

WALTON PARISH COUNCIL MEETING

Minutes of the Meeting of Walton Parish Council held on Monday 11 May 2020, 7.30pm by remote access

Present- Councillors David Aspland (Chair), Brodie Clark CBE (Vice Chair), Stephen Sharp, Richard Prudhoe, Edward Simpson, Mark Wake, David Taylor

Also in Attendance Helena Buck (Clerk)
Brian Eldred (Village Hall Chair & PC Comms Group)
Ward Cllr Norma Harrington

1. **Addendum to Standing Orders.** It was **resolved** to adopt an addendum to the Standing Orders using the YLCA template to allow meetings to be held remotely using video conferencing software, and that the May meeting and subsequent meetings operate under the revised Standing Orders until such time as restrictions are lifted, agreed by all.
2. **Apologies for absence.** None.
3. **Declarations of any pecuniary interests.** None.
4. **Annual Parish Meeting.** It was **resolved** that in order to ensure the safety and well-being of residents, the Annual Parish Meeting 2020 would be cancelled, agreed by all.
5. **Annual Meeting of the Parish Council.** It was **resolved** to defer the Annual Meeting of the Parish Council until May 2021 OR until such time as the council may determine, agreed by all.
6. **Election of Chair and Vice-Chair and appointment to Councillor Roles 2020-21.** It was **resolved** that that the current appointments of Chair and Vice Chair would continue until the next Annual Meeting of the Council (May 2021) OR until such time as the council may determine. Similarly, that current councillor roles would continue until the next Annual Meeting of the Parish Council (May 2021) OR until such time as the council may determine.
7. **Minutes of the Parish Council Meeting held on 2 March 2020.**
It was **resolved** that the minutes of the Parish Council Meeting held on 2 March 2020 be accepted and approved as a true record, proposed Cllr Aspland, seconded Cllr Simpson, agreed by all.
8. **Matters arising from the minutes.** None.
9. **Police Matters: to consider the most recent Crime Report.**
March: No police data received. April: 1 cannabis stop & search offence; 1 Covid-19 contravention.
10. **Financial Matters.**
 - a. Approval of the 2019/20 Annual Governance Statement (AGAR 2019/20 Part 2).
It was **resolved** that the Annual Governance Statement be approved and the Chair authorised to sign, proposed Cllr Taylor, seconded Cllr Aspland, all in favour.
 - b. Approval of Accounting Statements 2019/20 (AGAR 2019/20 Part 2).
It was **resolved** that Accounting Statements 2019/20 be approved and the Chair authorised to sign, proposed Cllr Taylor, seconded Cllr Aspland, all in favour.
 - c. Approval of Certificate of Exemption (AGAR 2019/20 Part 2).
It was **resolved** that the AGAR Pt 2 Certificate of Exemption 2019/20 be approved and the Chair authorised to sign, proposed Cllr Taylor, seconded Cllr Aspland, all in favour.
 - d. Approval of Parish Council Accounts: Income & Expenditure Statement 1 April 2019 - 31 March 2020.
Cllr Taylor present a brief overview of the end-of-year PC Accounts.
It was **resolved** that the Parish Accounts: Income & Expenditure statement 1 April 2019 - 31 March 2020 be approved, agreed by all.

- e. Approval of Bank Reconciliation Statement as at 31 March 2020.
It was **resolved** that the Bank Reconciliation Statement as at 31 March 2020 be approved, agreed by all.
- f. It was **resolved** that the Internal Auditor for 2019-20 should be A. Ellis, agreed by all.
- g. It was noted that for Parish Councils, The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 extend the statutory audit deadlines for 2019-20.
- h. Approval of Bank Reconciliation 1-30 April 2020.
It was **resolved** that the Bank Reconciliation Statement 1-30 April 2020 be approved, agreed by all.
- i. Payments for approval since last PC meeting:
 - i. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 17338 dated 5 March 2020. £10.
 - ii. YLCA Annual Membership 1 April 2019 - 31 March 2021. £122.00.
 - iii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 17697 dated 5 April 2020. £10.
 - iv. Inca (Europe) Ltd. 1 year Domain Name Registration renewal (17.2.2020 – 16.2.2022); Annual basic domain hosting for the above domain; Annual DNS service for above domain; Annual email service for the above domain. £130.80.
 - v. H Buck Inst Inks reimbursement – Hewlett Packard Instant Inks Direct Debit by credit card for Office Jet 4650 Printer: Mar 20, Apr 20: 2 months at £7.99 per month. £15.98.
 - vi. Came & Co Insurance, 3-yr fixed agreement. Premium due for the period 1 June 2020 - 31 May 2021: £414.09.
- j. Approval for HMRC payment: Tax on Clerk's salary March-April 2020 (circulated).
- k. Approval for Clerk salary and expenses March-April 2020 (circulated).

11. Village Hall update.

The Chair of the Village Hall Committee (BE) presented the VH update.

a. Proposed Extension. Preliminary plans for a VH extension and extended car parking area had been circulated. Plans showed the existing floor plan & site plan, and alternative layouts A & B with the extension built to the side.

Discussions regarding costings, builder/architect plans and planning permission were ongoing. It was suggested that pre-planning advice should be obtained. Funding information was required to include grants, private fundraising and potential CIL income.

b. Finance. VH income is currently affected by Covid-19 restrictions. However, the Committee was confident that once restrictions were lifted, bookings for hall usage and other events would recover and continue to improve.

12. To consider minor items (matters about which no decision can be taken at this meeting) and to notify the Clerk of items for inclusion on the agenda of the next meeting.

Website Upgrade - Cllr Wake. The need for a comprehensive website review to include compliance with the 2018 Accessibility Regulations was discussed. Cllr Wake had received several quotes and recommended that Mr A. Farrimond (Photography & Web Design) provided the most cost-effective option.

Cllr Aspland requested that all councillors should consider the proposed upgrade and reply with comments by email as soon as possible. Website upgrade will be included as an agenda item at the PC meeting in July.

Footpath - Cllr Clark. Cllr Clark would continue to liaise but progress remained slow due to a number of reasons.

Cycle Track - Cllr Aspland. The cycle track did not require any urgent maintenance or verge work at present.

Covid-19. On behalf of the Parish Council, Cllr Clark thanked Cllr Harrington, Ward Councillors and LCC for the excellent communications received regarding Covid-19.

Covid-19 Community Support. Cllr Harrington gave a brief overview of continuing community support including collaboration between Leeds City Council, Voluntary Action Leeds, local organisations and Church Benefice to ensure everyone is able to get the help they need.

13. Date of next meeting: Monday 6 July 2020, 7.30pm by remote access (unless otherwise indicated).
Contact the Clerk at secretary@walton-pc.gov.uk

Signed.....Chairman

Date.....

Contact the Clerk at secretary@walton-pc.gov.uk

Note

The next meeting of the Parish Council is on **Monday 6th July 2020**. In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this will be held remotely using video conferencing software. If you would like to ask a question or have any issues that you would like to have discussed, please email the Clerk at secretary@walton-pc.gov.uk