

**Minutes of the Parish Council Meeting
Wednesday, 10th June 2020
via Zoom Video Conferencing**

Present:

Cllr Frank Bunce – Chairman
Cllr Clive Hill
Cllr Karen Dunn
Cllr Wayne Hadley
Cllr Michael Kay
Cllr Jessica Rathbone
Cllr Peter Tennant
Cllr Kim Wallace

RFO: Carole Cox

Clerk: Franciska Giles

Public: 0

2941 Rules and Procedures of Video Conferencing

Cllr Frank Bunce explained the rules and procedures of Zoom video conferencing.

2942 Clarification of Parish Council Meetings Held via Zoom Video Conferencing

The Clerk stated that the Coronavirus Regulations 2020 were passed by Government on 1st April 2020 and apply to meetings taking place before 7 May 2021.

The regulations enable local authorities to hold meetings remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

2943 The Public

None present

2944 Apologies

Cllr Donna Williams, Cllr Jonathan Horton and Cllr John Fox offered their apologies to the Clerk which were accepted.

Not present: Cllr Trevor Wills as he is currently in hospital

2945 Declaration of Pecuniary Interests and Dispensations

None

2946 Approval of the Parish Council Meeting Minutes - Held on Wednesday 04th March 2020

Cllr Frank Bunce asked members if they had read the minutes and if they could confirm these as a true and accurate record.



Proposed: Cllr Clive Hill

Seconded: Cllr Jessica Rathbone

All in favour

It was resolved that the minutes were a true and accurate record

2947 Approval of the Parish Council Meeting Minutes - Held on Wednesday 27th May 2020

Cllr Frank Bunce asked members if they had read the minutes and if they could confirm these as a true and accurate record.

Proposed: Cllr Clive Hill

Seconded: Cllr Jessica Rathbone

All in favour

It was resolved that the minutes were a true and accurate record

2948 Internal Auditors Report

The RFO provided the Parish Councillors with a copy of the report (sent by email prior to the meeting) and stated that the internal audit was completed on 08th May 2020 and no problems were found. The auditor made a note in relation to the recorded January Parish Council minutes about the precept and stated that in addition to the indicated percentage rate the total figure should be recorded too.

It was agreed that the Parish Council had read and accepted the internal audit report

2949 Section One – Annual Governance Statement 2019/20

The RFO provided the Parish Councillors with a copy of the statement (sent by email prior to the meeting) and asked the Councillors to confirm that they read questions 1 to 9 and to accept the completed return.

Proposed: Cllr Karen Dunn

Seconded: Cllr Peter Tennant

All in favour

It was resolved that the Parish Council accepts the completed return

2950 Section Two – Annual Governance Statement 2019/20

The RFO provided the Parish Councillors with a copy of the statement (sent by email prior to the meeting) and asked the Councillors to confirm that they accept the figures in the completed return.

Proposed: Cllr Frank Bunce

Seconded: Cllr Clive Hill

All in favour

It was resolved that the Parish Council accepts the figures in the completed return

2951 Annual Internal Audit Report Annual Governance Statement 2019/20

The RFO provided the Parish Councillors with a copy of the report (sent by email prior to the meeting) and said that the report is for information only and it forms part of the return to be submitted to the External Auditor. The report was duly signed and authorised.

2952 Review of Risk Assessment

The RFO provided the Parish Councillors with a copy of the Risk Assessment (sent by email prior to the meeting) and asked the Councillors to approve it.

Proposed: Cllr Kim Wallace

Seconded: Cllr Jessica Rathbone

All in favour

It was resolved that the Parish Council approved the Risk Assessment



2953 Financial & Audit Procedures to be approved

1. Effectiveness of Internal Auditors
2. Statement of Internal Controls
3. System of Internal Control

The RFO provided the Parish Councillors with a copy of the Financial & Audit procedures and asked the Parish Councillors to approve them.

Proposed: Cllr Frank Bunce

Seconded: Cllr Clive Hill

All in favour

It was resolved that the Parish Council approved the Financial & Audit procedures

2954 Expenditure Report (March, April and May Expenditure Report)

The RFO provided the Parish Councillors with a copy of the Expenditure Reports and asked the Parish Councillors to approve them.

Proposed: Cllr Jessica Rathbone

Seconded: Cllr Clive Hill

All in favour

It was resolved that the Parish Council approved the Expenditure Reports.

It was agreed that the reports were to be hand signed by Cllr Clive Hill and Cllr Jessica Rathbone on the 12th June 2020

2955 Recreation Ground and Burial Ground driveway gates opening hours

Cllr Frank Bunce proposed to open the Burial Ground driveway gate at the weekends only.

The Parish Council discussed the proposal and agreed to open the gate on Saturdays and Sundays from 9:30 a.m. until 1:30 p.m. This arrangement is to be reviewed at the July Parish Council meeting.

Proposed: Cllr Frank Bunce

Seconded: Cllr Karen Dunn

All in favour

It was resolved that the Burial Ground driveway gate to be open on Saturdays and Sundays from 9:30 a.m. until 1:30 p.m.

Action item: The Clerk to

- Notify the residents of the new arrangement via Facebook and BMGPC website
- Instruct the Groundsmen to open and close the gate at the weekends

2956 Broadband Project

Cllr Michael Kay briefed the Parish Councillors about the Parish Council's Broadband initiative and the recently completed broadband survey results. Cllr Kay added that Mr Martin Jones, Commercial Lead LFFN PSAR & Implementation Adviser from the Department of Digital, Culture, Media and Sport offered his help and is currently investigating what help would be available to Bickenhill & Marston Green.

2957 Date of the next meeting - Wednesday 01st July 2020 at 6:30 p.m. via Zoom Video Conferencing

Cllr Frank Bunce closed the meeting at 7:10 p.m.

