# Underskiddaw Parish Council Minutes

Minutes of the meeting of Underskiddaw Parish Council held in a virtual meeting room on Tuesday 30th June 2020 at 14:00

**Present:** Jim Wilson (Chair), David Lake, Tony Gibbs, Ian Hall, Jan Boniface, Mr D Horsburgh

**In Attendance:** Becx Carter (Clerk),

Apologies: Mr. J Hayes (Underskiddaw Village Hall), Cllr Chris Corder (Family commitments)

With 6 councillors present the meeting was quorate.

# 22/2020 Virtual Meetings

**Resolved** by all present that the Supplementary Standing Orders be adopted to make Underskiddaw Parish Council legally compliant to hold remote meetings. These Standing Orders will remain in place until 7th May 2021 or the repeal of the legislation (whichever is earlier).

**Action: Clerk to upload the documents to the website.**

# 23/2020 Apologies for absence

**Resolved** that apologies were received from the above-mentioned person

# 24/2020 Request for Dispensations & Declarations of Interest

None

# 25/2020 Approval of Minutes of the meeting held on the 10th March 2020

All members had received a copy of the minutes to read.

**Resolved** that the minutes of the meeting held on the 10th March 2020 were confirmed as a true & accurate record the Chair was authorised to sign the minutes.

**Action: Clerk to upload the minutes to the website.**

# 26/2020 Public Participation

None

# 27/2020 Ratification of Decisions taken during the Covid-19 period of Social Distancing

##### Ratification of the adoption of the High Consequences Infectious Disease Policy.

**Resolved** by all present that the decision to adopt this policy be ratified.

##### Signing of the Pension Mandate form for the Clerks Pension from 1st April 2020

**Resolved** by all present that the decision to sign this mandate in line with a Council decision taken pre-Covid 19 be ratified.

**Action: Clerk to process this paperwork**

##### Closure of the Money Manager Savings Account

**Resolved** by all present that the steps taken to close the Money Manager Savings Account to move these funds to the Unity Trust Current Account that the Parish Council opened in March 2020 be ratified.

##### Approval of Mrs J Airey as Internal Auditor for 19/20

**Resolved** by all present that the decision to appoint Mrs. J Airey as Internal Auditor be ratified.

# 28/2020 Ratification of Invoices & Accounts paid since the 20th January 2020 meeting under delegated authority of the High Consequence Infectious Disease Policy

**Resolved** by all present that the payment of the below invoices be formally ratified.

|  |  |  |
| --- | --- | --- |
| **Payee** | **Reason** | **Amount** |
| Becx Carter | Expenses | £30.12 |
| Andrew Wilson | Grass Cutting | £918.25 |
| Zurich | Insurance | £306.25 |
| CALC | Subscription | £109.62 |
|  |  |  |

# 29/2020 Finance & Accounts

## To receive note of the Bank Balances

**Resolved** by all present that the bank balance be noted as:

Current Account £17,761.25 at 3rd June 2020

## Invoices for approval

**Resolved** by all that the below invoices be paid, and cheques signed by two authorized signatories.

|  |  |  |
| --- | --- | --- |
| **Payee** | **Reason** | **Amount** |
| Cumbria Payroll Services | Payroll Services | £56 |
| Becx Carter | Salary (Via SO) | £441.92 |
| HMRC | PAYE | £110.40 |
| Andrew Wilson | Grass Cutting | £240.75 |
| HMRC | Overpayment Repayment | £7443.81 |

**Action: Clerk to pay the above accounts.**

It was noted that Cllr D Horsburgh is the liaison with Andrew Wilson to ensure that he is completing his task list and that all works are necessary.

Further it was noted that all the leaf blowing was problematic and causing disruption in the parish.

**Resolved** by all present that Mr. A Wilson be asked to cease all leaf blowing as part of his work for Underskiddaw Parish Council due to budgetary concerns.

**Action: Cllr D Horsburgh to raise this concern with him and ask him to stop the leaf blowing as part of his Parish Council work.**

## Approval & Signing of Bank Reconciliation

**Resolved** by all present that this be noted as a true and accurate record.

## Approval of Exempt Authority Status for Underskiddaw Parish Council

**Resolved** by all present that Underskiddaw Parish Council apply for Exempt Authority Status and file the relevant paperwork with PKF (External Auditors), as the Parish Council has turnover & Income of less than £25k.

