

Harborough Magna Parish Council

Minutes of Virtual Annual Meeting 18 May 2020

Present

Cllr Elizabeth Biggs-Poyner (EBP)
Cllr Toby France (TF) –
Cllr Paul Skidmore (PS)- Vice Chair
Cllr Rob Clarke

Parishioners who logged into the Zoom call: Fenella France

In attendance: Clerk: Leona Bendall

AM1.18.5.20

The clerk thanked the councillors for agreeing to suspend standing orders and allow the clerk to chair this initial virtual meeting – this is specifically to facilitate the mechanics of this first online meeting.

AM2.18.5.20

The meeting was asked if any councillor would like to nominate themselves for the post of Interim Chairman of the Council. Cllr Biggs-Poyner asked to be considered and her nomination was seconded by Cllr France and approved by Cllr Skidmore. Cllr Biggs-Poyner was duly elected. The Declaration of Office had been previously circulated and was taken as read – Cllr Biggs-Poyner will sign the form and return it to the clerk.

- i. Cllr Biggs-Poyner nominated Cllr Toby France to act as Vice Chair and he agreed to serve.

AM3.18.5.20

The clerk explained that we had been through the process of a Casual Vacancy and as Rugby Borough Council had not had 12 requests for an election, the Parish Council was free to co-opt. Rob Clarke had previously shown an interest in serving on the Council and had been attending meetings this year. Cllr Biggs-Poyner ran through the legal requirements of serving as a parish councillor – all of which Rob Clarke was able to meet. He was therefore co-opted on to the Council – the clerk had previously circulated his Declaration of a co-opted member of the Council which was taken as read. Cllr Clarke will complete the form and return it to the clerk.

AM4.18.5.20

The clerk reminded the meeting that it had reviewed and revised its Financial Regulation this year and as it has been sometime since the Standing Orders were reviewed it was agreed that the clerk would bring these to the September meeting for consideration.

The Annual Meeting closed at 19.45

Virtual Meeting of the Parish Council

1.18.05.20	Welcome Cllr Biggs-Poyner welcomed all to this first virtual meeting.	
2.18.05.20	Declarations of Interest a. None were made.	
3.18.05.20	Approval of minutes a. The minutes from 9 March 2020 were approved.	
3a.18.05.20	Matters arising from the minutes a. Following Cllr France offer to provide china for the OSCR project – Cllr Bigg-Poyner asked if he heard any further on this. Cllr France advised that it would be considered by the Committee.	
4.18.05.20	Planning applications and appeals - the planning appeal in respect of 2 The Bank, which had been previously circulated and a draft considered by all a. This was considered further and additional points raised by Cllr Biggs-Poyner will be added to the draft and circulated to homes affected by the proposed development.. A copy of the final letters (will be) attached to these minutes.	
5.18.05.20	Financial and Governance issues a. Clerk presented the draft Asset Register and Risk Register for formal approval for Audit process – this was agreed but it was also noted that the Risk Register should be reviewed again in light of the current emergency. A draft will be tabled at the September meeting. b. Clerk had previously circulated the cashbook and bank reconciliation for the year and these were approved – A copy of this is attached the minutes. c. Four cheques were approved at the meeting: £191 annual subscription to WALC £15 training for Cllr France on engagement £75 annual contribution to printing of Round the Revel £192 to Lakeside Grounds Maintenance for their first cut of the village this year – in line with the new contract.	
Cllr John Brady joined the meeting at this point		

6.18.05.20	<p>Ongoing village issues</p> <p>a. The Parish Council had suspended its ground maintenance contract with Lakeside in line with advice from Rugby Borough Council. However the advice has now changed and if a health and safety review has been undertaken and the contractor can maintain social distancing then grounds maintenance can resume.</p> <p>The clerk advised that Lakeside has confirmed that they meet Rugby's requirements and it was agreed to ask them to restart work.</p> <p>The clerk asked if it would be acceptable to undertake two full cuts in the immediate future (at least a week apart) to help bring the grass back under control. This was agreed.</p> <p>Cllr Brady and Cllr Skidmore agreed to look at security for the playpark to ensure this is locked and children do not have access until guidance changes. A sign to advise that the playpark is out of use to be installed</p>	Cllr Skidmore /Cllr Brady
18.18.05.20	<p>Date of next meeting – which will be virtual unless restrictions are lifted.</p> <ul style="list-style-type: none"> • 20 July 2020. 	All
	Meeting closed at 20.09	

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Chair

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Date