**PARISH COUNCIL GENERAL MEETING**

**To Join Zoom Virtual Meeting**

Meeting ID: 81195083359

Password: pc1921

**26th April 2021**

**MINUTES**

**Venue ZOOM MEETING**

**Present Cllr. S. Jerrams Coughtrey (Chairman), Cllrs. K. Burgess, R. Solesbury Timms, T. Rice & M. Allen**

**21/754 Resolution to approve apologies for absence**

* To receive any apologies for absence from the meeting. Members who cannot attend a meeting are required to tender their apologies **in writing** to the Parish Clerk **prior to the meeting** – Section 85(1) of the Local Government Act 1972.

**Written apologies had been received from**

* + Cllr. K. Jones – Family Commitments – Close family bereavement

**Apologies had not been received from:**

* + Cllr. P. Fuller
  + Cllr. C. Bowden
* **Proposed:** Cllr. M. Allen **Seconded**: Cllr. T. Rice

**21/755 Members’ declaration of interest in items on the Agenda**

* Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting
  + Members had no pecuniary interests on items under consideration of the Agenda

**21/756 OPEN MEETING**

* An opportunity for individuals attending to raise any items concerning the Parish
  + Several Members of the public attended the meeting via Zoom to observe/comment/ask questions relating to Agenda items
  + One member: 21/763, 21/765, and
  + One member: 21/758, 21/763, 21/765
  + Approximately 27 members of the public attended – some joining during the meeting and some leaving the meeting before the end.

**21/757 Planning - Letters, Decisions and Applications Chair/Cllrs/Clerk**

**21/757.1 Applications - Determined by SNC – Local Planning Authority**

**NONE**

**21/757.2 – Decisions - Local Planning Authority Responsibility**

* **S/2021/0581/TCA– Conservation Area Tree Notification**
  + H1 Leylandi – Reduce height by 30% to allow light into neighbouring property and reduce risk of failure due to strangulation from old steel cable**. DELEGATED DECISION**
  + **THE BARN, 61 Main road**
* **S/2021/0574/TPO/TREE PRESERVATON ORDER CONSENT**
  + T1 Holy Treet – Fell
  + T2 & T3 Yew Tree – Fell (TPO124/1972)
  + **9 Tenlands WITHDRAWN**

**21/758 Playing Fields (PFA) – Astrop Road Cllr. K. Burgess**

* Update & Proposed Way Forward
* Parish Council – PFA Committee membership
* Popular Trees – Resident’s request

Reports from the PFA and Clubs were submitted to the Annual Parish Meeting – they will be published on the website in due course.

No further update on the Way Forward.

Memorial Hall scheduled to open end of May

Sports activities continue.

**21/759 Community Wellbeing – COVID-19 Cllrs/Jones/Burgess**

* Support in the Community – Update
  + Cllr Burgess relayed to the meeting:
    - Work continues relating to current and future requirements.
    - Still liaising with appropriate departments for the benefit of vulnerable residents

**21/760 Chairman’s Report Chairman**

* Signatories – Barclays Bank Parish Council cheques – Update
  + Waiting on a response from the Mandate Team
  + Appropriate forms have been sent
* Permissive Bridleways 2021 – Update
  + On hold for new Cllrs’ decision in order to take forward
* Annual Parish Meeting – 22nd April 2021
  + Reports were relayed to those attending the Zoom meeting

**21/761 Resolution to approve the Annual Return for the year ended 31st March 2021 – Section 1 Annual Governance Statement**

Documents relating to aspects of governance – approval required.

**21/762 Resolution to approve the Annual Return for the year ended 31st March 2021 (Section 2 – Accounting Statements)**

**Both Agenda items 21/761 and 21/762 will be discussed at a future meeting to be agreed. However it was noted:**

* All current Cllrs have been sent financial statements
* All Cllrs have been sent the Internal Auditor’s (IA) statement
  + An error in the statement has been notified to the I.A. (felt to be a genuine error relating to Bank Statements i.e. that they are destroyed. PC’s Bank Statements **are not** destroyed – he had this in writing following receipt of his report).
  + The Clerk agreed with the I.A. that she will update the External Auditors when submitting documents.
* Cllr. Allen advised the meeting that in his opinion the I.A.’s report had highlighted governance not being achieved. The Clerk reminded Cllr. Allen that this referred mainly to the Internal Controls Councillor (ICC) not complying with the Qtrly checks which he was one, despite reminders. The Clerk had suggested reasons on behalf of Cllr Allen not carrying out checks to the I.A. but the reasons she put forward, it would appear, not accepted by the I.A.

