



Mount Bures Parish Council

Approved Minutes of Mount Bures Parish Council Meeting held remotely through the use of Video Conferencing as permitted by the Coronavirus Act 2020 on 8th July 2020. The meeting started at 7.30pm.

Notice: Under the Openness of Local Government Bodies Regulations 2014, members of The Public and Press were welcome to be present and to raise any issue pertinent to items on the Agenda also filming and or recording of this meeting was open to members of the press and public.

Reference	Description
20/18	<u>Welcome and Apologies</u> Cllr Graham, Chairman welcome everyone to the virtual meeting and in attendance were Cllrs Baird, Bufton, O'Neill and Woodman with member of the public attending via telephone.
2019	<u>DECLARATION OF INTERESTS</u> There were no declarations of interest on any item on the Agenda.
20/20	<u>CONFIRMATION OF MINUTES</u> – The minutes of the meeting held on Wednesday 13 th May 2020 were received as accurate and represented a true narrative of what took place Cllr Bufton proposed acceptance of the minutes and Cllr Woodman seconded the proposal which were then agreed unanimously.
20/21	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST.</u> By this time in the proceedings there was no member of the Public in attendance but the Clerk had received two items from a resident one which was on the Agenda at item 20/23 and the other was to have been given verbally namely that CBC were proposing to charge for the removal of Green/Garden Waste. It was agreed that the Clerk would contact the Ward member, Cllr Chillingworth to obtain clarification. Cllr Baird commented that for the level or rates the residents of Mount Bures receive very little in way of services from the Council and residents would be justified in that apart from General Waste Collection and some very scant street lights he was not aware of other benefits and services.
20/22	<u>Ward & County Councillors Report</u> No Ward or County Cllrs were present and no reports had been received.
20/23	<u>Protected Lanes</u> A request had been received to identify and discuss the status of the local Protected Lanes. A discussion followed with Cllr Woodman offering to investigate which lanes were Protected and to revert to council with his

	discoveries.
20/24	<p><u>Responsible Financial Officer</u></p> <p>Cllr Bufton proposed that the Clerk Mrs Malvisi remain the RFO this was seconded by Cllr O'Neill and agreed unanimously.</p>
20/25	<p><u>Annual Return</u></p> <ol style="list-style-type: none"> 1. The Exemption Certificate was signed at the meeting 13th May and subsequently sent to the Auditors Littlejohn posted on the Parish's noticeboard and Website. 2. Addressed at item 20/25/5 3. Section 1 Annual Governance Statement 2019/2020 was read out and approved by all Cllrs and duly signed by the Chairman and Clerk with the Minute reference noted. 4. Section 2 Approval of Accounting Statement for 2019/20 was agreed by all Cllrs and duly signed by the chairman noting the Minute Reference 5. Internal Audit Report – Council agreed to act on the following recommendations: - <ul style="list-style-type: none"> • That the Standing Orders be updated to incorporate reference to the Public Contracts Regulations 2015. The Clerk informed Council that she had requested a copy of the Model Standing Orders from EALC to so do. • To include reference to GDPR in the Council's Risk Assessment. It was agreed by Council to review this possibly at the September Meeting. • To ensure the annual review of the Risk Assessment and Internal Controls is carried out during the year of audit. Council agreed that this be put on the Agenda at a future meeting. • To comply with the requirements of the Transparency Code in accordance with the Transparency Code for Smaller Authorities regrettably due to Covid and disappearance of the chosen Internal Auditor Publication by July 1 was not possible. Council have now reviewed the Annual Governance and Accountability and will publish the required items. • It is a requirement to review the Internal Audit report when received and minute the actions that the council is to take. This has been carried out for the Audit Report received for 2019-2020.
20/26	<p><u>CHAIRMAN'S REPORT</u></p> <p>The Chairman thanked all for embracing digital technology which enabled meetings to be held remotely.</p> <p>The Chairman asked for an update in relation to Highways investigation of flooding. Residents living behind the Village Hall had water coming up all over their garden. Cllr Bufton also informed Council that if you look at the road as you turn into Craigs Lane you can see an indentation in the road and the contractors believed that there has been a collapse and subsequent blockage underground. Both Cllrs Woodman and Bufton attended the inspection which also identified water leaking from further up the village from Craigs Lane on Hall Road, opposite Pepper House. The Contractors believe that the two issues are related. Extreme concern was expressed with regard to the issue being resolved before winter sets in otherwise Craigs Lane will become a</p>

	<p>danger to residents. The Clerk is tasked with informing County Cllr Brown and keeping her updated. Cllr O'Neill pointed out that always there is water on the road even during the last very dry months, so where is it coming from? Cllr Bufton informed Council that the Contractors are aware of the risks and therefore of the urgency to resolve.</p>
20/27	<p><u>Clerk's Report</u> The Correspondence received was the Invoice from RCCE details of which are attached to the payment schedule previously circulated and the query raised with the clerk concerning Garden Waste collection had been dealt with previously in the meeting.</p>
20/28	<p><u>Planning Register</u> No new planning applications had been received.</p>
20/29	<p><u>To receive, amend and or agree Mount Bures</u> 1. Standing Orders 2. Financial Regulations The Clerk informed council that following the recommendations in the Internal Auditors report new Model Standing Orders and Model Financial Regulations had been received from EALC and the Clerk was going through them to identify the changes and once completed they will be presented to Council at the next Parish Council Meeting.</p>
20/30	<p><u>Financial</u> The Clerk asked Council if they considered accessing some sort of prepaid credit or debit card was viable to pay for online purchases namely the new website hosting. After some discussion it was felt that printing off the details as had been done previously was adequate but Council would fully assess the situation in a risk assessment as highlighted by the Financial Regulations.</p>
20/31	<p><u>To Accept Payment Schedule as</u> per schedule previously circulated. All payments were unanimously accepted and initialled</p>
20/32	<p>Cllr Graham, Chairman called the meeting to a close at 8.44pm.</p>

Signed by *Chairman*

Date