

# CHURCH PREEN, HUGHLEY AND KENLEY PARISH COUNCIL

held on 19<sup>th</sup> May 2020 at 7.30pm via Zoom

## MINUTES

Present: Councillor B Willberry, Councillor M Roberts, Councillor R Roycroft,. Also present: Mrs J Simmons Clerk and RFO, Councillor Claire Wild

- 20.01 Welcome by Chairman: The Chairman welcomed all Parish Councillors and members of the public to the meeting and went through fire procedures.
- 20.02 Apologies: Councillor M Morris, Councillor K Pugh
- 20.03 Declarations of Pecuniary and Personal Interest: There were none declared.
- 20.04 Public Session; No public session due to meeting being held via Zoom.
- 20.05 To confirm and accept Minutes from Parish Council meeting 14<sup>th</sup> January 2020.. It was agreed that these were a true and accurate record of the meeting by all members present. To be sent to Chairman.to sign.
- 20.06 Matters Arising from Minutes: No matters arising.
- 20.07 Financial Matters
- (i) To accept Income and Expenditure: Proposed by Councillor Roberts and seconded by Councillor.Roycroft.

28.01.20	Mrs J M Simmons			136.00		S/O		136.00
28.02.20	Mrs J M Simmons			136.00		S/O		136.00
13.03.20	Smartwater Packs	855.72				I/B		855.72
30.03.20	Mrs J M Simmons			136.00		S/O		136.00
06.04.20	HMRC			102.00		S/O		102.00
06.04.20	Mrs J M Simmons			30.00		S/O		30.00
14.04.20	Mrs J M Simmons (ICO payment)	40.00				I/B		40.00
28.04.20	Mrs J M Simmons			136.00		S/O		136.00

- (ii) To accept Bank Reconciliation: it was agreed by all members present to accept the bank reconciliation as presented by the Clerk.
- (iii) To accept Clerk's salary & expenses: Agreed by members present. To be sent to Chairman to sign.
- (iv) To approve invoices for payment:  
(a) Zurich Insurance - £167.44 – agreed by members present for Clerk to pay Insurance.
- (v) To approve invoices paid since last meeting: Clerk paid Information Commissioner's Office fee for Data Protection of £40.00. Approval given by members present.
- (vi) Clerk to prepare end of year books and take them to Internal Auditor. Prepare paperwork for PKF Littlejohn ready for when required. The Certificate of Exemption was agreed and the form will be sent to Chairman to sign.
- 20.08 Clerk's Report:
- (i) All correspondence received since last meeting had been emailed to Parish Councillors.
- (ii) SmartWater – update. Due to the Coronavirus lockdown West Mercia Police collected the kits from Clerk. They were posted out to all residents on the Electoral roll in the three parishes and registered to that address. Members asked to decide where Smartwater signs need to be put up in the parishes

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and what size sign; discussed and Clerk to inform West Mercia who will be putting them up. Councillor Wild said it would be advisable to have a few spare ones in case more required.

- (iii) As we have been unable to hold an AGM it was decided by members present that Councillors would continue in their existing roles until an AGM could be held. Parish Councillor Roberts proposed that Parish Councillor Roycroft will continue as Chairman and this was seconded by Parish Councillor Willberry.

20.09 Highways – nothing discussed.

20.10 Planning – nothing discussed.

20.11 Parish Matters – there were no Parish Matters.

20.12 Items for next Agenda:

20.13 Date of next meeting: Clerk to decide date in September which may be a virtual meeting. Future dates to be decided and sent out to Parish Councillors. Another virtual meeting may be required before September.

Meeting closed at 2010

Signed.....

Dated: