

## KILMINGTON PARISH COUNCIL

Parish Clerk – Mrs Ruth Burrows Email: parishclerk@kilmingtonwiltshire.org

### Minutes of the Virtual Parish Council meeting held via Zoom internet conference platform (due to Covid-19) on, Tuesday 2 June 2020 commencing 8.00 pm

**Present:** Cllrs G Cotton (Chairman), Mrs Hames (Vice-Chairman), M Curtis, R Flower, I Meeker and C Reeves.  
**In attendance:** Cllr G Jeans (part time) & Mrs R Burrows (Clerk)

**The meeting opened at 20.00 hrs**

#### **PUBLIC SESSION:**

- No members of the public had contacted the Clerk prior to the meeting to gain the log on and password details.

**165. APOLOGIES for absence:** a message had been received from Cllr G Hunt to say he was involved in a work virtual conference and would join the meeting when he could.

#### **166. DECLARATIONS OF INTEREST.**

- None received.

#### **167. MINUTES OF LAST MEETING**

The minutes of the last Parish Council meeting held on Thursday, 12 March 2020 were approved and signed as a correct record.

#### **168. FINANCE**

**a) Internet Banking for payment of accounts** – the Chairman said that he and the Clerk were progressing the facility to operate the Lloyds Bank account on an on-line basis but it was not yet complete through no fault of our own.

**b) Appointment of Internal Auditor** - it was agreed that Mr Eugene Reed should be re-appointed as internal auditor; The Clerk was requested to send a letter to him thanking him for his services to the P.C. and asking him to continue for another year.

**c) Year-end Accounts & Internal Audit report**– the balance sheet for the accounts to 31 March 2020 had been previously circulated to all members. The Chairman asked for details of the two unrepresented cheques and the Clerk said these were for Mr Thornley for website maintenance (£25) and Darren Davis for the last quarter playing field inspection (£156) but these were now cashed. No other questions or comments were received. The Chairman confirmed that the carry over figures reconciles with the bank statement that the Clerk had emailed to him. It was RESOLVED the Chairman and Clerk should would sign the balance sheet so that it can be uploaded to the website and displayed on the noticeboard.

Insofar as the internal audit was concerned, the Clerk said that all the relevant documents had been delivered to Mr Reed's house on 5 May. He had carried out an independent examination of the PC's accounting records, its compliance with relevant procedures and its risk assessments and internal control procedures. Mr Reed agreed, in all significant respects, the control objectives are being achieved throughout the financial year to a standard adequate to meet the needs of the council and had signed the Annual Internal Audit Report in the Annual Return accordingly.

**d) Annual Governance & Accountability Return 2019-2020 Part 2** - the Clerk had distributed these documents to members in advance. It was RESOLVED that Sections 1 and 2 were correct and should be signed off by the Chairman and the Clerk.

**e) Certificate of Exemption from External Audit** - the Parish Council confirmed that it had met the qualifying criteria from a limited assurance review by the external auditor and it was proposed by Cllr Mrs Elizabeth Hames and seconded by Cllr Ian Meeker that we should Certify ourselves Exempt. The Chairman and Clerk will sign the Certificate of Exemption and it will be email it to the external auditors PKF Littlejohn LLP. **Action: Clerk**

**f) Notice of Public Rights & Publication of Unaudited Annual Governance and Accountability Return.**

The Clerk confirmed that, as required by The Accounts & Audit Regulations 2015 the Parish Council must now publish the Annual Return, the Declaration that the Accounting Statements are unaudited and the Notice for the Commencement of the Period for the Exercise of Public Rights. The dates set for the period of public rights are

shown as 15 June – 24 July and the notice will be dated 11 June. It will be displayed and uploaded onto our website on that date. The Clerk said she has agreed with the Chairman that if any member of the public wishes to query anything, they will not be permitted to enter her home this year but she will email or post the relevant documents.

**Action: Clerk**

**g) Payments received** – the Clerk confirmed that the Precept of £7039 has been received into the bank account from Wiltshire Council.

**h) To approve the following payments:** The Parish Council RESOLVED to make the following payments:

Name/payee	Item/Purpose	Amount £	Cheque #
ClearSigns	Covid-19 signs for playing field	147.50	BACS
Mr T Thornley	Revamping website and associated costs	759.24	BACS
Came & Company	Hiscox Annual Insurance policy	1,036.88	BACS
WALC	Annual subscription 2020-21	123.56	BACS
Upper Stour St Mary's LCC	Donation to Churchyard maintenance	475.00	BACS
Mere Link Scheme	Annual donation under Section S137	110.00	BACS
Kilminster News (Pink Paper)	Annual donation under Section S137	70.00	BACS
Upper Stour Parish Magazine	Donation under S137	60.00	BACS
M Reeves	War Memorial maintenance	80.00	BACS
Accounting & Office Solutions	Annual fee for pay-roll and supporting services	105.00	BACS
Mrs R K Burrows	Clerks salary & allowance Q1 2020 (after reductions)	288.90	BACS
HMRC	Clerk's PAYE Q1 2020	64.80	BACS
Community Heartbeat	Part payment new PAD (public access defibrillator)	575.00	BACS

The Clerk pointed out that the invoice for the first payment to ClearSigns had not yet actually been received and she thought the staff might have been furloughed as although she had emailed asking for their bank details, no reply had been received. Cllr Mrs Hames then asked for clarification on what should happen to the signs once the Government has decided it will be safe to reopen play areas. It was RESOLVED that when it was possible, they would be taken down and kept in it safe storage in case they were needed again. Cllr Mrs E Hames agreed to undertake this.

The Chairman gave an explanation on the last item which covers the part cost of a new defibrillator as the old unit is broken, is now ten years old and has come to the end of its useful life. Ian Cameron, who is the PC's volunteer coordinator, has been in contact with the organisation, Community Heartbeat, who administer this equipment and they have suggested a replacement at a cost of £1400 to be paid using the "managed solutions package" they operate. This allows a phased payment option with £575 payable now and the balance due in a year's time to allow for some fund raising. The new equipment is very much improved and there is an alarm which alerts if the equipment breaks down unlike the current machine. It will be kept unlocked so it can be opened by anyone needing to use it. The Amenity Fund has kindly agreed to donate £300 towards the new machine now and Cllr Jeans has offered Jeans Electricals to install it without charge as their donation to Kilminster village. Cllr Jeans was thanked for his generous offer. Cllr Mrs Hames suggested nearer the time when the final payment is required, it would perhaps be worth asking for personal donations from residents and this could be done via the Pink Paper. It was RESOLVED to go ahead with the replacement and the Clerk will contact Mr Cameron.

**169. DATE OF NEXT MEETING** - the Chairman said he thought the next meeting would probably be held in the autumn and would probably be at Whitesheet School, Zeals. The actual date will be agreed later. The meeting ended at approximately 8.35pm

*Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.*

**NOTE: The minutes will be reviewed and formally ratified by the PC at the next meeting**

Signed.....

Date.....