

MINUTES of the meeting of Yeovil Without Parish Council, held at Wednesday 15th July 2020 online at Zoom.US (7.00 pm – 10.35 pm)

PRESENT:

Pauline Lock – Chair (7.00 pm – 10:07 pm)
Graham Oakes – Vice Chair
Amy Grieves
Colin Rose
Iris Coton
Jamie Lock (7.00 pm – 9:50 pm)
John Snell

Maggie Woodward
Mike Lock (7.00 pm – 10:07 pm)
Rob Stickland
Royston Spinner (7.00 pm – 9:50 pm)
Sharon Hackett (7:00 pm – 10:28 pm)
Roger Brown (7:00 pm – 10:23 pm)

IN ATTENDANCE:

Barbara Appleby – Clerk
County Councillor Jane Lock
County Councillor Tony Lock

WELCOME BY CHAIRMAN

PUBLIC OPEN SESSION: NONE

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- (i) CC Tony Lock gave a brief report on how the County Council was working with other bodies to deal with the coronavirus pandemic and the recent bus company decisions to cease some services that will affect Yeovil Without Parish.– 68 bus link, bus station to junction and Wyndham Park. Questions were asked about the Wyndham Park bus gate, it is unknown at present, however reaffirmed that this is an emergency access. CC Tony Lock mentioned that the government were due to bring in pavement licenses beginning of July, however it guidelines not until late July – Pavement licenses for business to expand out onto pavements and highways and to be administered by Town/Parish Councils. No further details available until guidelines published.
- (ii) CC Jane Lock has forwarded update reports to the council over the past few months. CC Jane touched on the impact of the Covid pandemic and the Future of Local Government
- (iii) DC Mike Lock gave a brief update on the Future of Local Government and the information that they have been given. Having received concerns from Mudford Road residents, DC Mike Lock had met with SCC Highways and it had been agreed that the kerbs would be raised, clean out road gully's and retarmac the footpath. Yeovil Marsh roads have been resurfaced, however road signs are missing. SCC highways to be contacted to enquire when resigning works will take place. Roger Brown mentioned that the sewer was the main issue and this remark would be passed on by ML to SCC highways.
- (iv) DC Graham Oakes gave a brief update on how the DC have supported people in need and have done an excellent job. However the main focusing going forward is the Future of Local Government and is tending to overshadow other matters.
- (v) DC Rob Stickland reaffirmed what the other DC councillors had said and that the DC was due to meet tomorrow. Reference was made to virtual meetings and the improved attendance and that retention of some virtual meetings may be considered in the future.

- (vi) DC Pauline Lock – District Council reaction to Covid 19 has been fantastic with all the organisations pulling together. At the end of this everyone that has played should be recognised. IC mentioned Covid awards.

137/20 APOLOGIES FOR ABSENCE

137/20.1 Personal apology received from, Alf Hill
Business apology received from Simon Hodder

RESOLVED: to accept the apologies with the reason given.

137/20.2 Extension of absence – section 85 (1) LGA 1972

RESOLVED: That during the period when remote meetings are necessary due to COVID 19 restrictions, any Councillors who becomes unable to attend meetings of the authority for six months, will automatically have their period of absence extended for a further three months by Council. This is pursuant to Section 85 (1) of the Local Government Act 1972

138/20 DECLARTIONS OF INTEREST		
148.20.2 - Sale of allotment land	Pauline Lock, Mike Lock,	DPI
148.20.2 - Sale of allotment land	Royston Spinner and Jamie Lock	Personal & prejudicial
144/20.4 - Land at orchard	Amy Grieves	Personal & prejudicial
145/20 - Planning	Pauline Lock, Graham Oakes, Mike Lock, Rob Stickland	SSDC *
145/20.1 (a) - 20/01650/HOU	Pauline Lock, Mike Lock, John Snell	Personal

*SSDC - District Councillors Graham Oakes, Mike Lock, Rob Stickland and Pauline Lock referred to their membership of South Somerset District Council and indicated that whilst they might speak and possibly vote on applications which may be referred to that Council for determination, they would reconsider such applications at District level taking into account all relevant evidence and representations made at that tier.

139/20 MINTUES OF THE PREVIOUS MEETINGS

19th Feb 2020 124/20 Chair’s Announcement

RESOLVED: that the amendments (who attended Westland’s and IS changed to IC) to minute 124/20 (19th Feb 2020) be made and that the minutes of the parish council meetings held on 19th February 2020 and 18th March 2020 be signed as a correct record.

