

SEATON PARISH COUNCIL ANNUAL MEETING

27th MAY 2020

HELD REMOTELY (CORONAVIRUS) 7.09pm

Present:

Mr N Greenfield Chairman

Mr D Coop

Mrs C Lammie

Mrs Siobhan Machin

In attendance:

Mr John Hill Clerk

MINUTES

1. ELECTION OF OFFICERS:

Due to the Coronavirus restrictions, including the restriction on elections until 2021, the election of officers can be delayed until next year. This and the offer to remain as Chairman for a further year by Councillor Greenfield, was agreed by all on a proposition by Councillor Machin, seconded by Councillor Coop. All other positions remain as for the current year (below).

OFFICE	
Chairman	N Greenfield
Vice Chairman	D Coop
Village Hall Trustee (Chairman by default)	N Greenfield
Charles Tryon Trust (Chairman by default)	N Greenfield
Thompson's Field Officer	C Lammie
Allotment Officer	D Coop

2. APOLOGIES:

There were technical difficulties preventing Councillor Clarke from logging into this remote meeting using Zoom, (despite several attempts) and this should not be counted therefore as a meeting unattended. His comments are reported in Item 10.*

Sue Fox, as internal auditor, gave an apology for absence.

3. DECLARATIONS OF INTEREST:

Councillor Greenfield declared an interest in Item 12 and Councillor Coop declared an interest in Item 13.

4. MINUTES OF THE PREVIOUS MEETING:

On a proposal by Councillor Greenfield, seconded by Councillor Coop, the Minutes of the meeting of 22nd April 2020 were duly signed as a correct record with the approval of all present.

5. MATTERS ARISING (NOT ON THE AGENDA):

The Chairman noted the very positive reaction throughout the village for the fireworks display in remembrance of the 75th anniversary of VE Day and proposed a vote of thanks to Councillor Clarke for organising the event.

6. INTERNAL AUDIT REPORT:

Following inspection, Internal Auditor Sue Fox had reported that Seaton Parish Council Accounts and supporting documentation for 2019/20 are satisfactory. On a proposal by Councillor Coop, seconded by Councillor Machin, Members accepted this report.

7. ANNUAL GOVERNANCE REVIEW & STATEMENT:

On a proposal by Councillor Greenfield, seconded by Councillor Coop, Members approved the Annual Governance Review & Statement and the Effectiveness of Internal Controls.

8. FINANCIAL MATTERS:

Presentation of the Accounts:

The Clerk presented the Parish Council accounts for 2019/20 (previously circulated), together with the updated Fixed Asset Schedule. The Audit Return was also reviewed. Councillor Machin proposed and Councillor Lammie seconded that the Audit Return, as presented and Fixed Asset Schedule, should be accepted; all were in favour. Members also agreed on a proposal by Councillor Greenfield, seconded by Councillor Machin, that the certificate exempting Seaton Parish Council (as a 'small' Council) from external audit review should be authorised.

Accounts update:

Petty Cash	£86.93
Current Account	
Nationwide	£4373.52 + interest
West Brom	
Deposit Account	£5564.77 + interest

Clerk's salary review:

The Clerk's salary is fixed at the national scale rate SCP 19. The Clerk had circulated a paper from the NALC saying that negotiations on public sector salaries have been put back to next year and that an increase of 3% should be used as an interim figure. This would mean an increase in the Clerk's current annual salary of £1845 to £1900. This was agreed by Members following a proposition by Councillor Coop, seconded by Councillor Lammie and a half-year salary payment of £760 agreed.

Payments:

Members approved the following payments on a proposition by Councillor Greenfield, seconded by Councillor Lammie:

Retrospective payments:

Oddjobs New fence materials	£614.26
Oddjobs Balance of invoice for new fence work	£503.74
1605 Fireworks for VE display	£100.00
Came & Co Insurance premium 2020/21	£413.77

New payments:

Clerk's expenses 2019/20	£40.02
LRALC Zoom training	£20.00
Clerk's half-year salary (net of tax)	£760.00

The Clerk reported that he had already paid directly for the first month's Zoom subscription (£14.39) but would aggregate any further payments before claiming a refund.

9. CORONAVIRUS UPDATE:

The Clerk reported on the present local status with regard to the effects of the Coronavirus outbreak as outlined during a telephone conference call between Rutland County Council and Parish Council Clerks.

10. THOMPSON'S FIELD:

Councillor Greenfield had previously circulated a detailed update of the position with regard to the proposed refurbishment and development work on the Seaton children's play area, including associated grant aid. Augean had offered the opportunity to apply for a second grant which could be used to purchase one or both of the two new play items proposed by Councillors Machin and Lammie – a rotating cone and zip wire. Councillor Greenfield succeeded in submitting a bid to Augean against a very tight deadline, the outcome of which will be announced at the end of June.

The next steps will depend upon the size of any award. If nothing is received then it is back to deciding upon what to do about the 'Springers' which are now in an elevated position due to the surrounding ground erosion.

Councillors discussed this extensively and following a proposition by Councillor Coop, seconded by Councillor Machin, agreed in principle that **the development work should be awarded to Play Source** as providing the best value of the three quotations received.

The Clerk had circulated a rudimentary cash flow forecast based upon all existing cash reserves and receipt of a potential 75% of grants up front with the remainder upon completion of the project. This indicated a maximum spend of approximately £15,000 at any one time and is therefore very tight, especially with the necessity of paying VAT up front and reclaiming only after VAT invoices are received.

It was agreed therefore to await the outcome of the second grant bid to Augean at the end of June before proceeding to the next stage. **In the meantime, project process and grant payment timing will be established and a more detailed cash flow drawn up by the Chairman and Clerk.**

Play Source's conditions of supply will also be reviewed.

*Councillor Clarke reported subsequently that he has worked with John Mayfield on the provision of access for the disabled and positioning of a Petanque pitch.

11. ALLOTMENTS:

Tenancies:

All plots occupied with one person on the waiting list.

The Chairman wished to record the appreciation of the Parish Council to tenants for their work on the Allotments this season as they look “the best they have in years.” He also mentioned the very satisfactory completion of the damaged fence by John Mayfield.

The question of a water supply to the Allotments has been raised again by tenants. Although Members believed that the costs and practicalities will be prohibitive the **Clerk was asked to look up and circulate the figures assessed on the previous occasion that this was discussed.**

Risk Assessment:

Reviewed and agreed in January 2020.

12. NOISE NUISANCE:

Further comment had been received on the noise nuisance caused by the sustained playing of a Wurlitzer organ by a resident of the village. After discussion, it was agreed that this is a matter for Rutland County Council; Seaton Parish Council has no powers to intervene.

13. DOG NUISANCE:

A complaint has been received that, on two occasions, dogs which are being exercised without a lead are attacking other dogs. The complainant has suggested that a reminder should be placed on the Parish Council website and in the parish magazine that, to comply with the law, dogs should be kept under control at all times. After discussion, Members agreed to this. **The Chairman will place an item on the website.**

14. CORRESPONDENCE:

The following items were tabled:

RCC: 2019/1197/FUL - 10 Thompson’s Lane, Planning Permission;

Communication from Western Power concerning rerouting power cables underground through a section of Allotment land. **The Clerk will circulate the plans and the name of the tenant(s) possibly affected.**

15. DATE OF THE NEXT MEETING:

The next Parish Council meeting will be held on Wednesday 16th September 2020, 7.00pm (venue to be advised).

The meeting closed at 20.50 hrs.