

## **Summary Notes of Parish Business (March and April 2020) during the Covid-19 Emergency in the absence of Parish Meetings**

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Cllrs Cllr Neal Yates (Chair)  
Cllr Denise Kempton  
Cllr Eileen Neale  
Cllr James Neale  
Cllr Neil Ball  
Cllr Kevin Wild  
Cllr Joyce Boyes  
Andrew Crabbe (Clerk)

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### **1 Points of Procedure**

#### Parish Meetings during the Covid-19 Emergency

As a point of record, Cllrs determined on 10<sup>th</sup> March 2020 that due to the current emergency, Clerk contacted Cllrs prior to the March meeting and recommended that the meeting was cancelled due to government advice regarding public gatherings – he understood that most other Parish Councils were also cancelling their meetings. Clerk noted that several parish Cllrs would be considered to be vulnerable persons and therefore at higher risk of infection.

Cllrs agreed to cancelling Parish Meetings until further notice / advice from Government.

Clerk duly issued emergency procedures to ensure key services of the Parish Council were implemented / actioned and allow Cllrs to consider and vote on matters raised. These can be found as Appendix 1

As a point of procedure, Clerk issued notices of cancellation for the March and April Meetings – these were posted on the website and noticeboards and can be found attached as Appendix 2.

#### Annual General Meeting

Clerk noted to Cllrs that the Annual General Meeting was due in May, and that this was statutorily a legal requirement that this was held annually, however in light of the current restrictions, particularly on public gatherings, the AGM could not be held.

Clerk advised Cllrs he had drafted emergency procedures for the intent of the meeting to still be implemented in May – these are attached as Appendix 3 – Cllrs approved the draft procedures which the Clerk would implement in May.

## February 2020 Minutes

No requests for amendments were made by Cllrs to the February minutes and therefore these stand as true record in the absence of normal procedures for signing off by the Chairman.

## **2 Financial Report and reconciliation of Petty Cash (March and April 2020) (Clerk)**

Clerk advised Cllrs that he had not received a bank statement in March or April (to date) – however he still proposed to ensure cheques were raised and authorised. Cllrs agreed to emergency financial procedure whereby Clerk would issue a list of cheques to be authorised in the month, and then he would drop these off at Cllr Wild's house, who would sign and take around to Cllr Yates house for him to do the same and then return in the post to the Clerk.

This procedure has been actioned in March and April.

### Cheques for Payment in March 2020

Name	Reason	Amount
Beauty Salon	Annual Rent & Electricity Costs for CCTV	£384.00
Netwise UK	Annual Maintenance costs for Website	£300.00
David Marshall	Agreed Maintenance in village - see invoice	£100.00
David Marshall	1st Grass Cutting for village	£380.00
Andrew Crabbe	Reimbursement for payment of website hosting (Pipeten)	£96.00
Andrew Crabbe	Salary for February 2020	£272.00
Neal Yates	Reimbursement for purchase of padlocks for village park	
Autela Payroll Services	Payroll Processing for Q1	£48.24

**£1,580.24**

### Cheques for Payment in April 2020

	Name	Reason	Amount
1	Eon UK	Electricity Charges for March - Street lighting	£96.37
2	Eon UK	Electricity Charges for March - Standing Charges	£6.05
3	Eon UK	Electricity Charges for February - Street lighting	£90.15
4	Eon UK	Electricity Charges for February - Standing Charges	£5.66
5	Ludus	Play equipment for new Park Project (Swingo)	£2,328.00
6	David Marshall	2nd Grass Cutting for village	£380.00
7	Andrew Crabbe	Salary for March 2020	£272.65
8	Peter Brown	Repairs to Park Gate	£96.00
9	Came & Co.	Annual Insurance Premium (2nd year of long term agree)	£1,091.02

**£4,365.90**

## **3 Planning applications (Clerk)**

Clerk advised he had received no new planning notifications in March and April

#### **4 Matters arising – to consider new and on-going issues and decide further action if necessary:**

##### **4.1 Brigg Lane Park**

Cllrs discussed Government advice with regard to closing of playgrounds and sport facilities and agreed that it was necessary to close the whole of the park as it was not possible to secure the playground. This was duly actioned and the park gates were locked.

Cllrs would monitor the situation and open when advised by Government that it would be safe to do so.

The other open spaces in the village, Memorial Garden and Millennium Garden would remain open but only for residents to use as part of their daily walks – social gatherings in the gardens would not be permitted.

##### **4.2 Allotments**

Cllrs considered if the allotments should remain open during the current emergency. Clerk took advice from local authorities which clarified that allotments were considered to be acceptable exercise as long as restrictions such as social distancing were observed. Cllrs agreed that the allotments should remain open, but with certain rules implemented

Clerk received complaints about some tenants not observing the rules, particularly with regard to social distancing. Tenants were duly reminded of the rules, and subsequently two tenants were issued with a final warning.

On a more positive note, all the allotments are now tenanted and new tenants have made good progress on improving long neglected plots.

Clerk recommended that the Parish Council pay £500 for the removal of waste and debris from the plots and removal of a large pile of waste at the end of the central path. Recommendation was approved by 4 Cllrs (23<sup>rd</sup> April 2020) and actioned by the Clerk.

On 21<sup>st</sup> April tenants reported the lock to the allotments was broken. Clerk recommended to Cllrs that the site remained open due to difficulties in obtaining new keys during the current emergency. Cllrs agreed to the recommendation.

