

# LAUNTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on **Thursday 20 May 2021** at 7.30pm outside Launton Parish Hall

**Councillors Present:** Mrs Abigail Dowman, Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman), Mrs Jackie Webber

**In attendance:** The Clerk, Mrs Jane Olds; 3 members of the public; Mr Kyle Michael (participated as a Councillor after Item 8. b.)

**Apologies:** Mrs Janice Hawes

All Councillors attending signed their Declaration of Acceptance of Office prior to the meeting starting.

**1. To elect the Chairman for the year 2021/22**

Councillor Sanders proposed, and Councillor Thompson seconded the proposal, that Councillor Simon Turner be elected as Chairman. The Council **RESOLVED** unanimously to elect Councillor Turner as Chairman.

Councillor Turner signed the Declaration of Acceptance of Office.

**2. To elect the Vice Chairman for the year 2021/22**

Councillor Turner proposed, and Councillor Thompson seconded the proposal, that Councillor Ed Sanders be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Councillor Sanders as Vice Chairman.

Councillor Sanders signed the Declaration of Acceptance of Office.

**3. To receive and accept apologies for absence**

The Council accepted Councillor Hawes' apologies and agreed she should sign her Declaration of Acceptance of Office form as soon as practicable after the meeting.

**4. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**

Nothing was declared.

**5. To facilitate public participation with regard to items on the agenda**

3 members of the public and Mr Kyle Michael attended the meeting.

One member of the public wished for an amendment to the 29 April Minutes.

**6. Minutes** – to confirm the Minutes of the meetings held on 1 April and 29 April, previously circulated  
The Council **RESOLVED** to agree to accept the Minutes with the addition under Item 3. Public Participation for 29 April of the following:

“Regarding Agenda Item 6. a. i. Parish Hall Lease - a villager expressed considerable concerns that the Parish Council was currently taking on too many projects and the Parish Council might not be the right organisation to take it on.”

**7. Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

**a. COMF Grants**

The COMF Grants had been paid.

**b. Risk Assessment**

The Risk Assessment had been published.

**c. Information Logs**

The information logs had been published in the 2020/21 Finance Section of the website.

**d. Policies**

The Standing Orders, Gifts and Hospitality Policy and the Complaints Policy had all been updated and published.

**e. Parish Remuneration Report for 2021/22**

The Report had been published and posted on the noticeboard and website.

**f. Verge Cutting**

Richard Wise had completed the first cut of the rural verges (apart from outside the EWR Compound where there were too many signs). The Clerk would contact the EWR Team to ask if they would arrange to cut this area.

**g. Budget**

The updated budget had been published in the 2021/22 Finance Section of the website.

**h. Reserves Policy**

The Reserves Policy had been published.

**8. Governance**

**a. General Power of Competence**

**i. To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk)**

The Council **RESOLVED** to agree that the Council met the eligibility criteria.

**ii. To agree to adopt the General Power of Competence**

The Council **RESOLVED** to agree to adopt the General Power of Competence.

**b. Councillor Co-option** – to consider the Councillor vacancy resulting from the uncontested election

The Council had received one application from Mr Kyle Michael. Following consideration, the Council **RESOLVED** to agree to co-opt Mr Michael to the Council.

Mr Michael completed his Declaration of Acceptance of Office form and joined the Councillors.

- c. Scheme of Delegation** – to adopt a scheme of delegation as an interim measure until the Parish Council is able to meet in person

The Council **RESOLVED** to agree the following Scheme of Delegation:

The Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman (or other Councillors if the Chairman and / or Vice Chairman are indisposed) to take any actions necessary with associated expenditure or other urgent Council business to protect the interests of the community and ensure Council business continuity during the period while the Parish is unable to meet either indoors in-person, or online.

This delegated authority ceases upon resumption of indoor in-person meetings of the Parish Council.

## 9. Finance

- a. To receive the Finance Report**

As at 12 May, the Accounts stood at:

|                       |            |
|-----------------------|------------|
| Co-op Current Account | £34,664.84 |
| Co-op Deposit Account | £22,405.82 |

| Standing Orders (since 1 April)         |         | Date Cleared |
|-----------------------------------------|---------|--------------|
| Clerk's March Salary (monthly)          | £529.20 | 1/4/21       |
| Launton Parish Hall storage (quarterly) | £42.00  | 1/4/21       |
| Launton Lines April (monthly)           | £110.00 | 6/4/21       |
| Clerk's April salary (monthly)          | £529.20 | 4/5/21       |
| Launton Lines May (monthly)             | £110.00 | 4/5/21       |

| Income                            |            | Date Cleared |
|-----------------------------------|------------|--------------|
| Deposit Account Interest          | £3.41      | 1/4/21       |
| Precept (1 <sup>st</sup> tranche) | £11,498.00 | 19/4/21      |
| CDC COMF Grant                    | £3,625.00  | 20/4/21      |
| OCC Grass Cutting Grant           | £1,216.28  | 10/5/21      |

- b. Insurance Renewal** – to consider and agree the insurance renewal for 2021/22  
The Council considered the insurance renewal and **RESOLVED** to agree to maintain the insurance with Zurich Municipal with the slight increase from £467.49 to £474.34.
- c. To consider and approve invoices for payment itemised on the Payment Schedule**  
The Council **RESOLVED** to approve the following invoices for payment via Bank Transfer which Councillor Thompson would authorise:

| Payment Method | Payee and reason                                                                   | Budget              | Amount  |
|----------------|------------------------------------------------------------------------------------|---------------------|---------|
| Bank Transfer  | Zurich Municipal for Annual Insurance Renewal (invoice number 506371487)           | Insurance           | £474.34 |
| Bank Transfer  | Calber Facilities Management Ltd for April grass cutting (invoice number CL448414) | Urban grass cutting | £276.00 |

**10. Date of informal advisory meeting**

The Council **RESOLVED** to agree hold an informal advisory meeting in accordance with the Scheme of Delegation on Thursday 3 June online via Zoom at <https://us02web.zoom.us/j/76605157135> (Meeting ID: 766 0515 7135)

The meeting closed at 7.56pm.

**Notes on declarations of interest**

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Signed.....

Dated.....