



Minutes of the meeting of the Ramsey & Parkeston Parish Council held remotely, in line with Government guidance and legislation, using the Zoom application, on Thursday 14th May 2020 at 6 p.m.

Present: Cllrs Baalham, Fay, Ferguson, Kadlec, Lungley, Passmore (Chair), Ramsay

Also Present: None

Clerk: Lin Keating, Clerk

Absent: None

1. **To accept apologies for absence all due to technical issues:** Cllrs Bird, Colbourne, Davidson, Wood
2. **Declaration of Interest: Councillors are invited to declare any disclosable Pecuniary Interests or other interest and nature of it, in relation to any item on the agenda.** Cllr Passmore declared an interest in relation to planning application: 20/00518/FUL Windmill House, The Street, Ramsey
3. **To confirm the minutes of the meeting of the RPPC held on 16th April 2020,** as previously circulated to all Councillors. Cllr Ramsay proposed and Cllr Ferguson seconded a motion that the minutes be signed as a true record with the motion carried. The Chairman is to sign the minutes retrospectively as a true record at the earliest opportunity of a meeting held in person.
4. **To acknowledge receipt of reports and to address any queries raised as circulated prior to this meeting:**
 - a) Planning Updates listed below decision received with no applications for consideration received:
Application No: 20/00134/FUL
Proposal: Design changes to dwelling houses on plots 1 and 12 following approved reserved matters application 19/00144/DETAIL and initial outline application 17/01811/OUT
Location: Michaelstowe Farm Michaelstowe Lane Ramsey
Decision: Approval - Full 06.05.20
 - Application No: 20/00460/DETAIL
Proposal: reserved matters application (details of appearance, landscaping, layout and scale) for approval 16/02128/OUT
Location: Land West of Edward Street, Parkeston
Cllr Passmore formally made a request for TDC Davidson to call the application in for consideration at a full planning meeting in relation to the access/egress of the site through Edward Street/Una Road.

Action: TDC Cllr Davidson
 - Application No: 20/00518/FUL
Proposal: Proposed rear extension to form new living space
Location: Windmill House The Street Ramsey
Cllr Ferguson proposed for the application to be supported, seconded by Cllr Lungley with all in favour.
5. **To agree the review and any revisions where applicable for RPPC policies/code of conduct, fees and charges as proposed by the Clerk/RFO (summary as copied with this agenda):**
 1. Members Code of Conduct – (no change)
 2. RPPC Standing Orders – (no change)
 3. Dispensation Policy (no change)
 4. Complaints Procedure (no change)
 5. Data Protection Policy (no change)
 6. Documents and Records Retention Policy (no change)
 7. Financial Risk Assessment Policy – revised 25/07/19 (no change)
 8. Financial Regulations -revised 25/07/19 (no change)
 9. Freedom of Information Policy (no change)
 10. Headstone and Memorial Risk Assessment Policy (no change)
 11. Members Scheme of Allowance (no change)
 12. News Media Policy (no change)
 13. Social Media Policy (no change)
 14. CCTV Policy (no change)
 15. Cemetery Lodge rent –(no change).
 16. Cemetery burial/memorial fees -no change although full revision recommended.
 17. Written statement of Clerks contract 2020

Cllr Ferguson proposed that all reviews and recommendations are accepted, seconded by Cllr Ramsay with all in favour.



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6. Annual Governance and Accountability Return (AGAR) 2019/20 timetable¹

- a) Internal Audit – Trevor Brown (CPFA) May 2020 – deadline for submission to External Auditor 31 July 2020. Due to the current restrictions under the Government guidance delivery of documents will be arranged at an expense to the council via courier.
- b) External Audit – PKF Littlejohn LPP, London as appointed by the Smaller Authorities' Audit Appointments Ltd (SAAA) for financial years up to and including year ended 31 March 2022: New legislation in response to Covid-19 pandemic the issue of SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 has amended the deadline by with the AGAR must be published from 30 September 2020 to 30 November 2020
- c) To approve the Annual Governance Statement 2019/20 - AGAR Part 3 page 4 *
- d) To approve the Accounting Statements 2019/20 – AGAR Part 3 – page 5*
- e) To approve the Statement of Internal Control 20/21*

(*documents as circulated with this agenda are required to signed by the Chairman and Responsible Officer for submission with additional documents for the internal audit).

Cllr Lungley proposed the approval of items 6. c),d) and e) as above, seconded by Cllr Ferguson with all in favour. The Clerk is to arrange to have the relevant signatures from the Chairman prior to submitting documents for the internal audit.

- 7. Chairmans' Report:** Cllr Passmore, referring to the current Coronavirus pandemic and Government guidance, reported on the good community spirit, although noted a concern on the publics' reaction to the easing of restrictions.

8. To agree accounts for payment as approved previously by the Chair/Vice Chair:

Cllr Ramsay proposed the approval of accounts for payment, seconded by Cllr Lungley with all in favour. The Clerk reported that the Chapel Lodge rent continues to be received in line with the contract with the tenants.

14.05.20	L Keating	Net Pay May	806.30	128,804.99
	HMRC	Clerks tax/NI	283.01	128,521.98
	HMRC	Bal 2019/20	76.00	128,445.98
	L Keating	May expenses	100.62	128,345.36
	Marvan's Landscaping	Contract	1,236.00	127,109.36
	Marvan's Landscaping	Maintenance	300.00	126,809.36
	E-on	Supply	187.90	126,621.46
	Cemetery Lodge Rent May 20			127,181.46

9. To confirm the next meeting of the Ramsey & Parkston Parish Council is to be held under current guidance and in a way acceptable to all Councillors; with a date to be confirmed.

Restrictions during the COVID crisis of holding face to face meetings remain with no change in guidance of social distancing expected to be relaxed until July. It was agreed with all present to hold a further remote meeting via ZOOM on Thursday 11th June 2020 at 7 p.m.

The Chairman closed the meeting at 6.40p.m.

¹ Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the AGAR for the year end, consisting of 3 parts: (1) The annual internal audit report, (2) Annual Governance statement and Accounting statements completed and approved by the Parish Council (3) External audit report.