



## HARSTON PARISH COUNCIL

(Noticeboards: High Street and Queens Close)

### Minutes of the Parish Council Meeting held on Thursday, 2<sup>nd</sup> April 2020 via Email

|                                              |                                                                                                                                                                               |                                                       |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Councillors responding to Email resolutions: | Councillor Niall O'Byrne (Chair)<br>Councillor Dominic Bellamy<br>Councillor David Mallyon<br>Councillor Dal Benning<br>Councillor Sandra Carroll<br>Councillor Martin Harris | Diane Bayliss - Clerk<br>member of the public present |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|

The meeting opened at 7.30pm

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                |              |  |              |               |         |        |       |        |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|--------------|--|--------------|---------------|---------|--------|-------|--------|
| 19-20/208     | <b>Apologies for Absence</b><br><i>(LGA 1972 S 85(1))</i><br>Absent: Councillor Fraz Mir                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                |              |  |              |               |         |        |       |        |
| 19-20/209     | <b>Members' Declaration of Interest for Items on The Agenda + Requests for Dispensation</b><br><i>(Localism Act 2011 s 31 s 33)</i><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |                |              |  |              |               |         |        |       |        |
| 19-20/210     | <b>COVID-19 Contingency Arrangements</b><br><b>It was proposed by Councillor O'Byrne, seconded by Councillor Bellamy and resolved</b> that the parish council delegate responsibility to the Clerk in consultation with the Chairman of the council and a designated councillor, (Councillor Bellamy) to make payments and carry out urgent/necessary parish council business until parish council meetings are able to resume, which will be kept under review as the situation unfolds.<br><b>It was proposed by Councillor O'Byrne, seconded by Councillor Bellamy and resolved</b> that the parish council respond to planning applications and amendments by email to the clerk who will compile a response in consultation with the chairman of the council and a designated councillor (Councillor Bellamy) until such a time as the necessary guidance is received from NALC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |                |              |  |              |               |         |        |       |        |
| 19-20/211     | <b>Financial Matters</b> <ol style="list-style-type: none"> <li>a. The matter of paying the insurance premium for the HRG will be reconsidered when it is clear when normal HRG activities might be re-established and events might occur.<br/>For information: As the current volunteer scheme is being overseen by the parish council all volunteers are covered by parish council insurance.</li> <li>b. <b>It was proposed by Councillor O'Byrne, seconded by Councillor Bellamy and resolved</b> that the parish council continue to pay the caretaker and the pavilion cleaner throughout the duration of the corona virus pandemic, both will remain on essential duties only for the duration of the current crisis.</li> <li>c. <b>It was proposed by Councillor O'Byrne, seconded by Councillor Bellamy and resolved</b> that the bank reconciliations for February are approved.</li> <li>d. <b>It was proposed by Councillor O'Byrne, seconded by Councillor Bellamy and resolved</b> that the April account payments are approved and paid.<br/> <b>Action:</b> Clerk to set up payments<br/> <b>Payments since the last meeting</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Diane Bayliss</td> <td style="width: 30%;">Salary (Gross)</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">Confidential</td> </tr> <tr> <td>Jason Trueman</td> <td>Cleaner</td> <td style="text-align: right;">£54.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£54.00</td> </tr> </table> </li> </ol> | Diane Bayliss | Salary (Gross) |              |  | Confidential | Jason Trueman | Cleaner | £54.00 | £0.00 | £54.00 |
| Diane Bayliss | Salary (Gross)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |                | Confidential |  |              |               |         |        |       |        |
| Jason Trueman | Cleaner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | £54.00        | £0.00          | £54.00       |  |              |               |         |        |       |        |

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|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------|------------|--------------|
|                  | John Jennings                                                                                                                                                                                                                                                                                                                                      | Caretaker                | £210.00    | £0.00      | £210.00      |
|                  | Payments for tonight's meeting                                                                                                                                                                                                                                                                                                                     |                          | <b>Net</b> | <b>VAT</b> | <b>Gross</b> |
|                  | Diane Bayliss                                                                                                                                                                                                                                                                                                                                      | Travel/ Clerk's Expenses | £123.00    | £0.00      | £123.00      |
|                  | Viking Direct                                                                                                                                                                                                                                                                                                                                      | Ink (Councillors)        | £94.94     | £18.99     | £113.93      |
|                  | CAPALC                                                                                                                                                                                                                                                                                                                                             | Affiliation/DPO Fees     | £542.73    | £0.00      | £542.73      |
|                  | D P Garden Works                                                                                                                                                                                                                                                                                                                                   | Village Grass Cutting    | £650.00    | £0.00      | £650.00      |
| <b>19-20/212</b> | <b>Highways Matters</b>                                                                                                                                                                                                                                                                                                                            |                          |            |            |              |
| <b>a.</b>        | In the light of the most recent email from the highways department (attached), a resolution on potential projects for 2021-22 will not be made until the parish council have had the opportunity to hold a 'zoom' meeting to discuss the matter further.                                                                                           |                          |            |            |              |
| <b>b.</b>        | <b>It was proposed by Councillor O'Byrne, seconded by Councillor Bellamy and resolved</b> that the grass cutting contract currently carried out by DP Garden works and due to expire this year, is extended by 1 year owing to the current situation. The increased cost of the work to the burial ground and recreation ground was also approved. |                          |            |            |              |
| <b>19-20/213</b> | <b>Burial Ground</b>                                                                                                                                                                                                                                                                                                                               |                          |            |            |              |
|                  | <b>It was proposed by Councillor O'Byrne, seconded by Councillor Bellamy and resolved</b> that the quotation for £180 to cut back the hedge in the cemetery from DP Garden Works is approved.                                                                                                                                                      |                          |            |            |              |
| <b>19-20/214</b> | <b>Agenda Items for The Next Meeting</b>                                                                                                                                                                                                                                                                                                           |                          |            |            |              |
|                  | <i>Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.</i>                                                                                                                                                                      |                          |            |            |              |
| <b>19-20/215</b> | 7 <sup>th</sup> May 2020 – To be confirmed subject to information from NALC                                                                                                                                                                                                                                                                        |                          |            |            |              |

Resolutions received by email by 5.30pm Friday 3<sup>rd</sup> April 2020.

..... Chairman

..... Date