

Parish Council Barton St David

Clerk to the Council: Mrs Caron Potts
Withy Lane Farmhouse, Silver Street, Barton St David, Somerton, Somerset.
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Minutes of the Virtual Zoom Parish Council meeting held on Monday 27th April 2020 commencing at 7.30pm.

Present: Cllrs Mr D Pye (Chair), Mr P Robinson, Ms C Heron, Mr D Britton, Mrs D Goodman

In Attendance: Mrs Caron Potts (Clerk)

County Councillors: Mr Dean Ruddle and Mr Charlie Hull. District Councillor: Mr Tony Capozzoli

No members of the public were in attendance.

Reports from County and District Councillors.

Cllr Tony Capozzoli gave an update on lack of garden waste collection and efforts to reinstate.

Cllr Dean Ruddle has challenged the continued closure of recycling centres and raised the increased reports of fly tipping as a result.

Cllr Charlie Hull reported that planning services had a backlog. An Area East (which includes Barton) planning meeting has not happened recently.

Report from Speedwatch team

Charlie Painter updated via email that Speedwatch had been temporarily suspended on the advice of the Somerset Speedwatch team on 17th March.

Report from Footpath Officer

Phil Bradshaw via email reported that he'd walked most of the village footpaths and they were all in good order. He's fixed handrails over various bridges for extra safety.

Police Report – none received

AGENDA

8pm Cllr Britton joined the meeting

41.20 Apologies for Absence and to consider the reasons given.

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.

None Received.

42.20 Declarations of Interest.

Members to declare any interests they may have in agenda items. None

43.20 Exclusion of the Public and Press

Not applicable

44.20 Minutes of Barton St David Parish Council Meeting held on Monday 21st March 2020

To confirm and sign as a correct record, the minutes of the Parish Council Meeting held on the above date.

RESOLVED: Minutes agreed by all as a correct record and will be signed at a future date when safely able to do so.

45.20 Update from Clerk on revised procedures and timings

Changes to legislation

The Coronavirus Act passed on 4th April detailed new regulations.

1. There is no need to hold Annual Parish Meeting

The requirement to hold an annual meeting this year has been removed. Where a local authority does not hold an annual meeting, current appointments will continue until the next annual meeting of the authority or when the local authority determines.

2. All local authority meetings before 7 May 2021 to be held remotely including allowing remote access by members of the public. Virtual meeting protocols to be adopted and followed. The council's protocols remain the same.

3. Changes to account and audit deadlines

Extending the deadline by which the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Councils can approve and publish earlier if desired.

46.20 Resolutions

1. Virtual meeting protocol – see attached

This outlines procedures to hold accessible virtual Council Meetings. Agreed unanimously.

2. Purchase of Zoom meeting software. Agreed unanimously.

3. Forthcoming payments – Data protection renewal fee due 4th May (invoice received after March agenda issued). Agreed unanimously.

4. Insurance renewal – Telephone box to be included in listed items, fingerposts can't be included as we don't legally own them. Agreed unanimously.

5. Workplan priorities reviewed (see attached). Agreed unanimously.

Actions required:

- a. Telephone box quotes and specification to be circulated – Clerk
- b. Contact Stuart Todd Associated regarding Neighbourhood plan meeting – Cllr Pye
- c. Look into National Lottery grant for defibrillator and exercise equipment – Cllr Robinson
- d. Defibrillator information to be combined – Clerk to send to Cllr Robinson
- e. Identify Wessex Water contact – Clerk
- f. Push back playing field exercise equipment until Summer 2021 and alter budget accordingly – Clerk

47.20 Actions from minutes not already covered/carried forward

none

FINANCE – Copies of all documentation issued with agenda

48.20 Accounts for payment

Clerks salary for April £407.39 (including holiday pay, allowances and expenses – Zoom Meeting subscription £143.88, printer paper £17.89).

Data protection fee £40.

RESOLVED: Payment to all above via BACs - agreed unanimously.

49.20 Bank Reconciliation

Bank reconciliation figures shown to match the bank statements as at 29th March 2020.

RESOLVED: agreed unanimously.

50.20 Income Received

The Clerk reported receipts of £12.65 interest and notified that the interest rate being received on the account had been reduced from 1% to 0.5% due to the fall in Base Rates. The Precept of £10651 has been deposited.

RESOLVED: agreed unanimously.

51.20 Final Accounts for financial year 2019/20

The Clerk distributed the final accounts to all Councillors for inspection.

RESOLVED: Final Accounts for year 2019/20 agreed unanimously.

