



Parish Clerk: Emma Thomas,
Hadleigh, Bishops Frome, Worcester, WR6 5AP
Tel: 01885 490414
email: bcparishclerk@gmail.com
www.bosburyandcoddington.co.uk

**Minutes of the meeting of the Group Parish Council
held online via Zoom – due to the Coronavirus Pandemic
on Thursday 7th May 2020 at 7.30pm**

Present: Councillors Julia Boyle (Chair), Sven Bosley, Patrick Whitehead, Julie E Baker, Rachel Lovering, Joe Hayes, Tim Newsholme and Charlie Ferrier.

In attendance: Emma Thomas – Parish Clerk

Public: 0

- 1. To Accept any Apologies for Absence and Note the Reason**
Apologies were RECEIVED and ACCEPTED from Cllr Liz Cooke – alternative engagement and Cllr John Joyce-Townsend - illness
- 2. To Record any Declarations of Interest and Consider any Requests for Dispensations**
None declared
- 3. To Consider Approval of Minutes of Parish Council meeting held on 5th March 2020**
The minutes were APPROVED and will be signed by the Chair at the earliest opportunity.
- 4. Public Participation Session for Local Residents to raise matters relevant to the Parish Council**
None present
- 5. Council Policies; Committees and Powers:**
 - a) To note that due to the Coronavirus Pandemic, there is no requirement for an Annual Meeting of the Parish Council this year.** (*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*)
NOTED
 - b) To note that therefore Committee Structures; Council Powers; Banking Signatories and Council Policies will all remain in place for a further year until May 2021 without need for review.**
NOTED
- 6. Planning**
 - a) To note the following planning responses submitted since the March Meeting;**
 - Applications 200695; 200229; 200230; 200734 and 200863 all had the following comment submitted:
“Due to the Coronavirus, Bosbury and Coddington Group Parish Council are unable to meet to discuss this application for the foreseeable future and therefore can make no comment.”
NOTED. It was further NOTED that as legislation has now changed, Planning Committee meetings will be held online via Zoom for the foreseeable future.
- 7. Finance:**
 - a) To consider and approve the End of Year 2019-20 finance report and bank statements. – Appendix 1**
The clerk REPORTED that finances were healthy. As Income was over £25,000 this year, an external audit was required. The report was APPROVED as evidence of budget monitoring.
 - b) To consider and approve Internal Audit Report – Appendix 2**
The Internal Audit Report was APPROVED.
 - c) To consider and approve the Annual Return Governance Statement – Appendix 3**
The Annual Return Governance Statements were considered and approved as in order. The Chair will sign the form as soon as possible.
 - d) To consider and approve the Annual Return Accounting Statements – Appendix 4**
 - e) The Annual Return Accounting Statements were considered and approved as in order. The Chair will sign the form as soon as possible.**
 - f) To approve the updated asset register – Appendix 5**
The updated asset register was APPROVED.
 - g) To review the parish council insurance policy and decide on any amendments required**
The Insurance Policy was REVIEWED and it was AGREED that no amendments were required and that the invoice for £355.94 should be paid.
 - h) To consider the internal auditor for 2020-21**
It was AGREED to continue using Mr. Brough as the Internal Auditor for the 2020-21 Financial Year.

i) **To consider continuing to use the "payments and receipts" accounting method for 2020-21**

It was AGREED to continue using the "payments and receipts" accounting method for 2020-21

j) **To note the VAT return for 2019-20 £844.24**

NOTED

k) **To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5):-**

841 – HALC Annual Subscription £655.30

842 – Lengthsman Jan – April maintenance £799.85

843 – Clerks April Salary and expenses (£40.09)

The above payments were NOTED as having been paid.

l) **To note the quarterly payment made by Direct Debit for The Burial Ground Waste Collection Service £77.94**

NOTED. It was REPORTED that the bins were still being emptied.

m) **To note the submission of a grant application to Herefordshire Council for £71.94 to cover the Zoom Subscription for the next 6 months of online meetings.**

NOTED

n) **To note the following receipts:**

- £71.94 Grant payment for Zoom

- £10,250.00 Precept part 1.

- £844.24 VAT Return

The above receipts were NOTED. The clerk REPORTED that the grant application for the PPE equipment had also been successful. It was REQUESTED that once PPE had been purchased, the clerk should email the Lengthsman and the Parish Footpaths Officer to offer both equipment for use if they required it.

8. **Highways/Footpaths:**

a) **To consider any footpaths or highways issues for reporting to Balfour Beatty**

It was AGREED that the clerk should re-log the main highway pothole and drainage issues, listed in the March minutes, for Balfour Beatty to attend to while the highways are quiet.

b) **To consider any work for the lengthsman**

It was REQUESTED that the grip by Salt Box Cottage be cleared while the weather is dry.

c) **To note the Public Path Diversion Order BZ33 (Part)**

NOTED. It was REPORTED that the diversion was in line with the original consultation paperwork. It was AGREED that the clerk should email the Parish Footpaths Officer the details of the new route and request that he erect footpath signs as necessary.

9. **To note the date of the next Parish Council meeting – 4th June 2020 – Online via Zoom**

NOTED

The meeting closed at 19.53.

Signed: _____

Dated: 2. 07. 20.