

## TORMARTON PARISH COUNCIL

### **The minutes of the Annual Meeting of Tormarton Parish Council held on Monday 4<sup>th</sup> May 2020 at 18:45 via a virtual meeting link.**

**Councillors:** Cllr Simon Stevens (Chairman), Cllr Katy Pool, Cllr Janet Wells and Cllr Nick Davis (19:20).

**In Attendance:** Cllr Stephen Reade, Cllr Ben Stokes (18:53) and J Turner (Parish Clerk and RFO)

**Members of the Public:** None

#### **04/05/2020 – No 1. To Elect a Chairman of the Council for the ensuing year and to receive the Chairman's declaration of acceptance of office.**

**RESOLVED:** It was unanimously agreed that Cllr Simon Stevens would be the Chairman for the ensuing year, and he signed the declaration accordingly.

#### **04/05/2020 – No 2. To elect a Vice-Chairman of the Council for the ensuing year.**

**RESOLVED:** It was unanimously agreed that Cllr Katy Pool would be the Vice-Chairman for the ensuing year.

#### **04/05/2020 – No 3. To adopt the General Power of Competence.**

The council noted that because the Parish Clerk has obtained the Certificate in Local Council Administration, Tormarton Parish Council would be eligible for adopting the General Power of Competence.

**RESOLVED:** Unanimously agreed to adopt the General Power of Competence.

#### **04/05/2020 – No 4. To consider the adoption of the Virtual Meeting Policy.**

**RESOLVED:** It was unanimously agreed to adopt the virtual meeting policy.

#### **04/05/2020 – No 5. To receive any applications for dispensations from councillor's present.**

There were no applications for dispensations from the councillor's present.

#### **04/05/2020 – No 6. To consider the apologies for absence and decide whether to accept them.**

As all councillor's were present, there were no apologies for absence.

#### **04/05/2020 – No 7. Declaration of Interest**

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

#### **The following declarations of interest were received:**

**Cllr Janet Wells** – Pond Committee

**Cllr Katy Pool** – Village Hall Committee

**Cllr Simon Stevens** – Playing Field Committee

#### **04/05/2020 – No 8. To receive any questions from the members of public present.**

There were no members of the public present.

#### **04/05/2020 – No 9. To approve the minutes of the Annual Meeting of Tormarton Parish Council on 21<sup>st</sup> May 2019 and to note any issues.**

**RESOLVED:** It was unanimously agreed to accept these minutes as a true and accurate record.

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**04/05/2020 – No 10. To approve the minutes of the Tormarton Parish Council on 2<sup>nd</sup> March 2020 and to note any issues.**

**RESOLVED:** It was unanimously agreed to accept these minutes as a true and accurate record.

**04/05/2020 – No 11. To elect representatives to the following committees:**

- a. **Village Hall Committee** – Cllr Katy Pool
- b. **Village Pond Committee** – Cllr Janet Wells
- c. **Playing Field Committee** – Cllr Simon Stevens
- d. **Avon Local Council's Association** – Cllrs Simon Stevens and Katy Pool

**RESOLVED:** It was unanimously agreed that these representatives would represent the council on the committees as detailed above.

**04/05/2020 – No 12. To consider the re-adoption of the following policies and agree any actions:**

- a. **Standing Orders**
- b. **Equality and Diversity**
- c. **Safeguarding Children and Vulnerable Adults**
- d. **South Gloucestershire Council's Code of Conduct for Members**

**RESOLVED:** It was unanimously agreed to adopt these policies.

**04/05/2020 – No 13. To consider the adoption of the following policies**

The council agreed to move items '13 b to m' and item '13 o' to the end of the agenda.

- a. **Financial Regulations (Updated NALC template)**
- n. **Grant Awarding Policy**

**RESOLVED:** It was unanimously agreed to adopt these policies. **Further RESOLVED** to look into setting up a sub-committee of the Parish Council in West Littleton to liaise with the Parish Council.