140/20 CRIME, DISORDER AND COMMUNITY SAFETY

PCSO report 3 ASB, 2 Vehicle, 2 Nuisance, 3 Drugs
Request by councillors for additional information, link below to Avon and Somerset
Electronic bike cutting through Combe Park

Police - Yeovil Rural Information
<https://www.avonandsomerset.police.uk/your-area/yeovil-rural/>

141/20
141/20.1

REPORTS TO COUNCIL

Reports from YWPC representatives

Iris Coton - John Nowes Exhibition Foundation Award – the deadline for applications have been extended to 31st August 2020, residents aged between 16 – 25 and live in the borough of Yeovil or in a surrounding parish can apply for financial assistance to fund a further education course. Further details available from Battens Solicitors

<https://www.battens.co.uk/news-events/news/john-nowes-exhibition-foundation>

141.20.2

April, May and June reports to council (Appendix 1) - **NOTED**

141.20.3

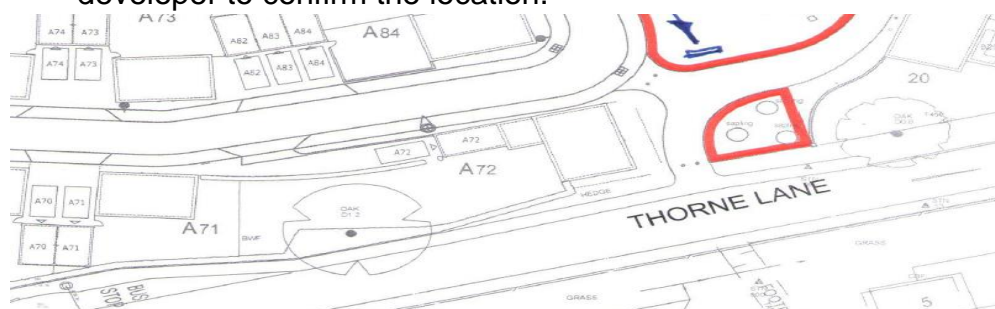
Clerks report: NOTED

- New Website live 9/7/2020 -
- Closure of Highlea/St Michaels Ave footpath reported to highways – matter referred to County Councillor

Highways response The footway is indeed closed at this time, this is due to badger activity and the footway at this location has collapsed.

For public safety we had originally installed closed signs and standard barriers but members of the public kept removing these to gain access so we had to install the Heras fencing that is currently in place, due to the cost of dealing with the badgers and lack of budget, this site will need to remain closed for some time until funds can be allocated.

- Wyndham Park Community Association informed of LEAP transfers and installation of equipment
- Wyatt/John Bishop have sent a location plan for the erection of YWPC noticeboard on the Brimsmore Development noticeboard is currently stored in Lufton Depot and has been waiting for the developer to confirm the location.



142/20

SCHEME OF DELEGATION

RESOLVED: to rescind the delegated authority that was made to the clerk in response to the Covid 19 outbreak and in the event of it not possible to convene a meeting. The council can now legally hold virtual meetings and the delegated authority is cancelled as from the start of this meeting.

143/20

YEovil WITHOUT DOCUMENTS

143/20.1

Standing Orders Remote Attendance at Meetings

RESOLVED: to adopt an additional Standing Order prepared in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”), as attached to the minutes, (Appendix 2)

143/20.2

YWPC Virtual Meeting Protocol

RESOLVED: to adopt YWPC Virtual Meeting Protocol as attached to the minutes (Appendix 2)

143/20.3

YWPC Online Banking Procedure

RESOLVED: to adopt YWPC Online Banking Procedure as attached to the minutes (Appendix 2)

143/20.4 YWPC Annual Risk Assessment
RESOLVED: to adopt YWPC Annual Risk Assessment as attached to the minutes (Appendix 3)

143/20.5 **COVID 19 RISK ASSESSMENTS** (playground/meeting room will be completed as and when required. At present the parish council will continue to meet remotely and the playground within Johnson Park remains closed, due to YWPC not being able to meet the daily cleaning guidance. The play area remains under review with a view to open if risk assessment satisfies insurance company or further guidance is issued. YWPX Website to post closed status. **NOTED**

144/20 **FINANCE**

144/20.1 **INCOME AND EXPENDITURE**

144/20.1(a) Income and expenditure 19th March 2020 - 9th June 2020 **NOTED**

144/20.1(b) Income and expenditure 10th June – 15th July 2020 **NOTED**

144/20.1(c) Approval of July payments

Members had been circulated invoices, payment details and bank reconciliation in accordance with YWPC online banking procedure prior to the meeting, checking invoices against payments to be processed. The balances of the bank accounts and the invoices for payment were correct. Payments presented were approved. Details of payments page 9

144/20. (d) To nominate online Bankline authorisers

It was agreed that Colin Rose and Royston Spinner would authorise the online banking payments. NB. Due to technical difficulties Rob Stickland was asked to authorise payments in place of Colin Rose.

