

GREETWELL PARISH COUNCIL

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Clerk to the Council

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Following amended legislation allowing Council meetings to be held remotely in light of the Covid 19 situation a Whats App video conferencing meeting of Greetwell Parish Council will be held on Monday 1st June, 2020 at 7.00pm at which the business listed in the agenda below will be transacted.

The meeting is public and if a resident would like to be able to join the meeting please contact the Clerk no later than midday on Monday 1st June.

Many items that parishioners raise can be dealt with outside of a meeting. It would therefore be helpful that if a resident has something to raise this is brought to the attention of the Clerk in advance of the meeting.

AGENDA

1. Parishioners Items
2. To receive apologies and reasons given.
3. To receive declarations of interest on any items on the agenda.
4. Co-option to Councillor if any applications received
5. Notes of meeting held on 2nd March 2020 for approval and to be signed as minutes by the Chairman when convenient.
6. Resolve to formally ratify *en-bloc* as follows: Covid 19 Contingency Planning decisions as originally agreed by e-mail on 20.3.2020 by all members before amended legislation allowed for meetings to be held remotely:
 - To recognise that no business, meeting, service provision is of any importance above that of public and personal safety. As such all scheduled public meetings will be cancelled for an initial 4 month period (or as circumstances permit).
 - That the Parish Council gives delegated authority to the Clerk (in consultation with the Chairman and Vice Chair) to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for no longer than 4 months (or as circumstances dictate) with the Clerk to compile and maintain a list of such suspensions and reasons which will be presented to a future meeting of the Parish Council.
 - That as the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council (scheduled for 5th May 2020) the roles of the Chairman and Vice Chair will remain the same until a suitable and safe public meeting is called and held.
 - That as the cancellation of meetings has a direct impact on the holding of the Annual Parish Meeting (scheduled for 6th April 2020) the Parish Council will hold such meeting at a future date.
 - It is noted that whilst the above decisions are contrary to existing legislation (as of 20th March 2020) the Parish Council has made these decisions in order to place public safety at the forefront.

- That the Clerk along with those elected members with delegated responsibility for the authorising and signing of cheque payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery with ratification by the Parish Council to be made at the earliest and safest opportunity.
- That notification of planning applications be forwarded to members via email and their responses collated. Delegated powers given to the Parish Clerk to collate responses and submit to WLDC on a majority basis.
- To keep elected members (via email/telephone calls) and members of the public (via the Parish Council website and notice boards (where/when relevant and practicable) updated on advice from

The World Health Organisation
 Central Government & the NHS
 Lincolnshire Resilience Forum (LRF/Emergency Planning Team
 The National Association of Local Councils
 the Lincolnshire Association of Local Councils
 Any other recognised public or national body

7. To Resolve to formally ratify *en-bloc* the following decisions as approved by councillors by e-mail from 20.3.2020 due to the parish council being unable to meet due to Covid 19.

1. 24.3.2020 - To register for on-line banking
2. 25.3.2020 - Planning application 140663 – 129 Hawthorn Chase – first floor extension, sun room and garden wall – comments submitted to WLDC Planning – No objections
3. 25.3.2020 - Closure of play area at The Chase and continue with monthly inspections
4. 3.4.2020 - Payment of accounts for March 2020:-

EKM Ltd - 4 play equipment inspections/small repair - £85.00net, £17.00 VAT = £102.00 Gross
 Nettleham Parish Council – Room hire - £15.00
 Glendale – Washing Gates - £38.00 net, £7.60 VAT, £45.60 gross
 Glendale – Cutting The Chase and Westfield Roundabout, strimming round the gateways - £64.00 net, £12.80 VAT, £76.80 gross
 Todds – stationery - £21.72 net, £4.34 VAT, £26.06 gross
 Mrs C Myers – expenses = £59.33
 Mrs C Myers – Salary and Pension contributions March 2020

5. 2.4.2020 - Application 140785 - 4 Lawley Close – Proposed side extension - Comments submitted to WLDC – No objections

6. 27.4.2020 – Payment of accounts for April 2020:-

EKM Ltd – Play area inspections (3) and chain and bolting of gates - £80.00 net, £16.00 VAT
£96.00 Gross
Mrs C Myers - Salary and Pension contributions for April
Mr C Myers – Clerks expenses – April 2020 = £15.75

7. 11.5.2020 – Application 141013 - 3 Stocking Way – single storey side extension
Councillors have been unable to meet formally to discuss the application. However
all members have been contacted by me by email and wish your Council to note that
they have no objections.
8. 19.5.2020 – Renewal of Parish Account Insurance policy
9. 19.5.2020 – Application 141013 – 3 Stocking Way – Single Side storey extension –
No comments/objections.
10. 22.5.2020 – Payments of accounts for May 2020:-

