

## West Hill Parish Council

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### To Members of West Hill Parish Council

1<sup>st</sup> July 2020

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 7th July 2020.

- Due to the Covid-19 situation the meeting cannot be held in the Village Hall as per standard practice. Recent legislation changes enable Councils to hold virtual meetings. West Hill Parish Council will meet by video conferencing. The meeting is open to the public.
- Members of the public wishing to attend the meeting via video conferencing should contact the Parish Clerk (see contact details above).
- Alternatively, members of the public are invited to submit issues or concerns to the Clerk who will raise the matter at the meeting on their behalf.

*Anne Oliver*, Clerk to the Council

### AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/187	<b>Welcome and Chairman's announcements</b>
20/188	<b>Apologies.</b> To receive apologies and approve reasons for absence.
20/189	<p><b>Public question time (3 minutes)</b>            From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself.            This item included issues submitted to the Clerk prior to the meeting.</p>
20/190	<p><b>To consider the co-option of a councillor to fill the casual vacancy</b></p> <p>The Notice of co-option was posted on 30<sup>th</sup> June. The Council will receive and consider applications for the role of co-opted councillor.</p> <p>The co-opted Councillor will sign</p> <ul style="list-style-type: none"> <li>• Declaration of Acceptance</li> <li>• Consent to Electronic Service of Summons</li> </ul> <p>To consider adding the co-opted Councillor to the Council's banking mandates (both)            To consider purchasing a name badge for the co-opted Councillor.</p> <p>Note: Membership of the Council's Open Spaces Committee, Working Groups and external agencies will be considered at the August meeting. (this will include the Police and Crime Commissioner initiative - Councillor Advocate Scheme).</p>
20/191	<b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting)

<b>20/192</b>	<p><b>Declarations of Interest</b></p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>b. To declare any personal interests in items on the agenda and their nature. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items).</p>
<b>20/193</b>	<p><b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.</p>
<b>20/194</b>	<p><b>To receive the monthly crime stats</b> for information</p>
<b>20/195</b>	<p><b>Minutes</b></p> <p>1. To approve the minutes of the Parish Council meeting on 2<sup>nd</sup> June 2020, previously circulated.</p> <p>2. To approve the minutes of the Parish Council meeting on 16<sup>th</sup> June 2020, previously circulated.</p>
<b>20/196</b>	<p><b>Planning applications received</b> - n/a</p>
<b>20/197</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed) - n/a</p>
<b>20/198</b>	<p><b>TPO notifications</b> – for information – n/a</p>
<b>20/198</b>	<p><b>To consider how the Council will organise a response to the Consultation on the Greater Exeter Strategic Plan Draft Policies and Site Options, which is due to begin in September 2020</b></p>
<b>20/199</b>	<p><b>Consider the impact of recent Government Covid-19 announcements</b> including</p> <p>a. When to resume meetings at the Village Hall</p> <p>b. When to restart WHPC projects</p> <p>c. Playpark re-opening see item 20/210 below</p>
<b>20/200</b>	<p><b>Receive a report from the WHPC Help Scheme and consider further actions required</b></p> <p>a. Help Scheme update (June)</p> <p>b. To consider recent Government announcements and implications for the WHPC Help Scheme : services offered, volunteers, volunteer mailing list</p> <p>c. Resident's thankyou letter</p> <p>d. July Newsletter (previous edition 5<sup>th</sup> June) incl options for printing.</p>

## Committee & Working Groups

### Finance Working Group

<b>20/201</b>	<p><b>To receive an update on the new Yorkshire Bank account.</b></p>
<b>20/202</b>	<p><b>To review and adopt (if appropriate) the Parish Council Financial Controls.</b></p>
<b>20/203</b>	<p><b>Annual Governance Statement 2019-2020 (AGAR Part3)</b></p> <p>1. To consider the findings of the review of the effectiveness of the system of internal control</p> <p>2. To approve the Annual Governance Statement by resolution</p>
<b>20/204</b>	<p><b>Annual Accounting Statement 2019-2020</b></p> <p>1. To consider the Accounting Statements</p> <p>2. To approve the Annual Accounting Statements by resolution</p>
<b>20/205</b>	<p><b>To approve the bank reconciliation for the year to 31<sup>st</sup> March 2020</b></p>
<b>20/206</b>	<p><b>To receive the explanation of the year-on-year variances</b> For information, letter to external auditor.</p>
<b>20/207</b>	<p><b>To approve the period for the Exercise of Public Rights 2019-2020</b></p>

	To approve the dates for the Exercise of Public Rights – proposed dates 3 <sup>rd</sup> August – 14 <sup>th</sup> September.
<b>20/208</b>	<b>To approve the 2019-20 Reserves Policy.</b>
<b>20/209</b>	<b>To approve the statements for the year ending 31<sup>st</sup> March 2020.</b> a. Finance Statement b. CIL Statement

#### Open Spaces Committee

<b>20/210</b>	<b>To note and confirm the minutes of the meeting of 30<sup>th</sup> June 2020, to answer questions arising and present recommendations.</b> For information <ul style="list-style-type: none"> <li>• Re-opening of the Playpark</li> <li>• Open Spaces including correspondence</li> </ul>
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#### People & Policy Working Group

<b>20/211</b>	<b>To receive an update on the website</b> a. Website Accessibility b. Domain Management c. Clerk – Additional hours worked (SAR), planned holidays.
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#### Other Matters

<b>20/212</b>	<b>To receive an update on Asset of Community Value.</b> a. Broadoak Plantation
<b>20/213</b>	<b>To receive an update on the West Hill Scarecrow Festival 27<sup>th</sup> June – 5<sup>th</sup> July 2020</b>
<b>20/214</b>	<b>Clerks Report: Actions and matters arising from the last meeting</b>  <b>1. Actions, incl</b> <ul style="list-style-type: none"> <li>• Clerk's laptop</li> <li>• Village Electric Supply</li> <li>• Broadband</li> <li>• Clerk's mobile phone</li> </ul> <b>2. Matters arising</b> <ul style="list-style-type: none"> <li>a. Resident communication</li> <li>b. Any urgent matters arising.</li> </ul>
<b>20/215</b>	<b>Finance and Invoices Tracker</b> Invoices received for approval: <ol style="list-style-type: none"> <li>1. Clerk - claim for expenses (Microsoft)</li> <li>2. Clerk - claim for Zoom annual subscription, £100.72</li> <li>3. Quentin Tailford – printing Help Scheme newsletter (June)</li> </ol> To receive the bank reconciliation, 1Q2020 Finance Tracker (YTD v Budget)
<b>20/216</b>	<b>Councillors questions, reports and items for future agenda</b> Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i>
<b>20/217</b>	<b>Next meeting:</b> To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 4 <sup>th</sup> August or 21 <sup>st</sup> July if required to meet planning deadlines

Signed: *Anne Oliver*, Clerk to the Council, 1<sup>st</sup> July 2020