144/20.2 **BANK RECONCILIATIONS & 2019/2020 FINAL BUDGET COMPARISON**

The bank reconciliations for 31st March 2020 and 30th June 2020 were signed and no comments were made on the 2019/2020 final budget comparison shown on page 10

144/20.3 **ANNUAL RETURN FOR THE YEAR ENDED 31st March 2019/2020**

144/20.3(a) **Section 1 – Annual governance statement 2019/2020**

Members considered the statement and questions from the annual governance statement 2019/2020 and a “yes” response was given to questions 1 – 8. It was noted that question 9 was not applicable. The Annual governance statement was signed and dated.

144/20.3(b) **Section 2 – Accounting statements 2019/2020**

RESOLVED: to approve the accounting statement 2019/2020 (attached to the minutes page 11) . Note, that the figures states include YWPC share of the Joint Burial Committee transactions and YWPC year end balances.

Amy Grieves had declared an interest and left the meeting.

144/20.4 **LAND AT ORCHARD CLOSE**

Councillors were given a summary of the report on title and the proposed invoice for payment that had been submitted by Ashfords. Whilst the payments for the searches and work relating to them were acceptable and within budget and could be presented for payment when received, the proposed costs for the report on title were higher than anticipated, this was due to the complexity of the surrounding properties deeds. The Chairman and Clerk were in correspondence with Ashfords concerning their proposed cost for the report on title and that an agreement could be reached over costs and that they would be presented to council for consideration in the near future.

Amy Grieves returned to the meeting

144/20.5 HUNDREDSTONE BUS SHELTER – VE DAY PLANTERS
RESOLVED: to approve the purchase of two planters at a cost of £1,760 ex VAT.

145/20 PLANNING

145/20.1 Planning applications received for consideration:

Amy Grieves had declared an interest and left the meeting

145/20.1(a) 20/01650/HOU - Erection of single storey extensions to the side and rear of dwelling, re-cladding to first floor, render over existing brickwork at ground floor level and erection of a detached store building to the front - 3 Poplars Close Yeovil Marsh Yeovil Somerset
https://www.southsomerset.gov.uk/forms/planning/planning-documents?ref_no=20/01650/HOU

Yeovil Without Comments: Recommend Refusal

- Concerns about the proposed aesthetics and that they are not in-keeping with the street scene. The property, adjoining and neighbouring properties are of brick construction, there is no visible cladding on the property. However, the application proposal is to re-clad the property.
- Concern about the dimensions of the side extension encroaching on to the neighbours property.

Concerns were raised about interests, GO requested a report to explain how interest work to be prepared for the next meeting.

Amy Grieves returned to the meeting

145/20.1 (b) 20/01819/HOU - The erection of two storey rear extension and new garage - 123 Wessex Road Yeovil BA21 3LP
https://www.southsomerset.gov.uk/forms/planning/planning-documents?ref_no=20/01819/HOU

Yeovil Without Comments: Recommend support

146/20 CORRESPONDENCE

146/20.1 FUTURE OF LOCAL GOVERNMENT

- Joint Statement dated 2nd July 2020 - Mendip, Sedgemoor, Somerset West & Taunton and South Somerset District Councils – response to “One Somerset and the Future of Local Government - **NOTED**
- Update on progress towards a single unitary authority for Somerset – SCC letter dated 11th June 2020 – **NOTED**

Members noted the above correspondence, County and District councillors updated members about the Future of Local Government. It was **agreed** to defer the matter until the next meeting, when additional information may be available.

County Councillors Jane Lock and Tony Lock left the meeting

146/20.2 FIRST AID TRAINING

RESOLVED: To wait until lockdown measures allow the training of the full complement of attendees.