**21/763 Clerk/RFO Report Clerk/RFO**

* Student Welfare – Future meeting with PC/School/Police
  + First meeting to take place at Chenderit – 20th May 2021
* Cheney Chatter – Volunteer still required – resident or Cllr
  + Still waiting for a volunteer to handle
* Council Tax Demands – Resident letter – Andrea Leadsom MP – Statement for the website
  + Residents had written to our MP who asked the Clerk to respond which has taken place and copy sent to our MP. Note received thanking the Clerk on content and quick response.
* CPRE – Membership – Decision still required?
  + Campaign to protect Rural England – New Cllrs to consider over the coming weeks and let the Clerk know if they would like to proceed.
* Revised Information Board – Kings Stile/Church – Licence requirement?
  + Still not heard whether a Licence is required.
* Fake Profiles – MC FB Page – Update
  + Individuals have been asked to use genuine profiles going forward
* Cemetery – Street Light – AXA – Residents’ A-Plan Insurance
  + Apologies have beend received – still waiting to receive cheque in payment
* Appeals – Waters Lane and Thenford Road Documents – Update
  + Approval given – this will be addressed at the next Neighbourhood Plan meeting on the way forward
* Training Requirements – Cllrs/Staff – List of Courses
  + Clerk has received full list of training offered by NCALC and will update future Cllrs. Costs will need to be approved by the Finance Working Party/full Council
* Cllrs Duly Elected – Annual Meeting
  + Meeting to take place on: Tuesday, 11th May
* AGU Treecraft – Oak and Ash – AU19 – Treatment
  + Being addressed.
* Safer Roads Response relating to speeding – permanent solution
  + Response has been received and will be addressed at the next N.Plan meeting on suggested way forward.
* Risk Assessments – Cemetery, Allotments & Play Areas
  + In the process of being undertaken. Play Areas are assessed on a weekly basis. Cemetery and Allotments on an annual basis.
* Remote Virtual Meetings
  + Waiting to hear when these can be discontinued and/or used when required.
* Speculative role enquiry
  + Enquiry received relating to any vacancies. Resident has been responded to and details will be retained for any future requirements.
* Annual Parish Meeting
  + An opportunity to see what is being achieved and aspirations of Clubs and Organisations within the village.

**21/764 Engagement with Residents/Highways/Enforcement Clerk**

**(a) Salmons Lane – Lighting - Update**

Residents have been updated - waiting to hear their views relating to the way forward. They have been advised of the costs involved.

**21/765 Neighbourhood Plan – Update Cllr. T. Rice/Cllrs/Clerk**

* Grant Received – Groundwork UK – Update/Request
  + Groundwork have asked for refund of grant monies not used.
  + Letter has been sent, via recorded delivery, advising them of P.C.’s method of payment approval.

**21/766** Review of Documents/Policies and Procedures – General. **Cllrs/Clerk**

* A number of documents have been sent to Cllrs – still waiting for replies relating to approval or amendments.

**21/767** Armed Forces Day – 27th June – Update  **Cllr. R. Solesbury-Timms**

* Cllr Solesbury Timms had to leave early and the Chair gave a quick overview – firm details will be issued nearer the date.

**21/768** Matters relating to COVID-19 – Unknown when the Agenda issued

* The Clerk gave an update on several subjects she is handling such as Litter, VAT, Play Equipment, Police, Youths

**21/769 CLOSED MEETING**

* HR

**21/770 Next meeting – 4th May 2021**

**Signed:** **V. Furniss** **Dated:** **19th April 2021**

**Clerk/RFO**

**Queries Regarding the Agenda**

If you have any queries regarding this Agenda, please contact the Clerk as follows:

* **Tel. No. 01295 713500**
* [**clerk@middletoncheney.org.uk**](mailto:clerk@middletoncheney.org.uk)

**Mobile Phones** Please ensure that any device is switched to silent operation or preferably switched off during the virtual meeting unless being used for the purpose of participation.