

HAYTON PARISH COUNCIL

Parish Clerk: Hazel Broatch Glasden Cottage Newtown Irthington Carlisle CA6 4NX

Tel: 016977 41766 Email: clerkhaytonpc@gmail.com www.haytonparishcouncil.org.uk

10 June 2020

Dear Councillor

You are summoned to attend the meeting of Hayton Parish Council to be held **on 17 June 2020 at 1630** in the virtual meeting room (see below) to transact the business contained in the following agenda. Members of the public and the press are also invited to attend the meeting.

Virtual Meeting Room Location and Joining Details:

Meeting Room Location – link below

<https://us02web.zoom.us/j/81215004377?pwd=ZUtGQ3dpeHdjME81SzVkbnB0Q1ladz09>

Meeting ID: 812 1500 4377

Password: 474925

You can also dial in using your phone (charges may apply):

0203 481 5240 0203 051 2874 0203 481 5237 0131 460 1196

Please join the meeting at 1615 (15 minutes before the start time). If you experience any technical difficulties joining (or during) the meeting please phone Matthew Eastburn on 016977 3779.

Please ensure with any personal IT used, that your anti-virus software and computer has been updated fully as no liability will be accepted by the Council for any malicious acts/viruses etc. when using this third-party system. Telephone charges are dependent on your telephone contract (i.e. if you have inclusive minutes within your contract). Please note that Hayton Parish Council accept no responsibility or liability for any charges incurred by any attendee joining this meeting.



Clerk/RFO

01 ROLL CALL AND APOLOGIES FOR ABSENCE

To note those present and **to receive** apologies and approve reasons for absence.

02 SUPPLEMENTARY STANDING ORDERS

To resolve to adopt the attached Supplementary Standing Orders on a temporary basis until 7 May 2021. These would be an addition to the existing Standing Orders

03 MINUTES OF THE COUNCIL MEETING held on 18 March 2020

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 18 March 2020 (attached)

04 DECLARATIONS OF INTEREST

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda and to register these with the Clerk/RFO by email in advance of the meeting.

05 COUNCIL MEETING DATES FOR THE YEAR 2020/21

To receive and consider the proposed dates for council meetings for the forthcoming year – attached. These will be virtual meeting whilst lockdown restrictions remain in place for public meetings.

06 GOVERNANCE AND ACCOUNTABILITY - REVIEW OF COUNCIL POLICIES/PROCEDURES

To resolve whether to approve the new and revised policies for 2020/2021 (report attached).

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07 YEAR END ACCOUNTS 2019/20 – to note the accounts (attached)

08 INTERNAL AUDITORS REPORT

To review and note the Internal Auditor's Report for year ending 31 March 2020 (attached – please note signed version received but not available online for security and privacy reasons)

09 ANNUAL RETURN (AGAR)

To note that AGAR will be published on website (without signatures as above) along with Internal Auditor's report; Bank Reconciliation and Explanation of Variances. A Statutory Notice will also be published on the website advising that the public have the right to inspect and copy accounting records for 2019/20 during period 22 June 20 to 31 July 20.

To resolve whether:

1. to complete a Certificate of Exemption and if agreed **to authorise** the Chairman to sign (attached)
2. to authorise the Chairman to sign Annual Governance Statement 2019/20 (attached)
3. to authorise the Chairman to sign Accounting Statement 2019/20 (attached) **noting** that the Clerk has signed hard copy on 10 May 2020 certifying the Accounting Statement for the year ended 31 March 2020.

10 PUBLIC PARTICIPATION (20 MINUTES ALLOWED)

Members of the public (who live in the Parish) are asked to submit any questions and/or comments they would like to raise at the virtual meeting in writing or by email (with their name and address) to the Clerk by 1730 on 16 June 2020. Please let her know if you also wish to speak at the meeting as this agenda item will be the only opportunity to do so.

CITY COUNCILLOR AND COUNTY COUNCILLOR REPORTS – to receive for information items.

11 PLANNING APPLICATIONS – to note that the Clerk/RFO is using her delegated powers to submit observations to planning authorities. She is doing this in consultation with the Planning Working Group. The observations made under her delegated powers can be found at www.haytonparishcouncil.org.uk/planning-consultations/

12 FINANCE

1. **Income – to receive and note** the income received and banked totalling £20,478.55 (£13.55 Allotment Society; £16,500.00 Carlisle City Council; £3,965.00 Zurich Insurance)
2. **Schedule of Payments – to note** that the Clerk/RFO has authorised payments using her delegated powers. The Chairman and Vice Chairman have signed cheques. The schedules can be found at www.haytonparishcouncil.org.uk/council-minutes/
3. **To authorise** payment of the accounts listed below. The Clerk will meet with Chairman and Vice Chairman to get the cheques signed.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	GROSS AMOUNT £	VAT INCLUDED £
17	1/6/20	Countrywide Grounds Maintenance Ltd	101760	Grass Cutting	480.00	80.00
18	5/6/20	Cumbria Software Systems	101761	6 Months ICT Help	118.80	19.80
19	10/6/20	H Broatch	101762	Clerk Expenses	12.96	2.40
20	17/6/20	H Broatch	101763	Salary June 20	505.04	-
21	17/6/20	HMRC	101764	PAYE June 20	126.20	-
		TOTAL			1243.00	102.20

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4. **To note** Barclays Bank has advised that Interest Rates on Business Premium Account are reducing by 0.09% from 0.10% to 0.01% on 24 July 2020.
5. **Monthly Reconciliations** (April and May 2020)– **to receive and note** the attached reconciliation and balances and **to note** that there is a vacancy for a Councillor (who is not a cheque signatory) to check the bank reconciliations.
6. **To resolve** to appoint K. Beaty as Internal Auditor for 2020/21 Accounts at a fee of £80.00.

13 HIGHWAYS AND FOOTPATHS ISSUES - to note report attached.

14 TALKIN VILLAGE HALL – to note update from Clerk and **to resolve** next steps.

15 NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE – to note update and **to resolve** how to respond to landscape sensitivity questions.

16 DATE OF NEXT MEETING - The next Meeting of the Parish Council will take place on Wednesday 15 July 2020 at 1645. It is assumed that this will also be a Virtual Meeting. Agenda Items to be submitted by email to the Clerk by 12NOON on Monday 6 July 2020.

Please note that Councillors and Parishioners are agreeing to the rules below by joining the virtual meeting:

- a) Meetings may be recorded for the purpose of minute taking/ any recording will be disposed of within 24hrs.
 - b) All microphones to be on mute.
 - c) The Chairman will ask at the start of an agenda item and/or at the end if those Councillors using audio only have any comments they wish to make.
 - d) If using video Councillors are asked to put up their hands if they wish to speak.
 - e) Councillors will only unmute when they have been invited to speak by the Chairman.
 - f) Respond to the Chairman when your name is called. Councillors and Members of Public will introduce themselves to the meeting when raising a point.
 - g) Adhere to the Councils Code of Conduct, General Standing Orders and Supplementary Standing Orders
 - h) Speak clearly and look into the camera.
 - i) Be aware of time lags and allow time for participants to respond.
 - j) The Chairman will invite members of the public (who have registered with the Clerk that they wish to speak under Agenda Item 10/ Public Participation) to unmute and speak to the meeting.
 - k) The Chairman will mute your microphone after you have spoken.
 - l) Turn phones to silent and reduce background noises as far as possible.
 - m) The Chairman will ask those Councillors who are **not** supportive of a resolution to put their hands up. He will then ask those on audio only if they are supportive or not. The Clerk will do the count for the voting.
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