**Action: Clerk to file the relevant paperwork.**

## To receive the Internal Auditors Report

**Resolved** by all present that the unqualified internal auditors report be received & noted as such.

## To Approve Annual Governance Statements

**Resolved** by all present that the following responses be given to the Annual Statements of Governance for Y/E 31st March 2020

|  |  |
| --- | --- |
| **Statement** | **Response** |
| 1.We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements | Yes |
| 2.We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness | Yes |
| 3.We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances | Yes |
| 4.We provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts & Audit Regulations. | Yes |
| 5.We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance where required | Yes |
| 6.We maintained throughout the year an adequate and effective system of internal audit of the accounting records & control systems | Yes |
| 7.We took appropriate action on all matters raised in reports from internal and external audit | Yes |
| 8.We consider whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and where appropriate have included them in the accounting statements | Yes |
| 9.(For local Councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and it required independent examination or audit. | N/A |

The Clerk & Chair signed the appropriate pages of the Annual Governance & Accountability Return for 19/20 during the meeting & via post due to the Covid 19 restrictions.

**Action: Clerk to file the relevant documentation & upload to the website and post the notices for noticeboards to councillors who are willing to erect the notices.**

## Accounting Statements for Underskiddaw Parish Council for 19/20

**Resolved** by all present that the Accounting Statements for 19/20, that have been reviewed by the Clerk & Internal Auditor be approved and signed as a true & accurate record.

**Action: Clerk to upload these documents & send to councillors for inclusion on the Noticeboards.**

## Review existing Policies & Procedures for 20/21

**Resolved** by all present that the below policies be noted as reviewed and be re-adopted for the forthcoming year.

* Standing Orders
* High Consequence Infectious Disease Policy
* Financial Regulations
* General Data Protection Regulation Policy
* Code of Conduct
* Asset List
* Terms of Reference Planning Committee
* Complaints Procedure
* Publication Scheme
* Financial Risk Procedures.
* Privacy Notice

## Adoption of New Policies & Procedures for 20/21

**Resolved** by all present that the below policies be adopted by Underskiddaw Parish Council,

-Joint Panel on Accountability & Governance Practioners Guide

-Health & Safety Policy

-Freedom of information policy

-Disciplinary & Grievance Policy

-Risk management policy & protocol

-Retention of Documents Policy

-Co-option Process & Form

-Dispensation Procedure

-Equality & Diversity Policy

-Non compliance with Code of Conduct

-Public Participation Policy

## Viii. Repayment of VAT Overpayment

**Resolved** by all present that it be noted that the VAT return for the period 2017-2020 had been overpaid. Due to an erroneous positioning of a decimal place. The VAT return should be £75.19, and it has been paid as £7,519.

**Resolved** by all present that this overpayment be repaid as soon as possible.

**Action: Clerk to continue to pursue the process for repayment of this overpayment.**

# 30/2020 Planning applications

**Ref: 7/2020/2080**

Location: Derwent View, Millbeck Village, Millbeck

Proposal: Conversion of redundant barn to form holiday let (Farm Diversification scheme)

**Resolved** by all present that the Parish Council have no comments or objections.

# 31/2020 Planning Decisions.

**Resolved** that the below decisions be noted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Address** | **Proposal** | **Decision** |
| 7/2020/2003 | Old Windebrowe and adjoining barn, Windebrowe, Keswick | Landscape works to the rear courtyard including erection of small shelter | Listed Building Consent Granted |
| 7/2020/2007 | Burnside Caravan Park, Underskiddaw | Amendment to condition 2 of planning approvals 7/2019/2084, 7/2003/2136, and 7/2020/2173 to allow use of Caravans all year round | Withdrawn |
| 7/2019/2323 | Crosthwaite Conference Centre, Church Lane | Operation of a Temporary Self-Catering Campsite for 3 weeks, to run in conjunction with Keswick Convention in 2020 | Approved with Conditions |

# 32/2020 Members Reports

Village Hall- A written report had been received from Mr. J Hayes of the village hall confirming that the committee are continuing to check the defibrillator and looking round the hall weekly. The Committee are awaiting guidance on when the site can safely reopen.

# 33/2020 Dates of next meeting

**Resolved** that the next meeting date be Tuesday 4th August 2020 at 14:00 in a Virtual Meeting Room.

Signed……………………………………………………………………………. (Dated) ………………………….