

## MINAL PARISH COUNCIL

### Minutes of the Remote Meeting Held on 11 May 2020

1. **Present:**  
Brian Devonshire – Vice Chair  
John Bevan - Chairman  
Chris Webb  
Ruth Kolish  
Anna Whitehead  
Guy Gagen  
Rob Bailey – Vice Chair – Acting for meeting
- Apologies Accepted:**  
None
- In Attendance:**  
Sue Hine Clerk/RFO

**Declarations of Interest:** JB and RB exempt from planning application 20/03814/TPO.

This meeting was held remotely via Zoom in accordance with the Coronavirus Pandemic Regulations 2020. The Council approved NALC remote meeting protocol for use during the pandemic.

2. **Minutes of the meeting held on the 9 March 2020**

The Minutes were approved and will be signed at a later date by Vice-Chairman, RB.

3. **Matters Arising** – These had been circulated and most actions are on hold. It was agreed that the meeting would focus on Annual Governance, planning applications and the Covid 19 response.

4. **Governance – Review of Financial Regulations and Risk Register**

MPC Financial Regulations had been extensively reviewed in 2018-19 in line with NALC regulations and again modified in September 2019. Councillors had been sent via email the existing regulations and all Councillors approved the current regulations. The Clerk had also updated and sent the Risk Register. All Councillors approved the updated Risk Register.

5. **Finance – Asset Register, AGAR Exemption Certificate - Final Accounts**

The Clerk had updated and sent the Asset Register to Councillors. RB had notified the addition of the Telephone box which was gifted to the Parish Council. The Clerk had also prepared and sent the Annual Accounts. BD stated that as Parish Council income was below £25,000 the PC was applying for a Certificate of Exemption under Section 9 of the Local Audit (Smaller Authorities) Regulations 2005 and this was approved. All Councillors approved the Asset Register and Accounts subject to internal audit which the Clerk will arrange shortly. The Clerk reported that the deadlines for this year's AGAR have been extended due to the pandemic but that the forms still require a signature which Vice Chair will do. **Action: Clerk to organise Internal Audit.**

6. **Clerk/Responsible Finance Officer's Reports**

The Clerk had prepared and sent two financial statements covering the periods 10 March – 31 March 2020 (end of 2019-20 financial year) and 1 April – 11 May

2020 and a budget statement showing expenditure to date against budget. The Clerk had also sent a screen print of the HSBC bank balances to verify the statements. These were approved by all Councillors and will be signed at a later date. The VAT return has been completed and the first payment of Precept received 22 April 2020.

The Clerk has received a quote for insurance next year from the current insurers showing a nominal increase of £8.50. As the Clerk had carried out extensive work last year reviewing quotes Councillors approved continuing with BHIB insurance for 2020-21. The Clerk reported that the amount of equipment in the playground is a factor with some insurance companies quoting differently.

## 7. Planning

**20/02749/FUL – Home Farm, Change of Use of Agricultural Buildings** CW and AW expressed concern at possible increased large vehicles on Woodlands Road and Greenways road but it was noted that this work appears to have been started. Approved.

**20/03373/TPO – Tanglewood, Church Lane.** Approved. RB and JB exempt.

**20/03814/TCA – Glebelands East, High Street.** Approved.

## 8. Review of Covid 19 Response

RB reported that 40 residents have volunteered to help and approximately 20 asked for help. RB thanked Councillor RK who mans the Minal pay as you go mobile phone and the Clerk for organising the volunteers. One of the Area Co-ordinators is returning to work and as many older, vulnerable residents remain in isolation the work will continue and will require re-organising from time to time. The Clerk reported that the PC has been awarded a grant from the SSEN community fund to assist with the expenses. **Action: Clerk Zoom subscription.**

## 9. Questions from Members of the Public

Due to the 40 minute time limit this item had been placed lower in the Agenda. The Clerk advertised the meeting on the website and notice board and no one had requested the Zoom remote details so there were no questions.

## 10. Trees

The destruction of the trees in the Werg gardens plot was noted. The Clerk and JB will decide whether to ask Wiltshire Council Planning Enforcement to request re-planting. **Action: Clerk and JB**

## 11. Werg Path Gates

Ramsbury Estates have still not fitted the gates promised. The Clerk has emailed to request a timescale. BD will talk to the tenant farmer. It may be that the PC has to undertake to fit these gates. **Action: Clerk and BD**

## 12. Any Other Business

None.

**Meeting finished at 7.00pm – next meeting Monday 13 July 2020**