



MINUTES

FOR THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 26TH AUGUST 2020 AT WHALLEY OLD GRAMMAR SCHOOL COMMENCING 6.45PM

Present:	Cllrs Jean Brown (Chair), Lee Street, Diane Chiappi, Sarah Parry
In attendance:	Mrs Victoria Wilson (Clerk), Borough Cllr David Birtwhistle

20/023. To receive apologies for absence and consider approval

Apologies were received from Cllr Kinder and it was resolved to approve the reasons for her absence. Borough Cllr Robert Thompson also sent his apologies.

20/024. To receive declarations of interest

None were received.

20/025. To approve as a correct record the minutes of the meeting held on 27th January 2020

It was resolved to accept and sign the minutes of the parish council meeting held on 27th January 2020 (previously circulated) as a correct record. This was the last parish council meeting held before the covid-19 lockdown. During lockdown, emergency arrangements meant the Clerk used delegated powers to carry out parish council decisions and urgent business was conducted by email.

20/026. To consider the following finance matters for 2019/20:

i. To approve as a correct record the financial statements to 31st March 2020

It was resolved that the final accounts for the year ended 31st March 2020 are approved and accepted. These show an opening balance of £4,208.14, income of £14,218.30 and expenditure of £11,655.46, leaving a balance carried forward at the year-end of £6,770.98.

ii. To approve as a correct record the updated schedule of fixed assets

Updates to the parish council's Fixed Asset Schedule as at 31st March 2020 were approved and accepted.

iii. To discuss the parish council's internal audit report for 2019/20

The report prepared by the internal auditor Teresa Taylor was discussed and it was noted that the internal audit section of the Annual Governance and Accountability Return had been signed off as compliant. The Clerk gave her comments on the report and after detailed discussions, it was agreed that some of the audit recommendations did not require any further consideration and some small adjustments would be made to the records in the future.

iv. To authorise the Chair to sign the Certificate of Exemption - annual return 2019/20

It was resolved that the parish council would claim an exemption from a limited assurance review for 2019/20 as it satisfied the requirements and its income and expenditure were below the limits. The Chairman and Clerk were authorised to sign the Certificate of Exemption on the Annual Governance and Accountability Return for the year ended 31st March 2020. The dates for public examination of the annual return and accounting records were confirmed as 1st September 2020 to 12th October 2020 and notices would be displayed on the noticeboard and website accordingly.

v. To authorise the Chair to sign Section 1 - Annual Governance Statement of the annual return 2019/20

It was resolved that the Chairman and Clerk would sign Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return for the year ended 31st March 2020.

vi. To authorise the Chair to sign Section 2 - Accounting Statements of the annual return 2019/20

It was resolved that the Chairman and Clerk would sign Section 2 (Accounting Statements) of the Annual Governance and Accountability Return for the year ended 31st March 2020.

20/027. To approve as a correct record the 2020/21 accounts to date and authorise payments

It was resolved that the 2020/21 accounts to date, together with the bank reconciliation and budget comparison as at 21st August 2020 are approved and accepted. The accounts show an opening balance of £6,770.98, receipts of £13,097.68 and expenditure of £3,957.19, leaving a balance carried forward of £15,911.47.

It was resolved to formally authorise the following accounts for payment, some of which had previously been authorised via email but not minuted:

	Chq no.	Net £	VAT £	Gross £
Scruffy Monkey Digital Media Website hosting charges for 2020/21	100143	120.00	0.00	120.00
Lancashire Association of Local Councils Subscription for 2020/21	100144	275.71	0.00	275.71
Ribble Valley Borough Council Bin emptying charges for 2020/21 (2 bins)	100145	390.00	78.00	468.00
Wiswell, Whalley and Barrow Joint Burial Committee Levy for 2020/21	100146	145.00	0.00	145.00
E.On Electricity for defibrillator cabinet at Trafford Gardens y/e 31/3/20	100147	6.05	0.00	6.05
Mrs V Wilson, Clerk Salary £706.23, use of home £34.66, reimbursements £72.16 March and April 2020	100148 100149	802.45	10.51	813.05
Sabden Parish Council Materials used in 2019/20 £352.93 and contribution to the Lengthsman scheme for 2020/21 £1,147.07	100150	1,500.00	0.00	1,500.00
Mrs V Wilson, Clerk Salary £594.72, use of home £34.66 May and June 2020	100151 100152	629.38	0.00	629.38
Teresa Taylor Internal audit for 2019/20	100153	100.00	0.00	100.00
Whalley Old Grammar School Room rental for parish council meeting	100154	15.00	0.00	15.00
void	100155			
The Play Inspection Company Ltd Annual equipment inspection for Barrow Playing Field for 2020	100156	67.50	13.50	81.00
Mrs V Wilson, Clerk Reimbursement for stationery costs	100157	59.21	11.85	71.06

The Clerk confirmed that following advice from HMR&C, the parish council was not required to operate a formal PAYE scheme as there were no PAYE or NI consequences due to the Clerk's salary level and other work commitments. Following the annual review, it was resolved to approve the increase in the Clerk's salary scale to SCP17 and the hourly rate increase to £12.39.

20/028. To consider the ongoing arrangements at Barrow Playing Field, in view of Covid-19 guideline

The temporary closure of Barrow Playing Field during the covid-19 lockdown was discussed, together with the procedures taken for its full reopening in July 2020 and the completion of a risk assessment and installation of signage. Members were reminded to wear personal protective equipment when carrying out inspections and it was agreed to purchase additional litter pickers, gloves and bin bags for their use. Although regular and thorough cleaning of the equipment is recommended, it was recognised that it would not be possible to keep the equipment disinfected at all times and Members resolved that the guidance displayed around the playing field was sufficient.

20/029. To consider the dates and arrangements for future parish council meetings

Members acknowledged the backlog of work following the covid-19 lockdown and discussed the timing and procedures for future meetings. Provisional meeting dates of Monday 28th September 2020, Monday 19th October 2020 and Monday 23rd November 2020 were agreed, dependant on the availability of a venue and government guidelines. It was acknowledged that meetings could be held online but if possible, Members would prefer to hold the meetings in person.

20/030. To consider a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press due to the confidential nature of the business to be discussed – a report from the Clerk on planning matters

Due to its confidential nature, public and press may be excluded while this item is discussed

No members of the public were present / excluded. It was advised that Ribble Valley Borough Council were in negotiations to purchase a piece of land currently used as an informal car park in Barrow and had approached Barrow Parish Council to lease the land. The proposal was discussed in detail and whilst some concerns were noted, Members were keen to secure the car park's future for community use. It was resolved to accept the proposal and if the terms of the lease are agreed, Members would sign the lease agreement.

20/031. To consider any other business

None was discussed

The Chair thanked everyone for attending and closed the meeting at 7.40pm.

Signed by Chair..... **Date**.....