

Potterne Parish Council

To: **Members of the Council**

You are summoned to attend a **MEETING OF POTTERNE PARISH COUNCIL** via Zoom on **Wednesday 3rd March 2021 at 7.00pm**

Link to Meeting:

Join Zoom Meeting

<https://zoom.us/j/92402516545?pwd=M0J6SGwwTjE4MVAzV3c0Wm9KWTdXdz09>

Meeting ID: 924 0251 6545

Passcode: 485760

Press & Public are invited to attend.

Karon Van Den Bergh - Clerk to the Council. 25/02/2021

AGENDA

1. **7.00-7.05pm Welcome and Apologies**
2. **7.05-7.10pm Declaration of Members' Interests**
To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
3. **7.10-7.15pm Minutes of Meeting held on 3rd February 2021**
To resolve that the minutes of the meeting of the Council held on the 3rd February 2021 be approved for signing as a correct record.
4. **7.15-7.20pm Action Tracker Update**
5. **7.20-7.30pm Open Session**
There will be an open session for 10 minutes so that the public can place questions to the Council to be discussed at the next meeting if confirmed in writing.
6. **7.30-7.40pm Road Safety, Vehicle Parking and Public Transport (Whole Council)**
7. **7.40-7.55pm Leisure Facilities, Appearance and Environment (JC, AH)**
 - a. Accessway between 56 Blounts Court and Blounts Court Park (AH)
Decision as to whether an easement or agreement (Lease) should be put in place.
 - b. Defibrillators (AH)
The ownership of the defibrillator situated at the Youth Centre is now in the hands of Potterne Parish Council whose responsibility it will be for maintenance and replacement parts.
8. **7.55-8.00pm Community and Learning (NP, CC)**
 - a. Update from Cemetery Sub-Committee.
 - b. Update from School Sub-Committee
9. **8.00-8.05pm Commercial Development (CT)**
10. **8.05-8.15pm Footpaths and Cycleways (PA, JM)**
 - a. Tree to be planted at Blackberry Lane (PA)
11. **8.15-8.20pm Communications (JM, KV, TM)**
12. **8.20-8.30pm Parish Council Elections May 2021 (All)**

13. 8.30-8.35pm Insurance (KV)

The Parish Council insurance is due to enter third year of a three-year contract. Annual policy due to be received from 1st April.

14. 8.35-8.40pm Fixed Asset Register (Paper 1) (KV)

To approve addition of SIDs to the Fixed Asset Register.

15. 8.40-8.45pm Internal Audit Engagement Letter (Paper 2) (KV)

To review and approve IAC Audit & Consultancy as internal auditors for 2020/2021. The fee of £285.00 remains unchanged from 2019/2020. Agreement required to accept a 3-year contract at a 5% discount.

16. 8.45-8.50pm Annual Parish Meeting (KV)

- a. Date to be set between before 1 June 2021.
- b. Jubilee Cup and Alan Mead Memorial nominations to be sought for presentation at the Annual Parish Meeting.

17. 8.50-8.55pm Residential Development (RC, RH-G, PA)

- a. To consider the following single application:

| | | |
|--------------|---|--|
| 21/01483/TCA | The Old Vicarage, 4 Rookes Lane, SN10 5NF | T1 Beech – reduce and remove selected secondary branches to raise canopy. G2 Leylandii – Neighbour's tree on boundary. Prune back removing growth on east side of the group to minimize branch failure onto their property |
|--------------|---|--|

18. 8.55-9.00pm Correspondence

19. 9.00-9.05pm Finance:

- a. Agree accounts to be paid and transfer of sufficient funds to pay accounts:

| <i>Payable to</i> | | <i>Net</i> | <i>VAT</i> | <i>Gross</i> |
|---------------------------------|---|----------------|---------------|----------------|
| Karon Van Den Bergh | Administration Costs | 552.50 | | 552.50 |
| Mark Goddard & Sons Landscaping | 2020-2021 (based on quote £996.00 remains yet to be billed for this financial year) | 865.00 | 173.00 | 1038.00 |
| SSE | Electricity | 6.30 | .31 | 6.61 |
| | | 1423.80 | 173.31 | 1597.11 |
| Inter account transfer: | | | | |
| Date: 04/03/2021 | | Amount: | | 1000.00 |

20. Items to be considered for the Agenda for the next Meeting.

21. Date of next meeting: Wednesday 7th April 2021, 7.00pm by Zoom.

22. Close meeting