

ECCHINSWELL, SYDMONTON AND BISHOPS GREEN PARISH COUNCIL

Minutes of meeting held ONLINE via Zoom

Wednesday 5th May 2021, commencing at 19.00 hours

Present: Cllrs Dain, Bayliss, Kearney, Stamp, and Debenham.

In attendance: Sarah Jones (Clerk), 1 member of the public.

Item		Action																					
1	<p>Election of Chairman and Vice Chair Cllr Kearney proposed that Cllr Dain be re-elected as Chair. This was seconded by Cllr Bayliss and agreed unanimously. Cllr Dain proposed that Cllr Bayliss be re-elected as Vice Chair. This was seconded by Cllr Debenham and agreed unanimously.</p>																						
2	<p>Apologies Apologies were received and accepted from Cllr Coward.</p>																						
3	<p>Declaration of acceptance of office The relevant acceptance of office forms will be signed by the Chair and Vice Chair as soon as is practicably possible.</p>																						
4	<p>Minutes of the meeting held on 14th April 2021 To receive and confirm the minutes of the previous meeting held on 14th April 2021. The minutes were agreed and accepted by all. These will be pp signed by the clerk, and signed by the Chair as soon as practicably possible, as a true record. The chair confirmed that all pp signed minutes and other documentation from the previous year and COVID period, have now been signed by the Chair.</p>																						
5	<p>Responsibilities of Councillors Responsibilities of Cllrs were reviewed and agreed at the meeting held on 14th April 2021 and all Cllrs agreed they would continue with these responsibilities and review next year.</p>																						
6	<p>Finance Report</p> <p>a) Payments for Approval The following payments were agreed for payment:</p> <table data-bbox="199 1176 1181 1377"> <tbody> <tr> <td>S Jones</td> <td>Clerk's salary (April)</td> <td>£588.07</td> </tr> <tr> <td>S Jones</td> <td>Clerk's expenses (April)</td> <td>£30.07</td> </tr> <tr> <td>D McClelland</td> <td>Litter warden – (April)</td> <td>£178.20</td> </tr> <tr> <td>R Wherry</td> <td>Litter warden - (April)</td> <td>£128.18</td> </tr> <tr> <td>HMRC PAYE – RW, DM, SJ</td> <td></td> <td>£ 32.20</td> </tr> <tr> <td>Premier Grounds</td> <td>Village maintenance</td> <td>£304.80</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>£1,261.52</td> </tr> </tbody> </table> <p>The clerk advised that the insurance is due for renewal on 1st June. Details have been received and will be reviewed, but the premium will need to be paid prior to the next meeting on 9th June. Cllrs agreed the clerk can pay this and include it in the June meeting finance report.</p> <p>b) Audit approval The audit papers were approved and will be signed by the Chair and the clerk prior to the audit which is due to take place on 20th May.</p> <p>c) Actual against budget The actual/against budget to the end of April 2021 was agreed.</p>	S Jones	Clerk's salary (April)	£588.07	S Jones	Clerk's expenses (April)	£30.07	D McClelland	Litter warden – (April)	£178.20	R Wherry	Litter warden - (April)	£128.18	HMRC PAYE – RW, DM, SJ		£ 32.20	Premier Grounds	Village maintenance	£304.80	Total		£1,261.52	
S Jones	Clerk's salary (April)	£588.07																					
S Jones	Clerk's expenses (April)	£30.07																					
D McClelland	Litter warden – (April)	£178.20																					
R Wherry	Litter warden - (April)	£128.18																					
HMRC PAYE – RW, DM, SJ		£ 32.20																					
Premier Grounds	Village maintenance	£304.80																					
Total		£1,261.52																					
7	<p>Planning</p> <p>a) Planning applications – none.</p> <p>b) Decisions - none.</p>																						

8	<p>Correspondence</p> <p>29/04/21 – HALC advising that legally, from 7th May, remote meetings will no longer be allowed. The clerk confirmed from the next meeting on 9th June, meetings will be face to face, with the first meeting taking place at Bishops Green.</p> <p>Cllrs discussed the implications of this and whether a pre-meeting lateral flow Covid test would be required. Cllrs agreed to wait for any further guidance from HALC and would prepare for the face-to-face meeting.</p> <p>EVH has been booked for the meetings in July, October and December.</p> <p>29/04/21 – Lengthsman hours 12th May. Jobs for the lengthsman were discussed and agreed.</p>	
9	<p>New Business</p> <p>There was no new business to discuss.</p>	
10	<p>Matters to Report</p> <p>None.</p>	
13	<p>Date of next meeting:</p> <p>Wednesday 9th June 2021 at Bishops Green Village Hall at 7.30pm.</p> <p>There being no further business, the meeting closed at 7.18pm.</p>	