

MINUTES
MEETING OF NEWBOLD PACEY & ASHORNE PARISH COUNCIL

Meeting Type Ordinary
 Date 6 January 2021
 Time 19.30
 Venue Zoom virtual meeting
 Councillors Present Paul Brazel (Chairman), Stephen Bolton (Vice Chairman), Roger Wright, Krys Pietrecki
 In Attendance Beverley Thorpe (Parish Clerk & RFO)

Members of the Public 0

1. WELCOME and APOLOGIES

Cllr Brazel opened the meeting and welcomed Cllrs and the Clerk, wishing them a Happy New Year. Apologies were received from Cllr Malcolm Whyte, Cllr Thomas Hiorns and DC&CC Anne Parry.

2. DECLARATION OF INTERESTS

Cllr Brazel declared pecuniary interest in 6iii.

3. CONFIRMATION OF MINUTES

Councillors were asked to confirm the minutes from the Ordinary Meeting 4 November 2020.

Proposed Cllr Brazel **Seconded** Cllr Bolton **All in Favour**

4. PUBLIC FORUM

There were no members of the public present.

5. BUDGET 2021-24

Cllrs and the Parish Clerk reviewed the draft budget presented in the papers and the following resolutions were agreed:

1. To move to Unity Trust Bank by 31 March 2021 to benefit from dual authority and thereby providing more security over banking transactions. **ACTION.**

Proposed Cllr Bolton **Seconded** Cllr Wright **All in Favour**

2. To approve the budget for 2021-24 containing assumptions made when deriving the budget, running costs (which were adjusted during the meeting), Project costs and the final Precept figure of £7090 which is a 8.84% increase on last year. The budget will be reviewed on an annual basis.

ACTION Parish Clerk to complete application for Precept.

Proposed Cllr Bolton **Seconded** Cllr Wright **All in Favour**

6. BUSINESS OF AN URGENT MATTER

i. Payments

a. The Parish Clerk presented Councillors with payments already paid via authority of recurring payments list in November/December 2020 or as agreed in previous minutes/email.

REF	DETAILS	PAYMENT
P44	Zoom (paid by B Thorpe)	-£ 7.20
P49	DM Payroll Services	-£ 60.00
P50	Weebly upgrade (paid by B Thorpe)	£ 67.83
P51	Ray Cook mowing	-£ 80.00
P52	Rural Support Services	-£ 960.00
P53	WALC - Training (B Thorpe)	-£ 12.00
P54	Clerks Salary & Expenses (including overtime)	-£ 270.50
P55	HMRC (PAYE) month	-£ 67.60
P56	Clerks Working from Home Allowance (December)	-£ 14.00
P57	Royal British Legion (Cheque 000012)	-£ 50.00
P58	Clerks Working From Home Allowance (November)	-£ 14.00

b. Invoices requiring resolution by the Council for payment:

REF	DETAILS	PAYMENT
P59	WaterPlus	£ 23.80
P60	Zoom (paid by B Thorpe) January 2021	£ 7.20

c. Future payments that may arise before the next meeting ensuring that the supplier is not disadvantaged. Authority was sought to pay the invoice in line with the quote.

REF	DETAILS	PAYMENT
	Noticeboard Maintenance (Peter Elliott)	£176.00

Proposed Cllr Bolton **Seconded** Cllr Brazel **All in Favour**

ii. **Receipts**

a. The Parish Clerk presented Remittances received November/December 2020.

REF	DETAILS	BANK REC DATE	TOTAL
R08	VAT	23/12/2021	£600.14

iii. **Bank Reconciliation**

The Parish Clerk asked Councillors to accept the bank reconciliation for December & January – there were no issues. Cheque 000001 for £1 payable to BT Kiosks remains unrepresented.

Proposed Cllr Bolton **Seconded** Cllr Brazel **All in Favour**

iv. **Grant Application Form**

A grant application was presented from Newbold Pacey and Ashorne Village Hall Committee. The grant application requested £350 towards the repair of the roof in the village hall toilets. **ACTION** Parish Clerk to confirm and arrange payment.

Proposed Cllr Pietrecki **Seconded** Cllr Wright **All in Favour** (1 abstain)

v. **Report of planning permission infringement**

The Council had been made aware that building works were being planned by a resident in Ashorne after the relevant planning permission had lapsed. The Council asked the Parish Clerk to report the potential infringement to Planning Enforcement.

Proposed Cllr Wright **Seconded** Cllr Brazel **All in Favour**

vi. **Training Costs for Clerk**

The Parish Clerk presented a paper recommending that the two Parish Councils she works for share her training costs.

- a. TPC and NPAPC agree to share training costs for Beverley Thorpe, Parish Clerk and RFO for both Councils on a 2/3rd & 1/3rd ratio respectively and that agreement is retrospective to the beginning of the financial year 2020.
- b. TPC will invoice NPAPC for £77 for spend year to date. These costs include VAT.
- c. That the Parish Clerk books training going forward based on the lowest cost offered to the respective Councils and arranges an invoice to share the costs on the pro rata basis agreed.

Proposed Cllr Wright **Seconded** Cllr Pietrecki **All in Favour**

7. **PARISH ASSEMBLY**

The Parish Clerk reviewed the agenda for the Parish Assembly to be held via Zoom on 17 February. Invitees will be the Police, Village Hall Committee, PCC, WI and Judy Cooper as representative of Oakley Woods. **ACTION** Parish Clerk to invite contributors and advertise in Village Hut News.

8. **DATE OF NEXT MEETING**

17 February 2021 – Parish Assembly
3 March 2021 – Ordinary Meeting
12 May 2021 – AGM, Ordinary Meeting (moved from 5 May to avoid bank holiday)

9. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

Cllr Brazel closed the meeting at 21.20.

10. **PRIVATE & CONFIDENTIAL**