Lincolnshire Association of Local Councils – Annual membership - £244.86
Came & Co – Insurance premium - £574.72
Mrs C Myers – expenses = £11.85
Mrs B Solly – Internal Audit - £40.00
Mrs C Myers – Salary and Pension contributions for May 2020

8. Correspondence and reports:-

- a) Compulsory purchase of land at The Chase by LCC – To grant authority to the
Chairman, Vice Chair and Clerk to sign the required documents to complete the
sale of the land
b) Correspondence as on attached sheet

9. Finance

- a) Bank Reconciliation to 31.3.2020
b) Audit 2019/20
i. Report from Internal Auditor for accounts 2019/20
ii. To consider and approve by Resolution the Certificate of Exemption from a
limited assurance review
iii. To complete the Annual Governance Statement 2019/20
iv. To consider and approve by Resolution the Accounting Statements for
2019/20

10. Clerks Report

11. Chairman's Comments

- 12. To consider a date for a future remote meeting of the Parish Council, subject to
any restrictions**

Correspondence received since last meeting and circulated to members:

***Circulated to residents email list**

- 2.3.2020 – Notice of LALC Networking event at Cranwell 19.3.2020
- 2.3.2020 – LALC Weekly News
- 5.3.2020 – LCC - Up to date monitoring of Heighington Road/Canwick Hill traffic signals
- 5.3.2020 – New Transport strategy for Lincoln
- 5.3.2020 – Information from the ICO
- 6.3.2020 – WYPF Pension Matters
- 10.3.2020 – LALC Weekly News
- 11.3.2020 – WLDC Parish News
- 12.3.2020 – Police and Crime Commissioner annual statement
- *12.3.2020 – CC Ian Fleetwood's March Report
- 16.3.2020 – LCC Towns and Parish News – Covid 19
- 16.3.2020 – Message re WLDC consulting on Dog Fouling Order
- 23.3.2020 – LCC Enquiry re local Community Room availability
- 24.3.2020 – LALC weekly News
- 24.3.2020 – LALC Weekly News
- 24.3.2020 – Information re audit from - PKF Littlejohn
- 26.3.2020 – Information from the ICO
- 27.3.2020 – Update from the Community and Volunteer Coordination Cell (CVC)
- 28.3.2020 – CVC update 7
- 29.3.2020 – CVC update 7
- 30.3.2020 – CVC Update 8
- 31.3.2020 – LALC Weekly News

- 1.4.2020 – LCC re essential highway services during Covid 19 outbreak
- 1.4.2020 – WYPF Pension Matters
- 3.4.2020 - Lincolnshire Resilience Forum update
- 3.4.2020 – Notification from NALC that meetings may be held remotely.
- 8.4.2020 – Neighbourhood Planning Locality – Changes due to Covid 19
- 10.4.2020 – Lincolnshire Resilience Forum – Communities and Volunteers Newsletter
- 10.4.2020 – WLDC – Volunteer and Community Sector Coronavirus bulletin
- 15.4.2020 – Quantum Fiber enquiry re fibre broadband in parish
- 16.4.2020 – LCC notification of cutting of FP131
- 17.4.2020 – WLDC – Volunteer and Community Coronavirus bulletin
- 17.4.2020 – WLDC - Advice on closure of play areas (The Chase play area chained and bolted 27.3.2020)
- 21.4.2020 – Neighbourhood Plan Newsletter – April 2020
- 22.4.2020 – LALC Weekly News
- 23.4.2020 – Monthly inspections sheets of The Chase play area
- 24.4.2020 – Audit details from PKF Littlejohn, External Auditors
- 24.4.2020 – WLDC – timetable for remote meetings
- 25.4.2020 – Parish Council Community newsletter – April 2020
- 25.4.2020 – WLDC Coronavirus Bulletin
- 25.4.2020 - Lincolnshire Resilience Forum update
- 27.4.2020 – LALC Guidance for Councils RE Coronavirus Legislation and Audit 2020
- 30.4.2020 – Government letter to Town and Parish Councils re Covid 19
- 30.4.2020 – LCC Roadworks update

- 1.5.2020 – - Lincolnshire Resilience Forum update

*4.5.2020 – CC I Fleetwoods brief
7.5.2020 – LALC Weekly News
*7.5.2020 – Information on opening of LCC Recycling Centres
9.5.2020 – Lincolnshire Resilience Forum update
*12.5.2020 – Think Local Campaign
13.5.2020 – Information re LALC online training course for Councillors
15.5.2020 – WLDC Play areas and open spaces update
15.5.2020 – Lincolnshire Resilience Forum update
16.5.2020 – Priory LSST Boarding Admissions Consultation Paper
22.5.2020 – LALC Weekly News