**Held remotely via Zoom**

**Wednesday 27 May 2020 7.30pm**

**In Attendance:** Councillors: Nicola Harris, Spencer Morris, Nigel Tomlinson, Keith Wilson,

Colin Wright

**Clerk to the Council:** Lindsay Wilson

**Apologies received:** None

1. **Election of Chair:** Cllr Keith Wilson was nominated and elected to be Chairman for the year 2020-2021

**Proposed:** Cllr Tomlinson **Seconded:** Cllr Morris

1. **Declaration of Acceptance of Office:** Cllr Wilson signed the said declaration form
2. **Election of Vice Chair:** As previously agreed in last year’s meeting, that Councillors should take this role in alphabetical turn – Cllr Tomlinson was nominated and elected to be Vice Chair for the year 2019-2020

**Proposed:** Cllr Harris **Seconded:** Cllr Wright

1. **Declaration of Acceptance of Office:** Cllr Tomlinson signed the said declaration form
2. **Minutes of Annual General Meeting for Loversall Parish Council held on 22.05.19** (previously circulated on 04.06.19), previously accepted as a true record of that meeting, were ratified.

**Proposed:** Cllr Wright **Seconded:** Cllr Harris

1. **Review/Adoption of:** It was noted that there have been no significant changes in any of the following policies in the last year.
   1. **Standing Orders v4:**
   2. **Delegated Powers**
   3. **Employment Policies:**
      1. **Health and Safety**
      2. **Equal Opportunities**
      3. **Sickness Absence**
      4. **Disciplinary and Grievance**

It was proposed that these should be v4 accepted en bloc.

**Proposed:** Cllr Harris **Seconded:** Cllr Tomlinson

1. **Review/Adoption of Financial Regulations:** Unchanged.

**Proposed:** Cllr Morris **Seconded:** Cllr Wright

1. **Review of Insurance Cover**: A 5 year Long Term Agreement with Zurich Municipal was set up in 2017 and continues until 2021.

**Cheque no.346 for £210.00 for the year 2020 -2021 to be signed**

1. **Finance:**
   1. **Financial statement 2019 -2020**: (previously circulated and attached) was scrutinised and accepted by councillors, noting that there were still unfulfilled commitments.

**Proposed:** Cllr Harris **Seconded:** Cllr Morris

1. **Estimates and Risk Assessments 2020 -2021:** (previously circulated and attached)
   * 1. **Banking arrangements -** due to long-standing problems with NatWest Bank and its management of the Parish Council’s account concerning difficulties in adding signatories to the account and lack of consistency in issuing regular statements for the account, the Clerk recommended a change of bank. The councillors unanimously agreed that Loversall Parish Council should move their account to the Unity Trust Bank

**Proposed:** Cllr Tomlinson **Seconded:** Cllr Morris

* + 1. It was agreed that all the councillors and the clerk should be registered with Unity Trust Bank and that the clerk should originate payments online, with online authorisation from two councillors, and notification to the other councillors for information.

**Proposed:** Cllr Morris **Seconded:** Cllr Tomlinson

1. **Appointment of Internal Auditor for 2019-2020:** Mr Mike Gornall has agreed to perform this function again. Although Mr Gornall had said he didn’t requirement payment for this role, councillors were unanimous in the view that he should receive payment

**Proposed:** Cllr Morris **Seconded:** Cllr Harris

1. **Annual Governance and Accountability Return:**
   1. **Annual Internal Audit Report 2019 -2020:**(previously circulated) Discussed and accepted

**Proposed:** Cllr Morris **Seconded:** Cllr Tomlinson

* 1. **Annual Governance Statement 2019 -2020**:(previously circulated) Accepted by councillors. Signed by the Chairman and Clerk to the Council

**Proposed:** Cllr Morris **Seconded:** Cllr Wright

* 1. **Accounting Statements paper 2019 2020**: (previously circulated) Accepted by councillors. Signed by the Chairman and Clerk to the Council

