

MINUTES OF A MEETING OF YATE AND PICKUP BANK PARISH COUNCIL HELD ON MONDAY 15 JUNE 2020 AT 7.30 PM, AT THE GIRL GUIDE CENTRE PICKUP BANK.

As there had been no annual meeting due to the Coronavirus it was agreed that the chairman and the vice -chairman would remain in post for a further 12 months. All councillors were happy to endorse this decision.

Present: Cllrs I Parkinson (Chair), A Wild, R Jefferson and J Smith.

0247 Apologies for Absence

There were Apologies for Absence from Cllr P Smith.

0248 Declarations of Interest

Councillor Jefferson declared an interest in planning application Ref: 10/20/063 dated 20April 2020. As a result, she took no part in discussing the application.

0249 Minutes of the Meeting held on 24 February 2020

Resolved: that the minutes of the meeting held on 24 February 2020, having been circulated be received, and approved and signed by the Chair.

0250 Matters Arising

There were no matters arising from the meeting.

0251 Planning

There were three planning applications received by the clerk. Ref numbers:

- ❖ 10/20/0341 dated 14 April 2020.
- ❖ 10/20/0363 dated 20 April 2020.
- ❖ 10/20/0494 dated 7 June 2020.

Councillors had no objections to the three planning applications received.

0252 Accounts

Resolved: that the following accounts be approved:

Clerks Salary: £ 300.00April-June2020 (already paid), HMRC: £ 75.00 (April- June 2020 already paid), Lengthsman £ 572.00 (already paid).

0253 New Lengthsman

Councillors were happy with the work carried out by the new Lengthsman and would continue to use his services for this financial year.

0254 Fracking

There had been no update on Fracking.

The clerk would keep councillors updated on any future changes.

0255 Delegated Powers of the Clerk

Councillors agreed that in the current circumstances responsibility for ensuring the efficient running of the Parish Council in terms of commitments/payments would be delegated to the clerk. There would still be two signatures required for all cheques and the schedule of payments would be produced for Parish Council meetings in retrospect if necessary.

0256-Chapelwood

Councillor Parkinson had received the required three quotes for the work that needed to be done at Chapelwood. This information had been circulated to councillors so a decision could be made on the preferred bidder. Following discussions, it was agreed to award the contract to Tower Construction Solutions. The cost of the work was £2100.00 plus VAT. The VAT would be recovered by the clerk.

Action Councillor Parkinson to contact the successful contractor so that the work could be carried out.

0257 To receive items for information

There was one item of information received by the clerk. The email was from Merrion and related to the proposed regeneration in Hoddlesden. The Chairman would be in contact with the representative from Merrion to look at the proposals.

0258 Coronavirus Update

The clerk updated councillors on the current position regarding meetings. From June 2020 there would be regular meetings held with social distancing in place for the near future.

0259 Any Other Business

- ❖ There had been further Fly-tipping in the area.
- ❖ Cllr Parkinson to look at signs for the Parish. The sign at Chapel Wood had been replaced.
- ❖ There were problems with the drains near the bridge at Longhey Lane.

- ❖ There was a strip of land that led to a portacabin that the council used that was in need of repair. There was an informal agreement that the council would make good the land, but this had not happened. The clerk would chase up the request for repair. Both the clerk and the Chairman had contacted Mr Whitehead. Also raised by the Council was for residents to use the bins properly and ensure that the right bags were used.

Exclusion of Public and Press

0260 Financial Position 15 June 2020

The financial position to the 15 June 2020 had been circulated to councillors with the agenda.

Councillors noted and approved the latest financial position.

0261 Certificate of Exemption (2019-20)

As the Parish Council had a total gross income and total gross expenditure of less than £25k, there was no need to send off detailed accounts to the External Auditor. Instead an exemption certificate was signed by the chairman and the clerk which was submitted to the External Auditor in **June 2020**. The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still needed to be fully completed and, along with a copy of this certificate, published on a public website* **July 2020**. By signing this certificate, the Parish Council were also confirming that this would be done.

Action: Clerk to ensure that all the above actions were completed

0262 Annual Internal Audit Report (2019-20)

The Annual Internal Audit for 2019-20 had been carried out in accordance with the needs of the Parish Council. Acting independently **Mr F Cumpstey** had looked at the assessment of risk carried out selective assessment of compliance with the relevant procedures and controls that were in operation during the financial year to 31 March 2020. On the basis of the findings in the areas examined the internal audit conclusions were summarised. The conclusion was that in all significant respects the control objects were being achieved throughout the financial year. The Internal Auditor had concluded that the accounts were materially accurate and correct.

Councillors accepted the report and conclusion of the Internal Auditor and thanked him for carrying out the audit for 2019-20 financial year.

0263 Governance Statement (2019-20)

In compliance with a change in the accounts and Audit Regulations 2015, the clerk went through the Annual Governance Statement **2019-20** with councillors. Councillors acknowledged that there was a sound system of internal control, including arrangements for the preparation of Accounting Statements. The statement was signed off by the Chairman and the clerk.

0264 Annual Accounting Return (2019-20)

The clerk explained to councillors' section 2 which were the Accounting Statements relating to **2019-20**. Councillors accepted/approved the return which was signed off by the Chairman and the clerk.

0265 Risk Assessment (2019-20)

Regulation 4 of the Accounts and Audit (England) Regulations 2011 requires that authorities (Parish Councils) review the effectiveness of internal control which included arrangements for the management of risk. The Parish Council following advice had produced its own bespoke template to assess potential current and future risks. Members reviewed the list of risks and procedures in place to combat them. All risks were categorised by members.

Resolved: that the risk assessment having been reviewed be formally adopted and accepted as a fair assessment of the risks of the Parish Council for the ensuing year, and that the Chairman and clerk sign off the schedule.

0266 Date and Time of the Next Meeting

The next meeting will be held on Monday 21 September 2020 at 7.30pm, at The Girl Guide House Pickup Bank.