

Burford Parish Council – Annual Council Meeting

Minutes of meeting on Monday 8th June 2020 at 6.30pm (virtual meeting due to COVID19)

Councillors Present: Mr. A Thomas (Chairman), Mr. R. Morris, Ms. B. Skidmore, Mrs. S Webb

Clerk: Mrs. K. Joiner

1. Election of Chair and Vice-Chair

Mr. A. Thomas was elected as Chair and Mr. R. Morris as Vice-Chair.

2. Public Participation: - There was no public participation.

3. Apologies: Mr. T. Earp and Mr. K. Griffiths

4. Declaration of Interest: None

5. Minutes of the last Meeting: It was RESOLVED to approve the minutes 4th May 2020 meeting – these will be signed at the first available opportunity.

6. Matter Arising from the minutes: The hospital closure was only temporary and is now admitting patients

7. U.S.C. – Councillor Mr. R. Huffer: Not in attendance.

8. Finance: The latest financial information was shared, including the bank reconciliation, budget monitoring, income and expenditure.

It was RESOLVED to make the following payments:

D/D Robin Hood – April 2020	£271.06 (incl. £12.91 VAT)
D/D Robin Hood – April 2020	£13.96 (incl. 0.66 VAT)
RPS Grounds Maintenance Inv 0653	£350.00
RPS Grounds Maintenance Inv 0655	£525.00
Internal audit	£100.00
SALC Affiliation fees	£526.41
Insurance Community Action	£638.40

9. Internal Auditor Report

The report was received, and comments noted.

10. Approve Annual Governance and Accountability Review (AGAR) submission for 2019-20

Councillors approved the annual return.

11. Approve the updated risk register

Councillors received and approved the updated risk register.

12. Approve the updated asset register

Councillors received and approved the updated asset register.

13. Approve Financial Regulations

Councillors received and approved the Financial Regulations.

14. Approve NALC model standing orders

Councillors received and approved the NALC model of standing orders.

15. Consider new payroll provider

Council approved the new payroll provider at a reduced cost of £50 per annum. Clerk to write to DJHJ to inform them and Chair will sign new HMRC form to change provider.

16. Van parked on Village Hall Carpark

There has been a van parked on the Village Hall carpark for some time, it has been explained that it is private land, but the owner still has not moved it. Various options were considered and the council decided that the chair and clerk will explore further.

17. Consider cost of 'No Parking Signs' for the Village Hall Carpark

See above – chair and clerk to explore further.

18. Approve ROSPA play inspection (£80 +VAT)

Council approved the play inspection.

19. Planning

The 33 affordable homes have been approved, but there were no new applications.

20. Correspondence

All correspondence was noted.

21. Items for the next agenda

Village Hall Carpark
Open spaces

22. Date of next meeting

Monday 20th July 2020, 7.30pm

Meeting closed at 7.15pm

Signed.....

Date.....