

# BARNBY IN THE WILLOWS PARISH COUNCIL

## ANNUAL AND ORDINARY PARISH COUNCIL MEETINGS 5th MAY 2020 at 7:30pm (following straight on from Annual Parish Meeting).

Please note that due to the COVID-19 Lockdown, the meeting will be held online using Zoom.

(Meeting ID: 926 2906 6235 / Passcode: FeyU0s)

If you need help with attending the meeting, please contact the Clerk or one of the Parish Councillors.

### AGENDA

1. Declarations of interest.
2. Election of Chair and Vice-Chair.
3. Contributions from the public, District and County Councillors.
4. **Approval of minutes** – of the Parish Council meeting held on 11<sup>th</sup> March 2021.
5. **Matters arising from the minutes** – an update on previous actions - unless urgent, new matters arising will be carried forward to the next meeting
6. **Approval of formal documents** – review and authorise them being up to date
  - i) Financial Regulations
  - ii) Standing Orders
  - iii) Asset Register
  - iv) Risk assessment(s)
  - v) GDPR and Accessibility documents
  - vi) Equality, and Grievance & Disciplinary, processes
7. **Finance** – review end of year and audit requirements / authorise payments
  - a) Annual approval of Accounts for the year ended 31 March 2021.
  - b) Approval of Certificate of Exemption for the year ended 31 March 2021.
  - c) Approval of the Annual Governance Statement for the year ended 31 March 2021.
  - d) Approval of the Accounting Statements for the year ended 31 March 2021.
  - e) Payments made since March's meeting:
    - Newsletter costs of £39.60 & £39.49 (PC) - £39.60 prev. approved in Jan.
    - Bus shelter repairs totalling £56.90 (PC) – prev. approved in Mar.
    - SSE £52.59 (VH)
    - Wave £52.80 (VH)
    - Caretaker annual salary £250.00 (VH) – prev. approved in Jan.
    - Stationery – printer cartridges/paper/dividers £43.75 (PC)
    - Vulcana heating service £170.40 (VH)
    - Water Plus £17.92 (VH)
    - PAYE for 2020-21 – Caretaker £62.40 (VH) and Clerk £26.60 (PC)
  - f) Payments that are upcoming:
    - Zurich Insurance approx. £700 (amount tbc in renewal quote – to be paid end of May)
8. **Planning** – review of planning requests
  - a. 21/00735/HOUSE - Wellington Lodge, Long Lane – proposed side extension and removal of a tree  
DEADLINE 13 May 2021.
9. **CIL funding** – review funding to be received.
10. **Return to Face-to-Face meetings** – review processes for returning to meetings in person.
11. **Date of the next Parish Council Meeting – tbc – 8<sup>th</sup> July 2021?**

Please note that as legislation to hold meetings online is currently scheduled to end on 7<sup>th</sup> May 2021, the Parish Council are reviewing how best to reinstate face-to-face meetings safely.

...Helen Cowlan.....Parish Clerk