

# Minutes of the Meeting of Beech Parish Council

Monday 27<sup>th</sup> April 2020

**(Due to Coronavirus and Government social distancing advice this meeting was virtual)**

PARTICIPANTS : Councillor Graham Webb (Chairman)

Councillor Daniel Gordon

Councillor Ruth Duffin

Councillor Alana Coombes

Councillor Tony Ransley

Mrs Louisa Thomson – Clerk to the Council

Road Safety Working Group Chairman

Charles Cockburn

Village Hall and Recreation Ground

Committee Member Nick Charman

20.51 APOLOGIES FOR ABSENCE – Apologies were received and accepted from Councillor Ruth Duffin.

20.52 CONFIRMATION OF MINUTES - **RESOLVED**

The Minutes of the Council meeting held on 23<sup>rd</sup> March 2020, copies previously circulated,

**Proposed as a true record by Daniel Gordon, Seconded by Alana Coombes and UNANIMOUSLY RESOLVED.**

20.53 STANDING ORDERS

**Proposed Daniel Gordon, Seconded Alana Coombes and UNANIMOUSLY RESOLVED to make the following addition to the Standing Orders following new Government legislation to deal with the Coronavirus.**

## **REMOTE HOSTING AND ACCESS OF MEETINGS**

These provisions are drafted in response to the publication of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April 2020 (and expires on 7<sup>th</sup> May 2021) resulting from the current Covid-19 pandemic, allowing for remote hosting and access of meetings where they cannot be held in person in a fixed location.

- a Any reference to being “present” at a meeting includes being present through remote attendance.
- b Any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- c For the purposes of this definition, a member of Beech Parish Council (a “member in remote attendance”) is present at the meeting at any time if all of the conditions in subsection (d) are satisfied.
- d Those conditions are that the member “present” in remote attendance is able at that time –
  - i. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
  - ii. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
  - iii. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- e In this definition any reference to a member, or members of the public, attending a meeting which is “open to the public” includes that person attending by remote access where attendance in person is not permitted under government directive.
- f Voting shall be by show of hand where all members are able to be seen. Where any Member is unable

to be seen by the Chair or the minute taker, their name will be called and they will be asked to state their vote.

- g A member who declares an interest should leave the meeting and remove themselves from remote attendance but agree with the Chair a time to return to the meeting. Should the council need further time on a matter, another agreed time frame can be given.
- h The agenda along with any large documents relating to the meeting will be “open to inspection three clear working days before a meeting and will be published on the relevant meetingpage of the Parish Council website, [www.beechpc.com](http://www.beechpc.com).
- i Remote access of public and press to any Beech Parish Council meeting held during this time to enable them to attend or participate in the meeting will be via a meeting access code which is password protected for security. The password may be obtained on application to [clerk@beechpc.com](mailto:clerk@beechpc.com). This information will also be included in the wording on the published agenda.
- j The provisions made in this definition section apply notwithstanding any prohibition or other definitions or restrictions contained in the standing orders or any other rules of the authority governing the meeting and any such prohibition or restriction has no effect.

#### 20.54 GRANT APPLICATION

**Proposed Tony Ransley, Seconded Daniel Gordon and UNANIMOUSLY RESOLVED to suspend Standing Orders so a member of the Village Hall Committee could address Council.**

The Village Hall representative explained that the Village Hall had been subject to some vandalism recently and the Neighbourhood Watch recommended CCTV as an effective deterrent.

**Proposed Tony Ransley, Seconded Alana Coombes and UNANIMOUSLY RESLOVED to reinstate Standing Orders.**

**Proposed Alana Coombes, Seconded Tony Ransley and UNANIMOUSLY RESOLVED to request the Village Hall obtain two further quotations for the CCTV system, only one has been provided.**

#### 20.55 ROAD SAFETY AND FOOTPATH WORKING PARTY

**Proposed Daniel Gordon, Seconded Tony Ransley and UNANIMOUSLY RESOLVED to suspend Standing Orders so a member of the Working Party can speak.**

Charles Cookburn, Working Party Chairman, reported the Working Party is looking in to possible footpaths to get people of the road and is looking at alternatives where footpaths may not be possible, they have contacted Forestry England to enquire about having a footpath on their land. The Working Party are also trying to find ways further ways of calming/slowing traffic, possibly with average speed cameras.

