

# HARESCOMBE PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON WEDNESDAY 20<sup>TH</sup> MAY 2020 8PM

### - ONLINE VIA ZOOM SOFTWARE 8PM

**Present:** Cllrs Andrew Buckmaster (Chair), Mike Hyett, Kath Pritchard, Caroline Ractliffe (Vice Chair) and Sheila Murray (Locum Clerk)

### ACTION

No members of the public requested access to the meeting.

#### **1/5.20 Public Question Time – (limited to 15 minutes) – None**

**2/5.20 Apologies** were received and accepted from Cllr Lawday due to work commitments.

County and District Councillors were not in attendance.

#### **3/5.20 Appointment of Clerk**

Cllr Buckmaster introduced Mrs Murray and confirmed a CV and details of previous experience has been forwarded to Councillors prior to the meeting. Cllr Buckmaster proposed Mrs Murray be appointed as the Clerk. Seconded by Cllr Pritchard vote: 3 in favour, 1 abstained. Motion carried.

#### **4/5.20 Previous Minutes**

The minutes of the meeting held on 1<sup>st</sup> April, 2020 were accepted and approved as a true record. Signed by Cllr Buckmaster on behalf of the Council.

#### **5/5.20 Declarations of Interest**

Cllr Ractliffe declared a personal interest in items 3 and 10 the appointment of Mrs Murray.

#### **6/5.20 County Councillor's Report – None received**

#### **7/5.20 District Councillor's Report – None received**

#### **8/5.20 Annual Parish and Annual Meeting of the Council**

Cllr Buckmaster confirmed that arrangements for the above meetings were now changed in line with Government guidelines relating to Covid-19.

- a) The Annual Parish meeting will be deferred until further notice.
- b) The Annual General Meeting of the Council will be deferred until May 2021. Councillors agreed to remain in their current posts.  
Cllr Buckmaster – Chair  
Cllr Ractliffe – Vice Chair  
Cllr Ractliffe – Internal, internal auditor.
- c) The Local Elections : Mrs Murray confirmed that these were also deferred until May 2021.

#### **9/5.20 Parish Council and Covid-19**

Councillors agreed that most parishioners were aware of any local vulnerable people and there was no further action required but they should remain vigilant to local needs. Cllr Pritchard confirmed a leaflet

ANB

relating to emergency support has been delivered to all households.

### 10/5.20 Appointment of Responsible Finance Officer (RFO)

Cllr Buckmaster having established the appointment of Clerk to Mrs Murray proposed she be appointed RFO. Councillors agreed unanimously. Mrs Murray accepted the position with arrangements to be made for the Internal Audit 2019/20 and Annual Governance and Accounting Statement to be completed.

SM

### 11/5.20 Harescombe Parish Council future entity

Cllr Buckmaster raised debate about the future of the Parish Council and for Councillors to give consideration to merge with another local Council. Councillors agreed that Cllr Buckmaster would reach out informally to Haresfield Parish Council to see if they would have any interest in merging. He will also try to obtain further information of experience in the merging of Councils. He will report back on this matter for further discussion.

AB  
Agenda

### 12/5.20 Highways

**12.1** Councillors discussed the recent additional road cleaning operation and raised concerns about the cost and the arrangements for waste disposal. Councillors agreed that they should seriously consider taking this same action again if the need arises.

ALL  
To note

**12.2** Cllr Buckmaster to discuss with Highways the issues around cars parked on the road and locals hard coring the verge.

AB

**12.3** The landslip at Gruntas Lane remains closed to vehicles. Cllr Buckmaster will approach highways for an update.

AB

**12.4** As a member of the SDRSG it was agreed that an approach will be made by Cllr Pritchard for the provision of "20 is plenty" signage.

KP

### 13/5.20 Planning

#### 13.1 Planning Decisions

S20/0274/HHOLD Wood Cottage, Sevenlease Lane, Edge

- Two storey extension, garage/garden store and associated landscaping – PERMITTED.

#### 13.2 Planning Applications None

#### 13.3 Planning Other

Cllr Ractliffe commented on building works being carried out at a local farm outbuildings and will check if this property is in the Parish.

CR

### 14/5.20 Finance

**14.1** Councillors unanimously agreed that the following invoices be paid

Date	Cheque	Payee	Description	Vat	Amount £	Power
20/05/20		StephPike	Printer costs	0.00	3.49	LGA 1972 s.111
20/05/20		BF Sweepers	Road Cleaning	74.00	444.00	LGA 1972 s.137

**14.2** Cllr Buckmaster advised that there is an overdue payment to HMRC and requested Mrs Murray investigate further as he was unable to establish a way of payment.

SM

ANB

**15/5.20 Councillors' Submissions**

**Cllr Buckmaster** received information relating to Covid-19 and will place the flyer on the village notice board.

AB

**16/5.20 Agenda Items for next meeting**


**16.1** Policies and Procedures for 2020/21 to be reviewed.

SM

**16.2** Letter of Appointment and Job Description for Mrs Murray to the position of Clerk/RFO to be confirmed.

AB/SM

There being no further business the meeting closed at 9.14pm



23/7/20