

OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL

GRAHAM E. COOPER
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151, Cubbington Road
Royal Leamington Spa
Warwickshire
CV32 7AZ.
June 2020.

Dear Parish Councillor,

You are requested to attend the Meeting of the Parish Council on Monday 6th July 2020, at 8.00 p.m., in the Village Hall, Old Milverton, to transact the business in the Agenda below.

The meeting will be conducted with reference to the coronavirus emergency. The Parish Councillors will be invited to sit as far away from each other as possible around the outside of the Hall. Should any other representatives be in attendance, they would be similarly seated as remotely as possible and in the event of there being insufficient space, they would be invited to attend only for those items in which they might have an interest. Bearing in mind the time of year, if the weather allowed, an open air meeting might be able to be held in the area attached to the Village Hall.

Anyone with apparent coronavirus symptoms or who has been advised to self-isolate is requested not to attend.

The meeting will be kept as brief as possible and hence an abridged agenda has been prepared.

Please let me know in the event of your not being able to attend.

Yours sincerely,
Graham E. Cooper
GRAHAM E. COOPER
Clerk to the Council.

AGENDA

Members are reminded that they should declare the existence and nature of their personal interest at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the Member must withdraw from the room unless one of the exemptions applies.

1. Declaration by members of the existence and nature of any personal interest in any of the items on this agenda.
2. Recommended adoption of Risk Management Policy in respect of meetings during the coronavirus emergency (copy at appendix A).
3. Consideration of the draft minutes of the Meeting on 16th. March 2020 (copy attached)
4. Review of Parish Council's
 - (a). Risk Management Planning
 - (b). Financial Regulations
 - (c). Internal Audit arrangements
5. Consideration of 2019-20 accounts (copy at appendix B)
6. Consideration of 2019-20 Audit Return.
7. Review of Planning Applications
 - (a). To note that the following applications have been withdrawn:**
W19/0684 – Jephson House, Stoneleigh Road, Blackdown - Major redevelopment

W20/0030 - Helen Ley House, Bericote Road, Blackdown - Change of use to enable provision of car park

W20/0189 – River Studio, Old Milverton Lane, Old Milverton - Construction of bicycle shed

W20/0682 – Churchside Barn, Church Lane, Old Milverton - Replacement double garage

(b). To note that the following application has been refused:

W20/0243 - Pear Tree Cottage, Stoneleigh Road, Blackdown - Enlargement and remodelling of property

(c). To note the following:

W19/0329 - 12 Old Milverton Road, Old Milverton - Construction of new dwelling - Appeal dismissed ref. APP/T3725/W/19/3237179

Woodland Grange, Old Milverton Lane, Old Milverton - The wooden supports for the advertisements have been removed and a further application is expected in due course to regularise the letting of rooms, hotel style.

Enforcement Appeal APP/T3725/C/19/3220111 - Land at Quarry Park, Old Milverton Lane, Old Milverton - Enforcement Notice withdrawn.

8. Consideration of accounts for payment as listed on the schedule provided for Parish Councillors

9. Items for forthcoming meetings.

End of formal meeting

Public participation

NEXT MEETING: MONDAY, 7TH. SEPTEMBER 2020 AT 8.00 P.M.

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RISK MANAGEMENT PLAN: ADDITION

For holding Parish Council Meetings during the Coronavirus Restrictions

NUMBER in existing Hazard Catalogue: 13

VULNERABILITY: Failing to abide by Regulations

Safeguards:

- anyone with apparent coronavirus symptoms or who has been advised to self-isolate is requested not to attend
- spacing Parish Council Members seated according to the current social distancing (a) within Old Milverton Village Hall or (b) outside if the weather allows
- seating other attendees according to the current social distancing or, if spacing is a problem, requesting them to attend only for the specific items in which they might have an interest
- alerting those present to avoid touching surfaces and if appropriate, to wear gloves
- announcing that in the event of the attendance by too many the meeting would have to be abandoned
- provision of hand sanitizer for use of those in attendance
- agenda to be kept as brief as possible

TRIGGER

- Failing to abide by the safeguards
- Attendance by too many people.

CONSEQUENCE

- Infection by coronavirus

SEVERITY

- II i.e. Critical [*described in the Parish Council's Risk Management Plan under Life and Health as "One or more serious injuries referred for further medical attention"*]

PROBABILITY

- E i.e. Seldom [*described in the Parish Council's Risk Management Plan as "hardly ever arises but has been known to occur"*].

APPENDIX B

OLD MILVERTON AND BLACKDOWN JOINT PARISH COUNCIL

Summary of Receipts and Payments for year ended 31st. March 2020

<i>2018-19</i>	RECEIPTS	£	<i>2018-19</i>	PAYMENTS	£
<i>14,000</i>	Precept	10,000	<i>2,481</i>	Clerk's salary	2,575
<i>65</i>	Bank Interest	103	<i>610</i>	Administration	732
	Bank compensation	50	<i>243</i>	Insurance premium	252
	CIL contribution *	7,130	<i>120</i>	Hire of meeting venue	105
	VAT refund	485	<i>238</i>	Subscriptions	240
			<i>50</i>	Internal Audit Fee	50
				Speed gun expenses	40
			<i>936</i>	Neighbourhood Plan	
	* ring fenced		<i>1,740</i>	Plan. Apps. Prof. Advice	130
				Publications purchase	29
			<i>404</i>	Course fees	128
				Website administration	255
				2019 Election fees	450
				Leam RFC grant	
				VAT on Payments	39
<i>14,065</i>		17,768	<i>6,822</i>		5,125

Receipts and Payments Summary

		£
	Balance brought forward 1 st . April 2019	65,361
Add	Total receipts	17,768
Less	Total payments	(5,125)
		78,004
	<i>These cumulative funds are represented by:</i>	
	Current Account balance 31 st . March 2020	27,288
	Deposit Account balance 31 st . March 2020	51,001
		78,289
	Less uncashed cheques no. 100858, 860, 861, 864.	(285)
		78,004

Signed _____
Chairman

Responsible Financial Officer

Notes:

ASSETS

Assets are defined as land and buildings, and plant and equipment with a significant value in relation to the Parish Council's financial activities

At 31st. March 2020 the following assets were held:

Old Milverton notice board	1,413
Blackdown notice board	1,413
Bench on Old Milverton Village Green	710
Old Milverton Village Green Jubilee Plaque	445
Blackdown Jubilee Plaque and Tree	260
Old Milverton Plant Barrel	45
Old Milverton "Old Village Pound Site" notice	184
2 plant half-barrels at Car Park entrance	80
	4,550

The basis of the value of these assets is based on the original purchase price

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