



1 Elections

It was **RESOLVED** to elect Cllr Alan Woodward as the Chairman of Utterby Parish Council.
It was **RESOLVED** to elect Cllr Ann Van Spall as Vice Chairman of Utterby Parish Council.

PUBLIC FORUM

- Cllr Edward Mossop updated the Parish Council on the work he had been undertaking as a Member of ELDC since the country had gone into lockdown in March 2020.

Record of Members Present:

Present - Cllr Alan Woodward (AW) (Chair), Cllr Terry Buckley (TB), Cllr Glenda Thorndycroft (GT), Cllr Ann Van Spall and Cllr Jackie Woodward (JW).

Not Present - Cllr John Mackin (JM) and Cllr Nicola Mackin (NM)

In Attendance - Clerk Maria Vincent and Cllr Edward Mossop

2 Apologies Received

Apologies were received from Cllr John Mackin (JM) and Cllr Nicola Mackin (NM) via Cllr JW as they had been unable to connect to Zoom through the internet and these were accepted.

3 To receive any Declarations of Interest under the Localism Act 2011

None.

4 Minutes

It was **RESOLVED** to approve as correct the minutes of the meetings 4th March 2020 as correct following the change of the word March to April under item 120 c iv.

5 Council Matters, Actions and Communications

- a) It was **RESOLVED** to accept and approve the list of emergency resolutions sent to Councillors on the initial outbreak of Coronavirus on 18th March 2020.
- b) It was **RESOLVED** to accept the revised list of remote meeting dates for 2020/21 to be held at now at 6pm.
- c) It was **RESOLVED** to accept the Assets Register dated end March 2020.
- d) It was **RESOLVED** to re-elect the members of the Personnel Panel with the members Cllrs JW, TB and GT using the same terms of reference as the Panel had in 2019.
- e) **Chairman's Report** - The dwelling has been demolished in Church Lane and building work has begun on at the Manor House in Church Lane. There have been complaints from residents about the untidy state of a couple of houses both up for sale with Compass Estate Agents. I am not sure if there will be a June edition of The Utterby Voice, perhaps just a short version online? The new road markings on A16 are extremely welcome. I understand the Parish Council contract grass cutting should resume shortly. I noted that Benson Court grass has been cut. Planters at the end of the lanes are now in need of attention / replanting. I have received no other contacts/messages from Utterby residents. I would like to suggest when we are able to meet in person again, that we ask to have a walk-around in the village with the Platform Housing Group in relation to Benson Court.
- f) **Clerk's Report** - All planning enforcement (unless very urgent) is on hold as staff have been moved to different sections to help deal with the Coronavirus issues. I did receive an enquiry ref a telephone



mast in the village and 5g from Cllr Buckley, and that was one where I managed to find a person at ELDC who was very helpful with regards to information. LALC are only invoicing us for membership this year and not for training as we did not use this last year. If training is required we can take this out or attend on a PAYG basis. The websites for parish councils all came to a grinding halt and so I cannot report when we will have a new website either.

g) It was **RESOLVED** not to take any actions currently in Utterby with regards to the Coronavirus Crisis.

h) The Clerk asked Councillors to note that newly completed DPI forms were required from them for 2020/21 to send to ELDC.

i) It was **RESOLVED** to accept revisions to Standing Orders - 3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 (**5 for remote meetings**) minutes unless directed by the chairman of the meeting. 3g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes (**1 minute for remote meetings**).

j) It was **RESOLVED** to accept a revision to Financial Regulations - Item 4 BUDGETARY CONTROL AND AUTHORITY TO SPEND Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £500; (changed from £250)
- the Clerk, in conjunction with Chairman of Council or one other Member, for any items below £500. (changed from £250) Item 10h – Contracts - When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 (changed from £100) the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 9.3 above shall apply.

k) It was **RESOLVED** to approve the Code of Conduct (no changes made).

l) It was **RESOLVED** to approve the Risk Management Document (no changes made).

m) It was **RESOLVED** to approve the Council Information Document (no changes made).

n) It was **RESOLVED** to approve the Model Publication Scheme FOI (no changes made).

o) It was **RESOLVED** to approve following policies (no changes). Risk Management Strategy, Safeguarding Vulnerable Persons Policy, Equal Opportunities Policy, Environmental Policy, Complaints Procedure, Health & Safety Policy. The Grants Policy was no longer relevant.

p) An AGE-UK consultation had been received. It was **RESOLVED** that the Clerk should deal with this if required.

q) No correspondence received.