**04/05/2020 – No 14. To resolve to adopt the Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7<sup>th</sup>, 2021 or the repeal of legislation whichever is earlier.**

**RESOLVED:** It was unanimously agreed to adopt the Supplementary Standing Orders.

**04/05/2020 – No 15. To consider an action plan for Tormarton Parish Council for the next financial year and agree any actions.**

Much discussion was had on this item and the Councillors agreed to move forward on some basic points. It was agreed that this item should be considered at the next meeting with a decision taken at that meeting.

**RESOLVED:** It was unanimously agreed to formulate these into an action plan which the Clerk would present for adoption at the meeting in June 2020.

**04/05/2020 – No 16. To review Tormarton Parish Council's asset register and agree any actions.**

The council expressed they're thanks to Cllr Janet Wells who had undertaken some work to ascertain who owned which asset on the register. Much discussion was had around the ownership and insurance of property, which the Clerk would ask ALCA to raise with the NALC solicitor to obtain an answer. It was noted that the memorial bench in West Littleton, that was listed in the asset register, should be removed as was not Parish Council property but a privately funded bench and the sports equipment and machinery should also be removed from the register.

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**RESOLVED:** It was unanimously agreed to review the register on a monthly basis as reoccurring agenda item. **Further RESOLVED** that the Clerk would look to obtain more information from South Gloucestershire Council and the Gloucestershire Archive around land ownership.

**04/05/2020 – No 17. To consider the grant application for £1000 from the Village Pond Committee and agree any actions.**

Cllr Janet Wells talked the council through this item. It was noted that most of the trees must be taken down due to the Ash Dieback disease and that the pond committee had obtained quotes for approval. It was noted that the pond committee were looking to the council for carrying out the work however they would donate £2000 towards the cost. It was also noted that the Pond Committee were awaiting decision on a grant from the Landfill Trust.

**RESOLVED:** It was agreed with the majority that this item would be considered with item 19 g.

**04/05/2020 – No 18. To receive an update on the Coronavirus pandemic**

Cllr Katy Pool and Cllr Simon Stevens provided an update. The community network was working well in both Tormarton and West Littleton.

**04/05/2020 – No 19. Tormarton Parish Council Finance:**

**a. To consider approving the annual accounts for 2019/2020 and to receive an update on financial practices from the Clerk.**

The council scrutinised the accounts page by page and thanks was given to the Clerk for the hard work that had gone into this. The Clerk provided an update on financial practices such as laws around VAT.

**RESOLVED:** It was unanimously agreed to approve the annual accounts\*.

Upon taking further advice from Auditing Solutions LTD after the meeting, there is a slight amendment to the accounts which will go to the next available full council meeting.

**b. To consider producing a three-year budget plan which would coincide with a three-year strategic plan for Tormarton Parish Council and agree a date in the future to look at this after engaging with the community.**

The Clerk explained that this item was purely to set a date in the future as an action to discuss the contents.

**RESOLVED:** It was unanimously agreed to revisit this item in July 2020 and draw up a plan for agreeing to send for public consultation in September 2020 before setting the plan into action in November 2020.

**c. To note the position of the Current Account and Reserve Account.**

As of May 4<sup>th</sup> 2020, the positions of the accounts were:

Current Bank Account - **£5709.63**

Business Reserve Account - **£11,357.01**

**d. To receive the bank reconciliation for April**

**e. To receive the income and expenditure reports for April**

**f. To receive the summary of accounts for April**

The council noted the above documents and no questions were raised over the contents.

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**g. To review the council’s earmarked reserves and agree any actions.**

It was agreed to review this item further at the meeting of June 2020. Cllr Janet Wells asked the council if a commitment could be made to the pond committee.

**RESOLVED:** It was unanimously agreed to remove all current earmarked reserves and reserve £1000 for the pond committee, with the view to review this in June.

