

Draft Minutes of Hoton Parish Council Meeting

Held remotely via Zoom on Monday 3rd August 2020 at 8pm

In attendance: Cllr Cassell (Chairman), Cllr Isbister (Vice-Chairman), Cllr Eady, Cllr Doherty, Cllr Dargie, and Mrs Jarvis (Parish Clerk)

The meeting commenced at 8.02 p.m. without Cllr Isbister

079/20 **To receive apologies for absence**

None; Cllr Isbister had notified the chairman that he would arrive late.

080/20 **Declarations of interest**, disclosable pecuniary, personal or personal that could lead to bias, by Parish Councillors to items on the agenda

None

081/20 **To approve and sign the minutes of the parish council meeting held on 27 July 2020.**

Resolved: To approve and sign the minutes as a true record.

082/20 **To co-opt a councillor for Hoton**

One resident had contacted the clerk but subsequently withdrawn their interest; the remaining vacancy will continue to be advertised widely.

083/20 **Questions from members of the public** (10 minutes)

None

084/20 **Business**

Cllr Isbister arrived during discussions on this item.

a. To receive the playing field reports and agree any actions arising

Reports from Mr M Seymour and the Clerk had been circulated prior to the meeting. There are a number of items needing maintenance to keep them in good working order and pleasant to use.

Resolved: To actively recruit for a working party of councillors and residents to assist with the long-term maintenance of the facilities at the playing field.

Resolved: To seek volunteers to get involved cleaning, painting, clearance of overgrown areas and other maintenance identified as being required now. Cllr Dargie volunteered to co-ordinate a community response to this need.

Resolved: That Cllr Dargie will undertake the playground safety checks. Mr Seymour will be asked if he will support in this rule because no training courses are currently available due to covid-19 restrictions.

b. To receive the arboricultural report and agree any actions arising

A survey of the trees at the playing field had been carried out by Leicester City Council.

Resolved: To note the contents of the report; the playing field working party will consider any action necessary.

c. To review the maintenance of parish council assets

The noticeboards and kiosk still need varnishing and painting.

d. To approve any expenditure required to replace or repair assets under items 6a, b, and c.

Resolved: To approve expenditure up to £50 for items needed to repair the noticeboards.

Resolved: To approve up to £500 for play equipment maintenance.

e. To agree any action following the cessation of payments by the Parochial Church Council towards the maintenance of the burial ground

It is still not known if the PCC will make any payments this year.

Resolved: To notify residents that the church have stopped contributing to the cost of maintaining this valued asset and seek volunteers to assist with the maintenance.

f. To consider if a housing needs survey should be carried out by Midlands Rural Housing

Resolved: To invite a representative to a meeting to explain what the purpose and use of the survey would be.

085/20 To make comments and agree any action on the following planning application:

a. P/20/1079/2: Hoton Store: Removal of conditions 2 & 3 of P/02/2587/2 relating to who can operate the site and storage of goods on open areas

A letter drafted from comments made at the last meeting and additional information which had come to light had been circulated by the clerk. The comments were approved for submission.

b. P/20/0988/2: Hoton House: Removal of existing window and installation of single door to be located in a central position on west (rear) elevation of playroom (Listed Building Consent)

Resolved: Not to make any comments.

086/20 To agree the clerk's performance appraisal conducted by the chairman

The appraisal had taken place that morning and will be reported at the next meeting.

087/20 To receive the clerk's report

The clerk updated councillors on action taken since the meeting in May. The report is filed with the minutes.

088/20 To review the hours worked by the clerk

This item was deferred.

089/20 Finances

a. To review the banking arrangements and bank mandate

Resolved: To remove Messrs Seymour, Gane and Landucci from the list of signatories and add Cllrs Doherty and Dargie.

Resolved: That the authorised signatories in the current mandate, for the accounts detailed in section 2 (all parish council accounts) be changed in accordance with sections 5 and 6 and the current mandate will continue as amended. (Nat West Form NWB50047)

b. To approve the first quarter bank reconciliation, accounts summary and forecast of receipts and payments to the year end

Resolved: To approve these financial documents.

c. Financial update

As of 30 June, the bank account balances stood at:

Current £60, Reserve £19,274.58, giving a total of **£19,334.58**.

d. To approve any changes to the budget for 2020-21

Changes to some budget headings are needed as a result of Covid-19.

Resolved: To approve the revised budget circulated by the clerk.

090/20 To agree items for the press release

New councillor and advert for another, playing fields working party, police report, warehouse application, burial ground, kiosk and what the parish council does.

091/20 To receive agenda items and agree the date and format for the next meeting

The date of the next meeting will be Monday 7 September.

The meeting closed at 10.23 p.m.

These minutes are a true and accurate record _____ Cllr Cassell,
Chairman

Date _____