N.B. The Working Party meeting minutes can be found on the Parish Council website: [www.beechpc.com](http://www.beechpc.com).

**Proposed Daniel Gordon, Seconded Tony Ransley and UNANIMOUSLY RESOLVED to reinstate Standing Orders.**

**Proposed Daniel Gordon, Seconded Alana Coombes and UNANIMOUSLY RESOLVED:**

- a) The Working Party’s ‘Terms of Reference’ are as stated in Appendix 2 to the minutes of the Working Party meeting held on 20<sup>th</sup> April 2020.
- b) The Working Party will hold monthly meetings and a member of the Working Party will attend and report at the monthly Parish Council meetings.
- c) The minutes of the Working Party meetings will be published on the Parish Council website.

#### 20.56 NEIGHBOURHOOD PLAN

The Parish Council’s fact check comments have been sent to East Hampshire District Council (EHDC) who will forward them to the Examiner. EHDC are awaiting the Examiners final report.

20.57 MAY COUNCIL MEETING

**Proposed Alana Coombes, Seconded Daniel Gordon and UNANIMOUSLY RESOLVED :**

- a) To wait for the Government announcement on the 7<sup>th</sup> May and follow the advice for the May meeting.
- b) Postpone the Annual Council Meeting to May 2021.

20.58 STANDING ORDERS

**Proposed Tony Ransley, Seconded Alana Coombes and UNANIMOUSLY RESOLVED to add the following to the Standing Orders:**

- k The Council may decide not to hold the Annual Council Meeting during the financial year 2020/2021. Should the council decide not to hold an Annual Council Meeting, current appointments will continue until the next Annual Meeting or when the Council determines.

20.59 ANNUAL PARISH MEETING

**Proposed Daniel Gordon, Seconded Tony Ransley and UNANIMOUSLY RESOLVED:**

- a) to cancel this years Annual Parish Meeting
- b) publish the Chairman’s report on the Parish Council website

20.60 CLERK’S APPRAISAL

Chairman Graham Webb and Councillor Alana Coombes will carry out the Clerk’s appraisal.

20.61 ACCOUNTS 2019/2020

- a) **Proposed Daniel Gordon, Seconded Alana Coombes and UNANIMOUSLY RESOLVED** not to request a Limited Assurance Review costing £200 if the Council can complete the Exemption Certificate.
- b) Summary of Receipts & Payments for 4<sup>th</sup> Quarter Ended 31<sup>st</sup> March 2020 presented to Council detailing bank reconciliation as follows:

Current Account Balance	487.14
Less:Cheques drawn but not debited as at 31.03.20	-199.61
Deposit Account Balance	6,794.92
High Interest Bonds Balance	<u>24,625.22</u>
	31,707.67

20.62 ACCOUNTS 2020/2021

**Proposed Daniel Gordon, Seconded Alana Coombes and UNANIMOUSLY RESOLVED that the following payments are approved:**

a) Clerk’s Salary (April 2020)	£ 762.95
b) Clerk’s expenses (April 2020)	£ 63.23
c) Hampshire Pension Fund (Clerk’s Pension – April 2020)	£ 193.12
d) DCK Accounting Solutions Ltd – Monthly & Year End payroll processing	£ 65.35
e) Hampshire County Council – Traffic calming white lining (EHDC S106 grant)	£2743.00
f) Mr A Ransley – GoToMeeting Subscription	£ 182.40
g) Mr A Ransley – Neighbourhood Plan website hosting	£ 85.77

20.63 MEETING DATES - Confirmed the date of the next scheduled Council meeting as Monday, 18<sup>th</sup> May 2020 at 7.30pm, with public question time at 7.15pm.

CLOSURE OF MEETING – Chairman thanked all present for their attendance and closed the meeting at 9.25pm.

signed: .....  
 Chairman Beech Parish Council  
 date: 18<sup>th</sup> May 2020