**h. To receive the expenditure report and authorise payments.**

**RESOLVED:** It was unanimously agreed to approve the report and authorise payments as below.

Company	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
BHIB Insurance	Insurance Renewal for 2020/2021	£ 1,205.97	£ -	£ 1,205.97	CHQ.00046
Vision ICT	Website Hosting for 2020/2021	£ 175.00	£ 35.00	£ 210.00	CHQ.00047
<b>Total for May 2020</b>		<b>£1,380.97</b>	<b>£35.00</b>	<b>£1,415.97</b>	

**i. To approve the financial procedures document**

**RESOLVED:** It was unanimously agreed to approve the document with Cllr Simon Stevens and the Clerk to edit it down to make the document clearer and more concise.

**j. To approve the internal controls checklist**

The Clerk explained that this checklist would be used quarterly to ensure all financial practices are in place.

**RESOLVED:** It was unanimously agreed to approve the checklist.

**04/05/2020 – No 20. To consider the appointment of Auditing Solutions LTD to provide a thorough internal audit for the fee of £175 on a one-year basis and agree any actions.**

**RESOLVED:** It was unanimously agreed to appoint Auditing Solutions LTD for the fee stated above.

**04/05/2020 – No 21. To receive any reports from South Gloucestershire Councillors.**

The council noted a verbal report from Cllr Ben Stokes around what South Gloucestershire Council were doing in light of the pandemic including keeping all essential services maintained.

**04/05/2020 – No 22. To consider any planning applications received and agree any actions.**

**a. Works to trees covered by TPO421 and dated 11/07/1990**

**RESOLVED:** The council unanimously agreed to make no objection.

**04/05/2020 – No 23. To note the Parish Clerk’s report for April**

The council noted the report. A concern around hours worked were raised but the Clerk confirmed that was a one-off as he wanted to look at all of the council’s systems in full straight away.

**04/05/2020 – No 24. To receive updates on Traffic, Speeds and Parking within and around Tormarton Village.**

- a. Community Speed Watch**
- b. Tormarton and West Littleton ‘Blackspots’**
- c. Application for Traffic Calming Funding**
- d. Tormarton Village Events Parking**

There was no update due to the COVID-19 pandemic seizing all of the above.

**04/05/2020 – No 25. To receive an update from the following committees.**

- a. Village Hall Committee**

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Cllr Katy Pool provided an update. Cllr Ben Stokes mentioned that are grants available for the Pumpkins group and he would circulate details of this. It was agreed that Cllr Katy Pool would email to make sure the Village Hall is getting the support that they need. It was also agreed that the information relating to Pumpkins Nursery would be communicated to the Village Hall committee from the Parish Council.

### **b. Village Pond Committee**

Cllr Janet Wells provided an update. The committee's main fears were the trees that needed to be removed and that they don't have a meeting until September. Cllr Wells confirmed that maintenance jobs had been done this week. An extra-ordinary meeting of the Parish Council would be called so a decision could be taken on awarding a grant to the pond committee.

### **c. Playing Field Committee**

Cllr Simon Stevens providing an update. The committee hadn't met yet.

### **04/05/2020 – No 26. Arrangements for Tormarton and West Littleton VE Day.**

Cllr Simon Stevens provided an update. On Friday, there would be a singer in Tormarton High Street, and they are encouraging all residents to come to their front gate and support the celebration.

### **04/05/2020 – No 13. To consider the following policies and agree any actions.**

- b. NALC Model Grievance Policy**
- c. NALC Model Disciplinary Policy**
- d. Reserves Policy**
- e. Complaints Policy**
- f. Freedom of Information Policy**
- g. GDPR and Privacy Policy**
- h. Health and Safety Policy**
- i. Risk Management Strategy**
- j. Publication Scheme**
- k. Training Statement of Intent**
- l. Procedure Note for Financial Checks**
- m. Community Engagement Strategy**
- o. Media and Publicity Policy**

**RESOLVED:** It was unanimously agreed to defer this item until the meeting in June to allow councillors more time to consider the documents in detail.

### **04/05/2020 – No 27. To note the date of the next meeting.**

The next meeting of Tormarton Parish Council will be on Monday 1<sup>st</sup> June at 18:45.

**The meeting was closed by the Chairman at 21:40.**