



MINUTES OF ADDITIONAL ORDINARY MEETING

Wednesday 9th June 2021 at 7:30pm
at the Rathbone Pavilion, Cuckoo Meadow
(held outdoors due to Covid-19 considerations)

Councillors Present

Cllr Geoff Chapman (GC) – Chairman (Chair), Cllr Judith McGinley (JMG),
Cllr David James (DJ), Cllr Bill Preston (BP) and Sharon Shea (Clerk).

Actions for

**042/FC/
03/21-22**

Apologies for absence: None.
Did not attend: Cllr Peter Waggett (PW).

**043/FC/
03/21-22**

Declarations of Interest
None.

**044/FC/
03/21-22**

Meeting open to the Public
Two members of the public attended the meeting.

**045/FC/
03/21-22**

Co-optation of Councillors to the Parish Council
A member of the public expressed an interest in joining the Parish Council and observed the proceedings throughout.

**046/FC/
03/21-22**

Policies and key documents

(a)

Standing Orders

Cllr Preston proposed two changes to the Standing Orders which were agreed by all.

ACTIONS:

- Forward details of the changes to the Standing Orders to the Clerk.
- Update Standing Orders Sections 5 and 18 as required and issue an updated version for formal approval at the next meeting.

**BP
Clerk**

(b)

Risk Assessment for Clerk's working environment

The updated document was approved by all.

**047/FC/
03/21-22**

The Annual Governance and Accountability Return (AGAR)

The Parish Council:

- acknowledged receipt of the AGAR Annual Internal Audit Report, completed by the internal auditor on 27th May 2021,
- completed AGAR Section 1 (the Annual Governance Statement 2020/21),
- reviewed and approved AGAR Section 2 (Accounting Statements 2020/21).

RESOLUTION:

To approve the completed AGAR 2020-21 Part 3 document.
Proposed by GC, seconded JMG and approved by all.

AGAR Sections 1 and 2 were duly signed by the Chairman and the Clerk.

ACTIONS:

- Submit the completed AGAR and other required documents to the external auditor. Clerk
- Publish the completed AGAR and other required/related documents on the Parish Council website. Clerk
- Produce an Action Plan for implementing the recommendations made by the internal auditor. Clerk

**048/FC/
03/21-22**

Road Safety Measures

The latest plans submitted by HCC/Kevin Hyde were formally agreed.

RESOLUTION:

To approve the final versions of the plans for safety measures around North Waltham School.

Proposed by BP, seconded by DJ and approved by all.

ACTIONS:

- Inform Kevin Hyde of the Council's decision to approve the plans. Clerk
- Follow up with HCC/Mandy Ware regarding payment for the works. Clerk

**049/FC/
03/21-22**

Finance / Receipts and Payments

Council approved the payment of the internal auditor's invoice and agreed that the subscription for Zoom, used by both the Parish Council and the Village Trust, should continue until the end of the year.

RESOLUTION:

To approve payment of £240.00 to Do the Numbers Ltd for the internal audit and report.

Proposed by GC, seconded by JMG and approved by all.

ACTIONS:

- Arrange the payment of the internal auditor invoice via bank transfer. Clerk
- Add 'Review of Zoom subscription' to the agenda for the December meeting. Clerk

**050/FC/
03/21-22**

Village Maintenance Matters

(a) Village pond

A local resident raised concerns regarding the possible removal of the willow tree at the pond and the potential resultant consequences for the immediate area.

GC clarified that it is the Parish Council's intention to commission a specialist arborist to examine the willow, following concerns raised by a tree surgeon about its general health. The Council's intention is to preserve the willow if at all possible, but safety considerations will be the primary concern.

The Council agreed in principle to purchase a new duck house for the pond. A local resident volunteered to examine the condition of the current duck house in order to establish whether it needs replacing in total, or whether purchase of a new flotation device will suffice.

ACTION:

- Examine the duck house and report back to the Parish Council. Local resident

(b) Footpaths and Gates

Council was unable to reach a decision on the quotes received for replacement of three kissing gates as the responses vary considerably in the level of detail provided and no ‘like for like’ comparison could be made. It was agreed that clarification should be sought.

ACTION:

- Contact the relevant potential supplier(s) to establish in more detail what is covered by the kissing gate quote(s).

Clerk

A local resident reported that the gate between Ramsholt Close and Mary Lane does not appear to be working properly. It was agreed that it should be examined during the Village Walkaround on 22nd June.

ACTION:

- Add the gate at Ramsholt Close/Mary Lane to the Walkaround checklist.

Clerk

(c) Lengthsman

Several councillors reported that access to the footpath opposite Cuckoo Meadow and the footpath at Level Lane were very overgrown. It was agreed that clearing these should be the priority tasks for the Lengthsman’s next visit.

ACTION:

Update the Lengthsman’s task list to prioritise the clearing of footpaths opposite Cuckoo Meadow and at Level Lane.

Clerk

**051/FC/
03/21-22**

Date of Next Meeting – As and when required

Signed Date