**HOLCOMBE ROGUS PARISH COUNCIL**

**Minutes of the April Meeting**

**Held virtually due to Covid 19 at 7pm on 23rd April 2020**

**APPROVED**

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| **4.1** | **Present**:  Councillors: Adam Pilgrim (Chairman), Nikki Orchard, Guy Orchard, John Butler,  Pete Davies, Tom Critchley, Mick Mathews & Rupert Snook  Leslie Findlay Parish Clerk/RFO  Two members of the Public | **ACTION**  **TO BE TAKEN** |
| **4.2** | **Apologies**: Parish Councillor Andy Cooling  District Councillor Jo Norton & County Councillor Ray Radford |  |
| **4.3** | **Declaration of Interests:** None declared |  |
|  | **OPEN FORUM**  No matters raised in the meeting due to shortage of time available but two items were raised for consideration from residents.   1. Potholes – the number of potholes in the area appears to be increasing without any action seeming to be taken by DCC. Clerk reminded everyone that the potholes must be registered on the DCC Highways “Report a Pothole” before any further action can be taken. In particular the appalling state of Wharf lane was highlighted as this is a cycle route. 2. A number of trees in the village that are considered to require some action to be taken. A list of these trees will be sent to the Clerk for further action. |  |
| **4.4**  **4.4.1** | **Minutes of Previous Meetings and Matters arising**  The February Minutes were approved and agreement given for the Clerk to sign as a true and correct record. This was unanimously approved by all Councillors. The March meeting was cancelled due to Covid 19.  Matters arising**:**  The Chairman has had a response from MDDC regarding the objections to the charges to the Grand Western Canal for emptying the bins but will continue to highlight the Council’s concerns. |  |
| **4.5** | **Highways**  Road Closure: South Street will be closed from 7 – 13th July to provide new water Service. |  |
| **4.6**  **4.6.1**  **4.6.2**  **4.6.3**  **4.6.4** | **Planning**  Decisions taken out of Committee due to lockdown:  **20/00438/LBC** Listed Building Consent for repairs to roof, chimney, replacement gutters and downpipes and installation of three roof lights at Brinscott -*No objections*  Decisions taken at Planning Meeting on 12th March:  **20/00338/ARM** Reserved matters for the erection of 2 dwellings at land east of 49 Twitchen was discussed and all details outlining the objections are shown on the Planning Committee Minutes on the HRPC website.  Decisions taken by MDDC:  **20/00287/CAT** Notification of intention to remove 1Poplar tree within the Conservation Area at Steps Cottage – *No Objections*  **20/00366/LBC** Listed Building Consent for replacement back door at Buehills – *Granted consent*  The Planning Committee Minutes dated 12th March were approved and agreement given for the Clerk to sign. |  |
| **4.7**  **4.7.1**  **4.7.2**  **4.7.3**  **4.7.4**  **4.7.5**  **4.7.6**  **4.7.7**  **4.7.8**  **4.9**  **4.9.1**  **4.9.2**  **4.9.2.1**  **4.9.2.2**  **4.9.2.3** | **Clerk/Finance**  The following income had been received:  Precept (first half) £5555  Councillors approved the transfer of the VAT income of £2400 to be transferred to the Play Area Reserve Fund. RFO to action  The end of year Summary of Accounts including the Solar Fund, Play Area Reserve Fund and P3 Accounts are available to view on the PC website.  The Internal Auditor had no comments to make regarding the internal audit and had completed Section 3 of the statement.  The Annual Governance Statement was discussed by the Councillors and unanimously approved and agreement given for the Chairman to sign.  Section 2 of the Annual Statement was inspected by the Councillors and approved for signature by the Chairman.  The following resolution for the amendment to Standing Orders was circulated to all Councillors and unanimously approved:  “In times that the Parish Council is unable to meet due to circumstances beyond their control the Parish Clerk is given delegated authority to make payments/transfer funding between accounts on the authority of two Councillors. This should if possible be the Chairman and one other Councillor.  The authority must be sent by email and kept as a record with the invoice.  In addition, the Clerk must keep a record of decisions made and publish them monthly on the website.  Under these circumstances the Chair in consultation with the Clerk will decide when it is appropriate to hold the Full Council meetings.  They will not automatically take place each month, in addition the Planning meetings will only be held when a planning application requires action.  This delegated authority will only be started after it has been approved at a Full Council Meeting and will be withdrawn once the Parish Council are able to meet again once the situation has been resolved. “  This delegated authority will commence from Friday 24th April 2020 until further notice and will be reviewed after 3 months.  The following expenditure was discussed and approved:   |  |  |  |  | | --- | --- | --- | --- | | **Amount £** | **DD/BACS/SO** | **Payable to** | **Comments** | | 120.00 | BACS | M Haskins | Internal audit | | Expenditure taken out of Committee for approval: | | | | | 78.00 | BACS | SLCC | Annual Membership | | 25.00 | BACS | GWC Friends | Annual Membership | | 117.77 | Taken out of precept by MDDC | DALC | Annual Membership | |  |
| **4.10** | There being no further business the meeting closed at 7.25pm. The next virtual Council Meeting or Planning Committee Meeting will be held when required. All details will be posted on the website. | **ALL** |

Adam Pilgrim

Chairman

Holcombe Rogus Parish Council