 **Darnhall Parish Council** 

 **MINUTES OF THE MEETING OF DARNHALL PARISH COUNCIL HELD REMOTELY ON** **TUESDAY 28TH JULY AT 7:30PM**

**PRESENT**: Cllr L Jinks (Chairman)

Cllrs M Davenport, R Langley, M Sherry, R Strachan and R Lee

Dr M Bailey (Interim Clerk)

1. **PUBLIC PARTICIPATION**

There were no members of the public present.

1. **DECLARATIONS OF INTEREST**

No declarations of interest were noted

1. **APOLOGIES**

No apologies were received.

1. **MINUTES FROM THE LAST MEETING – 21st JANUARY 2020**

The Chairman signed the minutes as a true and accurate record

1. **MATTERS ARISING**

The following items were raised by Members: -

* *Contract for Outdoor Spaces (Vale Royal Gardening - contract expires March/April 2020)*

Council members requested the Clerk to write to Vale Royal Gardening to explore an extension to the current contract for an additional two years. This will be chased up by the interim Clerk.

* *Closure of bank accounts* – this will be actioned by the interim Clerk, current restrictions permitting.
1. **CHAIRMAN’S REPORT**

The Chairman thanked the interim Clerk for setting up the meeting and asked the Parish Council to note the resignation of the previous Clerk.

1. **COUNCIL VACANCY**

There had been no expressions of interest received prior to the meeting, so this matter was deferred to the next meeting of the Parish Council.

1. **VICE-CHAIRMAN**

Following the resignation of the previous incumbent, the position of Vice-Chairman of the Parish Council remains open. It was agreed to defer this matter to the next meeting of the Parish Council.

1. **FINANCIAL MATTERS**

Members considered the following financial items.

**9.1 Authorisation of Payments**

£426.98 BHIB Councils Insurance (Insurance Policy 2020-21)

**RESOLVED:** The above payments were **APPROVED** by the Council

 **9.2 End of Year Accounts (1st April 2019-31st March 2020)**

The following documents, comprising the draft accounts for the financial year 2019-20 were presented to the Council for note: -

* + Ledger 2019-20 (1st April 2019-31st March 2020)
	+ Receipts and Payments (full year 2019-20)

**9.3 Internal Audit Report 2019/20**

The Parish Council’s Internal Auditor (JDH Business Services) will send its report to the Council at the end of July 2020.

**RESOLVED:** The above information was noted by Members.

 **9.4 External Audit 2019/20**

The Clerk updated the meeting on the arrangements for the 2019/20 external audit. The audit itself is being undertaken by PFK Littlejohn. Due to the ongoing issues caused by the COVID-19 pandemic, the arrangements for the external audit have been changed.

It was proposed that the period for exercise of public rights will be between 24th August and 2nd October 2020.

The Council noted these developments and **APPROVED** the arrangements.

**9.5 Annual Governance Statement**The Parish Clerk presented the 2019/20 Annual Governance Statement to the Parish Council for completion and approval. **RESOLVED:** The Parish Council completed and approved all

eight sections of the AGS and answered ‘yes’ to all sections (section 9 is not applicable).

**9.6 Accounting Statements 2019/20**
The Parish Clerk presented the 2019/20 Accounting Statements to the Parish Council for approval.

**RESOLVED:** The Parish Council approved the Accounting Statements for the 2019/20 financial year.

**9.7 Certificate of Exemption 2019/20**The 2019/20 External Audit process allows parish councils whose income/expendituredoes not exceed £25,000 to certify themselves as exempt from an external ‘limited assurance’ review/audit. Darnhall Parish Council qualifies for such a certification.

**RESOLVED:** The Parish Council agreed to complete the

Certificate of Exemption and therefore certified the

Parish Council as exempt from a ‘limited assurance’ external review/audit for the

2019/20 financial year. The documents will be signed by the Clerk/Chairman and submitted to the external auditors.

**9.8 Ledger/Bank Reconciliation Statement (1st April 2020-22nd July 2020)**

The ledger/bank reconciliation statement for the period 1st April 2020-22nd July 2020 was presented to Members, who noted the document.

1. **PLANNING MATTERS**

It was noted that the Parish Council had been invited to comment on the following planning application.

20/01997/FUL Weaverwood Farm, New Lane, Darnhall, Winsford CW7 4EA

 Cattle shed

A decision is awaited on this application from CWAC.

An update was provided to the meeting on the progress of the Neighbourhood Plan. The submission document is in place and is ready to submit to CWAC for the next stage of the process.

1. **COVID-19 UPDATES/GUIDANCE**

The Parish Council considered the impact of the COVID-19 pandemic on the parish and focused on two main areas.

**11.1 Re-opening of Darnhall Village Hall**

Members considered the various steps which need to be implemented prior to formally re-opening the Village Hall. These include undertaking a risk assessment and also the need to adhere to government guidance around issues such as social distancing. It was also noted that the Guides will not use the building in the future and therefore their container housed in the Hall needs to be dealt with. This will be done in consultation with the Guides and will need to check on the insurance position.

**RESOLVED:** Members agreed to the list of actions as set out on the agenda prior to re-opening the Hall. In addition, it was agreed to hold a meeting of the Village Hall Management Committee to establish the steps towards re-opening.

 **11.2 Updates on COVID-19 in the Parish**

Members commented that not enough has been done to assist people in the parish during the pandemic and agreed that the Council may wish to recognise those who have worked to help people during this time.

1. **DARNHALL VILLAGE HALL**

Members considered two items in relation to the Village Hall (in addition to the above).

* Wi-Fi/Broadband – Members agreed to make a decision to install broadband at the Hall but on a better deal than previously. A number of quotes were shared with the meeting.
* Insurance – it was agreed to check on the insurance position
1. **GENERAL DATA PROTECTION POLICY**

Members agreed to defer this item to the next meeting of the Parish Council.

1. **PARISH COUNCIL WEBSITE**

Members agreed to defer this item to the next meeting of the Parish Council – pending further quotes.

1. **SOCIAL MEDIA**

Members agreed to continue with existing arrangements.

1. **VILLAGE HALL BOOKINGS**

Members agreed to defer this item until a future meeting of the Parish Council.

1. **CLERK’S REPORT**

The interim Clerk had no items to report – the Parish Council agreed to defer a decision on a new permanent appointment until a later date.

1. **SHARED INFORMATION**

The following items were shared by Members: -

* Newsletter – it was agreed to draft a copy and circulate for comments – will include information on the Village Hall; Neighbourhood Plan; and advertise social media feeds.
1. **DATE OF NEXT MEETING**

Members agreed to the date of the next Parish Council meeting as Tuesday 25th August 2020 at 7.30pm.

1. **EXCLUSION OF PRESS AND PUBLIC**

Members agreed that, in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted.

1. **STAFFING MATTERS**

Members received a verbal update from the Clerk on staffing matters.

**Meeting closed at 21:40pm**