##### **4.3 Grass Cutting / Village Maintenance during the Covid-19 Emergency.**

Clerk contacted Cllrs to ask for their views on if the village grass cutter / handyman, Dave Marshall should be permitted to continue with his duties. Cllrs agreed that Mr Marshall worked by himself and therefore should be able to safely observe social distancing. Also, that during the current emergency it was important the village still look in a good condition in order to keep up the morale and spirits of the residents.

Clerk contacted Mr Marshall and advised of the Cllrs decision – Clerk also asked if Mr Marshall was ok with working at this time, which Mr Marshall confirmed he was. Clerk issued a risk assessment to Mr Marshall which was designed to ensure his well-being. A notice was posted on the website / noticeboard advising residents of the above.

#### 4.4 Recent complaints of smells hanging over village

Following on from the February meeting at which Cllrs raised the issue of foul smells over the village and the understanding this was due to landscaping at Drax Golf Club, the Clerk had been instructed to contact the Club to question what had happened and to obtain assurances that the matter was being dealt with and wouldn't happen again.

The Clerk subsequently received the following from Matthew Forde the Club Secretary, on 17th March, which was duly sent to Cllrs and Cllr Mike Jordan:

Thank you for your email that has been forwarded to me as Secretary of the Golf Club.

We are truly sorry for the inconvenience that the odour from our landscaping project has caused your residents. The Selby Times covered the story a few weeks ago and we gave them details of the project as I have outlined below.

The situation is that we entered an agreement with a contractor to use inert waste materials to shape some new bunds to enhance the course. Unfortunately, due to the extreme wet autumn the vegetation in the materials has rotted and this, we are assured, is the cause of the odour.

The Environment Agency were alerted to the smell and have asked us to suspend work while they conduct an investigation into the cause. This meant we were not able to work on the mounds to mask the odour.

As far as we are aware the investigation is nearing completion and we should know soon when we can move forward. The Club has cooperated fully with the EA and we are as keen as you to resolve the situation.

I will inform you of the outcome as soon as we know. I can assure you we are keen to be good neighbours and apologise for not contacting you before now.

Hopefully the Covid19 emergency will not interrupt the process too seriously.

Clerk noted that he would keep the above item on his action plan until further instruction from Cllrs

#### 4.5 'Prettying Up' Camblesforth

Following on from discussions in February with regard to improving the look of the village with flower displays, the Clerk has been contacted by a local nursery who are able to provide hanging baskets and flower displays - Cllrs are currently considering this proposal and the costs involved.

#### 4.6 Annual Audit

The government appointed auditor PKF Littlejohn had postponed their instructions with regard to the Annual Audit as they were seeking clarification on how this should progress in light of the Covid-19 emergency.

Clerk received notification from Littlejohn on 23<sup>rd</sup> April that the Audit should now commence and deadlines were now extended until October. Clerk anticipated that Camblesforth would be exempt again as in previous years due to expenditure being below £23k in the financial year 2019/20, however specific documentation and proof of spending / budget / transactions would still be required.

#### 4.7 Repairs to the Brigg Lane Park

Further to the report in February that the park gate had been vandalised, Cllrs Yates and Wild had identified a local tradesman Peter Brown, who could repair the damage. An invoice was provided to the Clerk for payment.

Cllrs Yates and Wild had also asked Mr Brown to look at the damage to the all-weather pitch fence. Clerk to contact Mr Brown in order to progress a quote for Cllr approval.

#### 4.8 ID Badges for Cllrs

Clerk referred to decision taken at the February meeting to introduce ID Badges for Cllrs to be worn when carrying out their duties in the village. He had contacted Selby District Council who advised they did not provide this service, however advised the Clerk to contact a couple of other Parish Councils who had also decided to issue ID badges and had engaged local businesses to do this.

In light of the current emergency, the Clerk noted on his action plan to postpone this item until such time as businesses are operating freely again.

4.9 Insurance Renewal

Clerk contacted Cllrs on 10<sup>th</sup> April to advise that the insurance premium was due for renewal as of 1<sup>st</sup> June. Details were duly provided to Cllrs who were reminded that they had agreed to a cost saving five-year arrangement with the insurers. A cheque for payment of this year’s renewal would be presented in the April cheque list. No further action was required by Cllrs.

**5 Matters Raised by Cllrs**

5.1 Trailer for Ride on Mower

Further to Cllr Yates request for a trailer for the ride on mower the Parish Council had purchased, he provided details and cost of the trailer for Cllr approval – this was approved by Cllrs – Clerk to action purchase.

5.2 Memorial Garden

Cllr Kempton noted that the bench in the Memorial Garden had been repaired and wished to thank Dave Marshall for carrying this out. Cllr Kempton also requested that a notice was posted on the website encouraging residents to water the new Christmas tree in the Garden as part of their daily walkabout. Clerk actioned this and updated the website.

5.3 New Playground Equipment

Cllr Kempton advised of updates from Ludus, the Company responsible for the new playground equipment - the equipment is made, powdered and ready to go apart from a couple of ropes which the supplier (like most, have temporarily closed). The Swingo is ready to pick up from Hags – this was purchased in December to get last year’s price for the Parish Council The play panels are made and ready. Installers are currently not attending sites for safety reasons, plus they are struggling to get materials delivered. Most of the equipment was therefore ready but obviously could not be installed at the current time

5.4 Lottery Fund Application for Skateboard Park

Cllr Kempton has completed and sent the application for National Lottery Funds for a proposed new skateboard park as part of the Brigg Lane Park Project. Updates to follow.

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Signed as a true record ..... Date .....

**Neal Yates – Parish Chairman**