Reviewed this year's budget – RESOLVED: Increase phone box to £750, Defibrillator to £1500, remove village sign £1500, agreed unanimously.

52.20 Items for Next Meeting

None

Next meeting – Monday 18th May 2020 7.30pm assumed meeting will be virtual.

Meeting ended at 9.15pm

Actions arising / carried forward from this meeting

Clerk

1. Add telephone box to insurance
2. Issue quotes for telephone box repainting
3. Review of Double Gates Drove sign in May
4. Defibrillator information to be combined – send to Cllr Robinson
5. Identify Wessex Water contact
6. Push back playing field exercise equipment until Summer 2021 and alter budget accordingly
7. Amend budget

Cllrs Heron and Goodman

1. Finalise Tree Policy

Cllr Pye

1. Contact Stuart Todd Associated regarding Neighbourhood plan meeting

Cllr Robinson

1. Look into National Lottery grant for defibrillator and exercise equipment

BARTON ST DAVID PARISH COUNCIL

VIRTUAL MEETING PROTOCOL

DATE ADOPTED: 27th April 2020

REVIEW DATE: Every 3 years

1.0 Introduction

1.1.1 On 4th April 2020 the government introduced The Local Authorities (Coronavirus) (Flexibility of Local Authority meetings) (England) Regulations 2020 to allow local councils to meet remotely. This protocol sets out how Barton St David will continue to operate during the pandemic.

1.2 Barton St David Parish Council is operating on the Zoom platform.

1.3 The Parish Clerk has paid for a subscription and informed all councillors of how to access the platform. Councillors have been asked to contact the Clerk if they have any technical issues in relation to access, whether that be hardware or the need for headphones.

2.0 Planning and Preparation

2.1 The meeting will be advertised in the normal manner and an agenda will be issued within the normal time frames.

2.2 Minutes will be taken from the meetings and displayed on the website in the normal manner. Minutes will be circulated after the meeting and signed when the council finally meets face to face.

2.3 Apologies need to be given in the normal manner.

2.4 The public are invited to observe the meeting. If they have a question to raise they have been asked to submit it in advance of the meeting.

2.5 The normal required standards of behaviour and discussion must be applied in the same manner of a face to face meeting. Please also be patient with those who are less experienced in this platform. Please also respect confidentiality and do not breach the code of conduct, and do not make enquiries about private matter, health, home etc.

2.6 If a councillor is deemed to have an interest in a matter and would normally leave a physical meeting, then they will be invited 'to wait in the virtual waiting room', they can then be invited back into the meeting.

2.7 There might be technical issues during the meeting and the Parish Clerk might have to ask for clarification, for dialogue to be repeated in order to make sure that everyone has the opportunity to be heard.

3.0 Process to host meetings for Councillors

3.1 The Clerk will host the meeting and set up the meeting perimeters. An email invitation will be sent to councillors from the Clerk. They need to click on the link and enter the meeting ID number.

3.2 Before entering the meeting please ensure that you are in a private place where there is little background interference/noise/people. It is difficult to hear on occasions and some might wish to use a headset with a microphone.

3.3 On entering the meeting, you will be placed in a waiting room, the Clerk allows access and you will join with their microphone muted. When the Clerk has seen you and can verify you, you will be unmuted.

3.4 A check will be done to establish that you can be heard. Please do not interrupt others. If you wish to speak during the meeting, please raise your hand for the attention of the Clerk. If anyone in attendance is on audio only, when you speak please state your name.

3.5 The meeting will still be chaired in the normal manner. The Clerk might have a greater input to guide the meeting to the next item, as some will not have access to an agenda for the duration of the meeting (if they do not have a printer).

3.6 If there is to be a vote, please raise your hand. The Clerk will verbally confirm the decision.

3.7 If you struggle with hearing during the meeting, please ask for clarification.

4.0 Public Participation

4.1 When the agenda is produced it will invite the public to contact the Clerk by email if they wish to be invited to the meeting. They will be sent an agenda and on the day of the meeting will be sent a link to the meeting, with the meeting ID number.

4.2 They will be asked to check this link works in advance of the meeting. On arrival at the meeting they will be held in a waiting room and let in against a list of names held by the Clerk. This is to avoid the entry of unknowns, as experienced in recent weeks at other public meeting where meetings have been disrupted with inappropriate displays of behaviour.

4.3 If the public wish to ask any specific questions they will need to have informed the Clerk of this 24 hours before the start of the meeting, by phone or email.