

WENTWORTH PARISH COUNCIL



Clerk: Mrs Karen Peck, 19 High Street, Aldreth, CB6 3PQ
Email: parishclerk@wentworthonline.org.uk

Chairman: Mr David Lee, Leemeadow, 3 Main Street, Wentworth Tel: 01353 778908

NOTICE OF MEETING: Annual Meeting of Wentworth Parish Council Meeting
TIME: 19.00
DATE: Tuesday 16th June 2020
VENUE: Virtually via Zoom

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

MEMBERS 5
VACANCIES 0
QUORUM 3

Members of the public and press are invited to address the Council at its Open Forum.

MINUTES

- 160620/1 VIRTUAL MEETING PROCEDURE TO BE ACCEPTED AND APPROVED**
The policy was circulated before the meeting and accepted by unanimous vote.
- 160620/2 ELECTED CHAIRMAN TO BE CARRIED OVER TO MAY 2021**
It was agreed by all to carry over the current Chairman to May 2021 due to the Covid-19 outbreak in the United Kingdom.
- 160620/3 TO RECORD APOLOGIES FOR ABSENCE**
Apologies received from Councillor Ashdown. Councillor Atkin was absent from the meeting.
- 160620/4 MEMBERS' DECLARATIONS OF INTEREST**
Chairman David Lee declared and interest in agenda item 160620/20
- 160620/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**
Parish Council Minutes from 26th March 2020 (held via email due to COVID-19) were approved by all.
- 160620/6 OPEN FORUM FOR PUBLIC PARTICIPATION**
No members of the public were present
- 160620/7 TO APPROVE AND ADOPT THE STANDING ORDERS**
The Standing Orders were circulated to all prior to the meeting. These were approved and adopted unanimously.
- 160620/8 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS, INTERNAL FINANCIAL CONTROLS, NEW FINANCIAL YEARS ASSURANCES AND SIGNATORIES FOR 2020/21**
The Financial Regulations, Internal Financial Controls, New Year's Assurances and Signatories were circulated to all prior to the meeting. These were approved and adopted unanimously.

- 160620/9 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**
The Standards and Code of Conduct for Members were circulated to all prior to the meeting. These were approved and adopted unanimously.
- 160620/10 TO APPROVE ALL COUNCIL POLICIES**
Wentworth Parish Councils Policies were circulated to all prior to the meeting. These were approved and adopted unanimously.
- 160620/11 INTERNAL AUDIT REPORT 2019/20 TO BE ACCEPTED AND APPROVED**
The Internal Audit Report 2019/20 was circulated to all prior to the meeting. These were approved and adopted unanimously.
- 160620/12 INTERNAL AUDIT REVIEW 2019/20**
The Internal Audit Review was circulated to all prior to the meeting. This was approved and adopted unanimously.
- 160620/13 AGAR 19/20: EXTENAL AUDIT CERTIFICATE OF EXEMPTION**
The Council resolved to agree to complete a Certificate of Ex from submission to the External Audit and agreed the figures of £6833 as the total annual gross income for the authority 2019/20 and £5832 as the Annual gross expenditure for the authority in 2019/2020.
- 160620/14 AGAR 19/20: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**
Councillor Lee proposes, and Councillor Sargent seconded that Statements 1,2,3,5,6,7 and 8 in the Annual Governance Statement for 2019/20 should be answered "yes", Statement 4 should be answered "No" and Statement 9 should be answered "N/A". Motion carried unanimously.
- 160620/15 AGAR 19/20: ANNUAL ACCOUNTING STATEMENT TO BE APPRROVED**
Councillor Lee proposed, and Councillor Sargent seconded that the year-end figure on the Accounting Statement 2019/20, which was circulated to all Councillors before the meeting, should be approved. Motion carried unanimously.
- 160620/16 APPOINTMENT OF INTERNAL AUDITOR 2020/21**
Councillor Lee proposed, and Councillor Edwards seconded that Gill Barnes should be appointed as Independent Internal Audit for 2020/21. Motion carried unanimously.
- 160620/17 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS**
All reports received from District and County Councillors had been circulated to all prior to the meeting and also added to the Wentworth Parish website.
- 160620/18 PLANNING**
TO CONSIDER:
20/00364/FUL Construction of 1No 4 bed bungalow - resubmission of previously withdrawn 19/01319/FUL
Location: Sunny Acre Main Street Wentworth Ely Cambridgeshire.
The Parish Council discussed the application and raised concerns over neighbouring properties privacy due to the development being "back-fill".
The Parish Council have requested clarification on ECDC's back-fill policy and an environmental impact study to be carried out on the site and to be forwarded to the Parish Council for information along with the policy on back-fill.
TO UPDATE: No Updates
- 160620/19 STREET LIGHTING UPDATE**
The Clerk updated the Council that E-ON are now the supplier for the Street Light Energy in the Parish.
- 160620/20 GROUNDS MAINTENANCE RENEWAL AND PLAYAREA**
It was proposed by Councillor Sargent and seconded by Councillor Edwards that the Grounds Maintenance Contract for 2020/21 would continue with David Lee Property Maintenance with no price increase.
It was agreed Councillor Lee would carry out works to the play area highlighted in the recent inspection to bring up to spec. Materials will be supplied by Parish Council (paint, fencing and play bark) and Councillor Lee will carry out all works needed free of charge in his own time.
The Clerk will order the required play bark as highlighted within the ROSPA Inspection Report as agreed at a cost of £61.25 per bag and total of 12 bags are required.

160620/21 FINANCE

a) To approve bank Reconciliation for May 2020 – circulated before meeting.

It was approved by unanimous vote as of 31.05.2020.

Lloyds Treasurer's Account balance £12381.85

Instant Access Account balance £0.14

b) DIRECT DEBITS PAID:

c) Income

K Wallis – 6 months rent Grunty Fen Road	£275.00
East Cambs District Council Precept 1 st Instalment	£3250.00
HMRC VAT	£445.06

d) Payments Made:

Scribe – Accounts package professional services (808 Scribe 1)	£94.80	CHQ 808
CAPALC – Locum Clerk Fees (Scribe 5)	£915.58	BACS
Mr G Lowes – Website fees 21/03 to 21/05/2020 (Scribe 3&4)	£23.98	BACS
ROSPA – Play Area Inspection April 2020 (Scribe 2)	£86.40	BACS
Wages and Expenses (April and May) Scribe 6	£380.18	BACS

All payments were approved by unanimous vote.

160620/22 TO APPROVE ANNUAL PARISH MEETING AGENDA

The agenda for the Annual Parish Meeting was agreed by unanimous vote.

160620/23 TEMPORARY DELEGATION SCHEME

In response to the COVID-119 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decisions cannot reasonable be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance, as necessary. The delegation does not extend to matters expressly reserves to the council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the meeting at which the delegation was out in place.

The above scheme was approved by unanimous vote.

160620/24 DIARY DATES – Next meeting of the Council will be Annual Parish Meeting 7pm followed by the Full Parish Council Meeting 7.30pm on 19th August 2020 – venue TBC.

Meeting closed at 19.58

.....
K Peck
Karen Peck
Clerk & Responsible Finance Officer
Wentworth Parish Council
19th August 2020

.....
D Lee
Chairman
Wentworth Parish Council