**Proposed:** Cllr Morris **Seconded:** Cllr Tomlinson

* 1. **Certificate of Exemption AGAR Part 2 2019 – 2020**: (previously circulated)Accepted by councillors. Signed by the Chairman and Clerk to the Council

**Proposed:** Cllr Morris **Seconded:** Cllr Tomlinson

* 1. **Notice of Public Rights:** During these dates members of the public are allowed to see the financial statements pertaining to Loversall Parish Council. The dates this year will be between 28 August 2020 and 30 September 2020

1. **Appointment of Representatives:** 
   1. **Yorkshire Local Council Association:** Cllrs Harris and Morris agreed to perform this role for Loversall Parish Council and allow their details to be forwarded to YLCA.
   2. **Joint Consultative Committee –** Cllr Wright agreed to perform this role
2. **Items deferred from Ordinary meeting 18 March 2020, cancelled due to Covid 19 restrictions**
   1. **Minutes of meeting held on 08 January 2020** (previously circulated 14.01.20**):** Accepted as a true record of that meeting.

**Proposed:** Cllr Morris **Seconded:** Cllr Wright

* 1. **Iport lorries and road signage around Loversall:** 
     1. The Chairman reported back on the site meeting with DMBC and subsequent communication regarding the layout and details on the signs (previously circulated). Unfortunately, the current Covid 19 situation is likely to delay the implementation of these signs and also the replacement of the damaged Bubup Hill sign.
     2. DMBC will also erect a Give Way sign at the junction of the farm road and Bubup Hill, but require the consent of the Parish Council to erect this on that area of land. It was agreed that this should happen.

**Proposed:** Cllr Morris **Seconded:** Cllr Harris

* 1. **DMBC Local Plan:** On behalf of the Parish Council, the Chairman responded to the DMBC consultation on Local Plan Green Belt and Defined villages consultation in October, the response was shared with Parish Councillors. The DMBC’s proposed changes, supported by the Parish Council, were later rescinded. The final plan was received by the Clerk in March 2020 and responses to enquiries made to the Planning Department suggested that there were no further changes to earlier versions of the plan that would impact on Loversall.
  2. **Planning application:**
     1. 20/00251/FUL Howard House- single storey rear extension – granted 22.04.20
  3. **Website changes:** 
     1. New legislation requires that we need to ensure our website is accessible for those with disabilities from 20.09.2020. Our website host will provide this service for £100. It was noted that this was not and expense anticipated within the budget details, seen above.

**Cheque 347 for £100 will be signed and sent.**

* + 1. Town and Parish Council Websites currently are offering a Website Content accessibility audit for a fee of £250-£350 (dependent on the size of the website content). It was agreed to investigate this more closely to determine whether this could be done independently, at no cost.

**Proposed:** Cllr Tomlinson **Seconded:** Cllr Harris

* 1. **Data Protection Fee:** Every organisation or sole trader who processes personal information needs to pay a data protection fee to the Information Commissioner’s Office (ICO), unless they are exempt. The cost of the data protection fee depends on an organisation’s size and turnover. We have now registered and completed the self-assessment toolkit, which determines that Loversall Parish Council do not need to pay anything.
  2. **Rakes Lane:** All rubble has been cleared and holes made good. A discussion followed about the disrepair of footpath and bridle-path signs, and the problems of social distancing around this area. It was agreed to contact DMBC about the signs.
  3. **Hall Balk Lane:** The poor state of the lane and potholes have been reported to the DMBC councillors who have said they will make representation on our behalf.

1. **Dates for Parish Council Meetings 2019-2020** (subject to availability of WI Hut)

**Wednesday 15 July 2020**

**Wednesday 28 October 2020**

**Wednesday 13 January 2021**

**Wednesday 19 May 2021 (to include AGM and Annual Parish Meeting)**

This meeting closed at 20.45hrs

Signed ……………………………………………………. Date ………………………………………………

Chair