6 Finance and Budgets

a) It was **RESOLVED** to accept the Finance Report (Appendix 1) for 2019/20.

b) It was **RESOLVED** to accept the updated 2020/21 budgets (Appendix 2).

c) It was **RESOLVED** to agree to buy Zoom using LALC's discounted rate if available, and if not available to go ahead with purchasing.

d) i It was **RESOLVED** to ratify payments made under the emergency resolutions of:

Staff Salary and expenses March 2020 100388 £215.05

St Andrews Utterby DCC Grant 4-3-20 minute 121b 100389 £150.00

Utterby Village Hall Grant 4-3-20 minute 121b 100390 £150.00

Utterby Village Hall Hall Hire Feb and March 20 100391 £36.00

Minutes of the Annual meeting of Utterby Parish Council held
Wednesday 6th May 2020 at 6.00pm – held remotely with Zoom



ii It was **RESOLVED** to accept and pass the payments for May below:

Staff salary/expenses April 2020 100392 £243.80

DW Gibbs May bus shelter cleaning 100393 £20.00

LALC Membership 100394 £85.50

Norris & Fisher Insurance Brokers Ltd 100395 £ 259.29

- e) The Chairman noted the Auditors report and it was **RESOLVED** to complete the AGAR forms, and for the Chairman and Clerk to sign them, then for the Clerk to submit to PK Littlejohns.
- f) The Clerk confirmed that due to the Lockdown we would not be moving ahead with moving the Bank Account to a different provider.

7 Planning

- a) It was **RESOLVED** to confirm the support for the TPO application 0029/20/TPA Georgian House (via email).
- b) The Clerk confirmed that there was little information regarding the enforcement enquiries from the March meeting as enforcement staff were only dealing with very urgent cases.
- c) The Clerk reported that she had seen that the planning application for Templeton had now been made but that Utterby Parish Council had yet to be officially contacted, and that no documents were currently available on the planning portal.

8 Parish Council Amenities (bus shelters, village green, etc)

- a) **Welcome Pack.** Nothing to report.
- b) **Utterby Up Campaign** – Nothing to report further to the plant troughs needing attention.
- c) **Verges and Village Green** – The Clerk reported that the contractors were due to be getting back to work soon.
- d) **Bus Shelters** – Mr Gibbs had now started back to work.
- e) **Utterby Voice** – Cllr AW would send some articles and we would produce a 2-page newsletter which could be circulated by email and added to the website /Facebook page.

9 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc

- a) Nothing to report

10 Notifications

- a) Nothing to report.

11 Date and time of Next Meeting

- a) Parish Council Meeting on Wednesday June 3rd 6pm using the Zoom Platform.

The meeting finished at 6:40pm.

Signed _____

Date _____

Initials

2019/20 Clerk and RDO Finance Report

It was reasonably steady finance wise this year.

We had a higher surplus left in the following budgets:

- Mileage – No courses attended which allows for the travelling expenses
- Stationery and postage – using supplies from previous year but now these are almost gone
- Office equipment – budget needed in place should a new printer or laptop be required which was not the case.
- Audit fees – the auditor again did not claim any cost towards the work he undertook.

The Signs budget was not spent as we are now looking at a boundary sign, these are a much higher cost. The street signs were refurbished instead during the Utterby Tidy Up weeks.

There was money left in the grass cutting and verge cutting budgets due a) the death of one of the contractors and b) The Coronavirus crisis which stopped any March cuts.

The General Contingency budget was little used.

We have overspends in:

- LALC Training Scheme – their costs went up.
- Wooden asset repairs – due to the cost of the repairs to the bus shelter following the arson attack.
- We used the Data controller budget heading (which was zero) for the ICO registration so this was seen as an overspend.
- The cost for the Election Expenses was slightly higher than budget.

Financial Year 2019/20 - UTTERBY PARISH COUNCIL - as of 31 March 2020

Item	Budget for 2019/20	Reserves in bank as of 1st April 2019
SPECIFIC RESERVES HELD IN BANK		
TPOs and Green Structures	0.00	900.00
Reserve for Asset Replacement	0.00	1,000.00
Reserve for Elections	0.00	900.00
Contingency reserves in bank as of 1st April 2019		4421.66
Total Reserves in Bank	0.00	7221.66
INCOME		
Precept 16th April 2019	8422.70	8422.70
ELDC verge cutting payment	760.57	760.57
VAT refund expected	288.01	288.01
TOTAL INCOME	9471.28	

Item	Budget for 2019/20	Total Spent to date	Balance
MEMBERSHIP & INSURANCE EXPENDITURE			
Insurance	260.00	258.52	1.48
Audit Fees	40.00	0.00	40.00
LALC Membership -261 parishioners	164.12	83.73	80.39
LALC Training scheme	71.68	78.00	-6.32
Data Controller Reg / DPO	0.00	40.00	-40.00
Election costs (new for 19/20) from remaining budget	600.00	623.74	-23.74
Room Rental	360.00	216.00	144.00
Membership /Insurance TOTAL	1,495.80	1,299.99	195.81

