 2019/20 had been circulated prior to the meeting. **Resolved:** Proposed by NP, seconded by AH and agreed that these be approved.

e) Employers can reimburse employees for reasonable additional costs they incur while working at home under homeworking arrangements. Currently up to £4 a week can be paid exempt of tax. HMRC are increasing the tax exempt amount to £6 a week/£27 per month from 6 April 2020. **Resolved:** Proposed by JC, seconded by CC and agreed that the allowance paid to the Clerk be increased to £6 a week/£27 per month from 6 April 2020.

f) The council considered making payments by online bank transfer rather than cheque. Clerk/RFO will raise the online payments and these will be authorised by one of the existing signatories. Currently aiming to set PB up with full online access with other signatories to follow once Covid 19 restrictions are lifted and it is easier to get signatures on the bank mandate. An internet banking policy will be drafted and circulated for agreement at the next meeting. **Resolved:** Proposed by NP, seconded by RH-G and agreed that future payments are made by online bank transfer where possible.

g) Accounts to be paid and transfer of sufficient funds to pay accounts: **Resolved:** Proposed by RC, seconded by RH-G and agreed that the following accounts be paid:

Chq No.	Payable to	Net	VAT	Gross
	HMRC/E M Starling	513.91	0.00	513.91
	Information Commissioner's Office (Direct debit to be taken 17/5/2020)	35.00	0.00	35.00
	IAC Audit & Consultancy Ltd	285.00	57.00	342.00
	SG Manufacturing Ltd	4115.00	823.00	4923.00
	John Mann (Start Traffic Ltd)	55.45	11.09	66.54
	SSE (Direct debit 20/4/2020)	6.16	0.30	6.46
	Total	5010.52	891.39	5886.91

Signed:

Date:

Inter account transfer

Date:	29/4/2020	Amount:	2000.00
	5/5/2020		5000.00

h) The following payments were made in April and agreed by email as April meeting cancelled due to Covid 19 restrictions. **Resolved:** Proposed by JC, seconded by RH-G and agreed that these payments are approved.

Chq No.	Payable to	Net	VAT	Gross
	Potterne Village Hall	18.00	0.00	18.00
	HMRC	54.20	0.00	54.20
	E M Starling	459.71	0.00	459.71
	E M Starling	26.39	0.00	26.39
	Brian Wilks	130.00	0.00	130.00
	Potterne PCC	750.00	0.00	750.00
	water2business	24.98	0.00	24.98
	Wiltshire Council	350.00	0.00	350.00
	WPS Hallam	299.40	0.00	299.40
	SSE (Direct debit 20 /3/2020)	6.16	0.30	6.46
	Total	2118.84	0.30	2119.14

Inter account transfer

Date:	29/3/2020	Amount:	2000.00
-------	-----------	---------	---------

10/20/21	Purchase of Microsoft 365 Annual Subscription for Parish Council laptop: When the laptop was purchased, office software was only purchased for one year and this has now expired. Resolved: It was proposed by RC, seconded by PA that an annual subscription of Microsoft 365 is purchased.
	Date of next meeting: Wednesday 3 June 2020 at 7.00pm
	The Chairman closed the meeting at 7.30pm.

Signed:

Date: