

**SWANWICK PARISH COUNCIL
MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING
THURSDAY 30th April 2020 at 10am**

Present: Cllrs Chidlow, Goodier, Payne, Soudah, Trenear & Clerk C Miles

Members of the Public:

Members of the public listed waived their right to anonymity under the Data Protection Act:

None

817/2020 APOLOGIES

Cllr King & Cllr D Wilson

818/2020 VARIATION OF ORDER OF BUSINESS

None

819/2020 DECLARATION OF INTEREST

Members were requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Cllr. Soudah declared interest in item no.11.1

The Councillor remained in the meeting.

820/2020 PUBLIC PARTICIPATION

820.1/2020 Public Speaking –

None

820.2/2020 Members' Observations

None

820.3/2020 POLICE MATTERS

None reported and all can be viewed online.

**820.4/2020 REPRESENTATIONS OR EVIDENCE FROM MEMBERS
DECLARING A PREJUDICIAL INTEREST**

None

821/2020 MINUTES OF FULL COUNCIL

RESOLVED:

Minutes of Full Council held 20th February 2020 be received as correct account of the meeting. The minutes were signed by the Chair.

822/2020 PLANNING MATTERS

822.1/2020 Planning Applications

None

823/2020 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

823.1/2020 Vacancies in the office of Parish Councillor

Members noted the update.

823.2/2020 Councillor Attendance Record

Members noted the update.

823.3/2020 Standing Orders

RESOLVED:

To authorise the amendment of the Standing Orders.

823.4/2020 Scheme of Delegation

RESOLVED:

To authorise the Scheme of Delegation.

823.5/2020 Limited Assurance Review of Annual Return for the Year ended 31st March 2020

RESOLVED:

To authorise the Clerk to pay the Limited Assurance review fees of £1300.00 (plus VAT).

823.6/2020 Annual Governance Statement 2019-20

RESOLVED:

To approve the Annual Governance Statement for year ended 31st March 2020.

The Chair Cllr G Soudah signed the Annual Governance Statement 2019-20 after the meeting and then The Clerk signed the Annual Governance Statement the same day.

823.7/2020 Accounting Statement 2019-20

RESOLVED:

To approve the Annual Accounting Statement for year ended 31st March 2020.

The Chair Cllr G Soudah signed the Annual Accounting Statement 2019-20 after the meeting.

823.8/2020 Annual Internal Audit 2019-20

RESOLVED:

To authorise the Clerk to appoint an Internal Auditor and to pay the appropriate fees on completion of the audit.

823.9/2020 Exercise of Public Rights

RESOLVED:

To approve the 30 day period commencing on or before 1st September 2020 for the exercise of public rights. **Notice to be posted by 31st August 2020.**

823.10/2020 Hanging Baskets

Members noted the update.

824/2020 Chair's Report

Nothing to Report.

825/2020 Councillor Updates

Reminder that the May Well Dressing & Community Fayre has been cancelled due to COVID-19.

**826/2020 Correspondence & Circulars
Noted**

827/2020 Accounts

827.1/2020 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
02.03.20	DD	Haven Power	Electric Utility	17.00
17.03.20	DD	Haven Power	Electric Utility	17.00
18.03.20	BACS	Ground Support Services	Interim grouting payment for invoice 32308 Nov 2019	10,000.00
25.03.20	BACS	G Soudah	Chairs Phone & B/band Dec19-Feb20	45.00
25.03.20	BACS	Swanwick Baptist Church	Room rent Jan-Mar2020	90.00
25.03.20	BACS	Swanwick PCC	2020 Floodlight contribution	130.00
25.03.20	BACS	Grasstrack	Feb 2020 Ground Maintenance	896.00
25.03.20	BACS	DALC	2020-21 Annual Subscription	1,001.58
30.03.20	DEBIT CARD	Amazon	Caretakers PPE	14.99
30.03.20	DEBIT CARD	Amazon	Caretakers PPE	25.96
30.03.20	DEBIT CARD	Amazon	Caretakers PPE	43.90
30.03.20	DEBIT CARD	Amazon	Caretakers PPE	24.95
30.03.20	DEBIT CARD	Amazon	Caretakers PPE	8.84
30.03.20	DEBIT CARD	Amazon	Caretakers PPE	18.99
31.03.20	DEBIT CARD	O2	Clerks phone Feb 2020	17.22
31.03.20	DD	UKDMO - PWLB	Loan No 509437	11,957.75
			Total	24309.18

827.2/2020 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 1 Year End 2021 Salaries	2737.81
HMRC	BACS	Mth 1 Tax & NI Contribution Year End 2021	670.13
NEST	D/D	Mth 1 Pension Deduction & Employer Contribution Year End 2021	230.14
Grasstrack	BACS	March 2020 Maintenance	896.00
Grasstrack	BACS	Supply/plant memorial tree	114.00
Iansprint	BACS	Copying March 2020	25.82
		Total	4673.90

827.3/2020 Income Received

Noted

Date	Remittance	Amount	£
13.03.20	605983	C Miles - Civic Service Surplus	45.00
16.03.20	605981	Memorial Tree Dedication - I Armstrong	100.00
20.03.20	BACS	J & S Litchfield Plot 2b Nether Close Allotment 2020-23	45.00
20.03.20	605983	T Rowe Plot 1a Nether Close Allotment 2020-23	45.00
24.03.20	BACS	Mr & Mrs Trayler Plot 1b Nether Close Allotment 2020-23	45.00
30.03.20	BACS	Mr & Mrs North Plot 3 Nether Close Allotment 2020-23	90.00
		Total	370.00

828/2020 Bank Reconciliation

Noted:

Cash Book Reconciliation

31.03.20

Opening Balance 01.04.19	181,054.23	
Receipts to 31.03.20	531,503.05	
Sub Total		712,557.28
Payments to 31.03.20	219,557.40	
Unpresented cheques 2018/19	0.00	
Sub Total		219,557.40
Closing Balance 31.03.20		492,999.88
Bank Balance at 31.03.20		492,999.88

829/2020 Exclusion of Press & Public

None

830/2020 Items for the next agenda

None

831/2020 Date & Time of Next Meeting

Date of Next Meeting: TBC

Meeting closed at 10.26

Signed: *G Soudah*

Date: 18th June 2020