RUNNING COSTS & EXPENDITURE			
Salary Clerk	2,334.72	2,020.19	314.53
Other expenses including home/office use /course refreshme	460.80	216.00	244.80
Mileage	307.20	94.50	212.70
Stationery & postage	256.00	60.45	195.55
Office Equipment	200.00	0.00	200.00
Admin Expenses TOTAL	3,558.72	2,391.14	1,167.58

New Signs Project	500.00	0.00	500.00
Utterby Voice	307.20	238.92	68.28
Grants including S137	300.00	300.00	0.00
Grass Cutting - Village Green	614.40	489.60	124.80
Verge Cutting	1,000.00	616.40	383.60
Bus Shelter Cleaning	245.76	200.00	45.76
Asset Repair & Maintenance (wooden structures)	204.80	240.00	-35.20
Other Green Structures Maintenance	600.00	554.71	45.29
General Contingency	500.00	76.00	424.00
Specific Reserve Additions	0.00	0.00	0.00
General Expenses TOTAL	4,272.16	2,715.63	1,556.53

Budget	9,326.68	
Spend to date		6,406.76
Balance of Budget 15 March 2020		2,919.92

Reserves from above	7221.66
Income (parish agreement grass cutting) received October 2019	760.57
TOTAL Balance available	10902.15

Item	Budget for 2020/21	Identified Remaining expenditure	Reserves in bank as of 1st April 2020
SPECIFIC RESERVES HELD IN BANK			
TPOs and Green Structures	0.00		900.00
Reserve for Asset Replacement	0.00	0.00	1,000.00
Reserve for Elections	0.00	0.00	900.00
Contingency reserves in bank as of 1st April 2020			7,139.99
Total Reserves in Bank	0.00		9939.99

Item	Budget for 2020/21	Identified Remaining expenditure	Total Year End forecast
INCOME			
Precept 15th April 2020	8843.84		8422.70
ELDC verge cutting payment			760.57
VAT refund expected			288.01
TOTAL INCOME	8843.84		

Item	Budget for 2020/21	Identified Remaining expenditure	Total Spent to date	Balance
MEMBERSHIP & INSURANCE EXPENDITURE				
Insurance	273.00	0.00	0.00	273.00
Audit Fees	40.00	0.00	0.00	40.00
LALC Membership -261 parishioners	172.00	0.00	0.00	172.00
LALC Training scheme	85.00	0.00	0.00	85.00
Data Controller Reg / DPO	40.00	0.00	0.00	40.00
Election costs (new for 19/20) from remaining budget	630.00		0.00	630.00
Room Rental	360.00	0.00	0.00	360.00
Membership /Insurance TOTAL	1,600.00	0.00	0.00	1,600.00

RUNNING COSTS & EXPENDITURE				
Salary Clerk	2,451.00	0.00	0.00	2,451.00
Other expenses including home/office use /course refreshment	335.00	0.00	0.00	335.00
Mileage	200.00	0.00	0.00	200.00
Stationery & postage	150.00	0.00	0.00	150.00
Office Equipment	210.00	0.00	0.00	210.00
Admin Expenses TOTAL	3,346.00	0.00	0.00	3,346.00

New Signs Project	700.00		0.00	700.00
Utterby Voice	350.00	0.00	0.00	350.00
Grants including S137	315.00	0.00	0.00	315.00
Grass Cutting - Village Green	1,000.00	0.00	0.00	1,000.00
Verge Cutting	1,000.00		0.00	1,000.00
Bus Shelter Cleaning	250.00	0.00	0.00	250.00
Asset Repair & Maintenance (wooden structures)	215.00	0.00	0.00	215.00
Other Green Structures Maintenance	630.00	0.00	0.00	630.00
General Contingency	400.00		0.00	400.00
Specific Reserve Additions	0.00		0.00	0.00
General Expenses TOTAL	4,860.00	0.00	0.00	4,860.00

Budget	9,806.00	
Spend to date		0.00
Balance of Budget		9,806.00

Reserves from above	9939.99
Balance of budget to date	9,806.00

TOTAL Balance available 19745.99

Make up of General Contingency Reserves 2020/21	
General Reserves from 19/20	4421.66
Balance to 20/21 excess to reserves	£ 1,957.76
Income from Grass Cutting repayment	£ 760.57
Total General Reserves 20/21	7139.99

Precept income 20/21	£ 8,843.84
Top up for Budget taken from last year's balance	£ 962.16
New Budget	£ 9,806.00