Maggie Woodward left the meeting between 9:34 pm – 9:36 pm

147/20 QUESTIONS AND ITEMS ARISING AFTER THE PREPARATION OF THIS AGENDA, SUCH MATTERS ARE FOR NOTING OR DEFERRAL TO A FUTURE MEETING: NONE

148/20 EXCLUSION OF PRESS AND PUBLIC
RESOLVED: to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of items 148/20.1 – 148.20.2 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
STAFF IN CONFIDENCE/ CONFIDENTIAL

148/20.1 STAFFING :
148/20.1(a) Clerks Notice
Members noted the Clerk had submitted her 3 months' notice dated 1st July 2020

John Snell left the meeting between 9:47 pm – 9:52 pm

Royston Spinner and Jamie Lock left the meeting

148/20.1(b) Recruitment
Members agreed a working parking would be set up to complete the recruitment of a new clerk.
The following members were appointed to the recruitment working group: PL, GO, IC, CR, AG and S Hackett and report to full council as and when appropriate. NB. Recruitment timescales would possible dictate a need for full council to meet in August 2020.

Mike Lock and Pauline Lock had declared an interest and left the meeting.

Graham Oakes took the chair

148.20.2 ALLOTMENT LAND SALE
RESOLVED: (1) To note the report and advice from appointed YWPC legal representative dated 10/7/20 (2) to note that the legal advice given clearly stated the legal position of the council in this matter (to approve the appointed solicitors invoice dated 29th May 2020 for payment

Sharon Hackett and Roger Brown left the meeting during the discussion

149/20 NEXT MEETING: – if an August meeting is required the date and time will be published in accordance with SO 3b (minimum notice period). If an August meeting is not required the next meeting would be Wednesday 15th September 2020 - government guidance at the time of the meeting will determine where/how the meeting will take place and will be published on the agenda for the meeting, meetings will commence at 7pm.

Chairman

Date 19th August 2020

Finance Cont.

144/20.1 (a) – Income and Expenditure 19/3/2020 – 9/6/2020

YWPC - INCOME AND EXPENDITURE TRANSACTIONS				19 Mar - 31 Mar 2020			
balance b/f	£	146,101.10					* VAT Payments
INCOME			A/C	Ch. No.	EXPENDITURE		
Interest Natwest	£	15.44	Reserve	DD	ICO	£	35.00
allotment rent	£	160.00	Reserve				
Interest Nationwide	£	548.10	Nationwide				
TOTAL RECEIPTS RECEIVED	£	723.54					
Account Totals after deposits						£	35.00
Current Account	£	500.00		Current Account	£	500.00	
Business Reserve	£	85,031.23		Business Reserve	£	84,996.23	
Nationwide	£	61,282.41		Nationwide	£	61,282.41	
Petty Cash	£	11.00		Petty Cash	£	11.00	
Total b/f plus receipts	£	146,824.64		balance c/f	£	146,789.64	
YEovil WITHOUT PARISH COUNCIL CAPTIAL AND GENERAL RESERVES				19 Mar - 31 Mar 2020			
CAPITAL AND GENERAL RESERVES				EARMARKED RESERVES as per 2019/2020 BUDGET			
		18/03/20	31/03/20				
Nat West Current Account	£	500.00	£ 500.00	Elections (4 wards)	£	3,000	
Nat West Business Reserve	£	84,855.79	£ 84,996.23	Gratuity	£	1,820	
Nationwide	£	60,734.31	£ 61,282.41	Wyndham Park	£	13,384	
Petty Cash	£	11.00	£ 11.00	Brimsmore Key Site	£	377	
TOTAL FUNDS	£	146,101.10	£ 146,789.64	5 year plan - Year 1	£	5,342	
Outstanding Commitmen	£	-	£ -	Fiveways School Tru	£	650	
Earmarked Reserves	£	24,573.20	£ 24,573.20	TOTAL	£	24,573	
BALANCE	£	121,527.90	£ 122,216.44	RESERVES			
				Capital Reserves	£	48,241	
				General Reserves	£	98,549	
				CREMATORIUM R	As at 31/3/19		
				Crematorium reserve	£	387,805	

YWPC - INCOME AND EXPENDITURE TRANSACTIONS				1 Apr - 30 Apr 2020			
balance b/f	£	146,789.64					* VAT Payments
INCOME			A/C	Ch. No.	EXPENDITURE		
Interest Natwest 30/4	£	21.99	Reserve	DD	Onecom 30/4	£	43.12 *
Allotment Rent				SO	Democratic Services 27/4/20	£	1,500.00
9 x £16.00 plots 9b, 13a, 8b, 9a, 14b, 4c, 4b, 6a, 4a,	£	144.00	Reserve	DD	NEST 23/4	£	253.50
Precept	£	90,421.00	Reserve				
TOTAL RECEIPTS RECEIVED	£	90,586.99					
Account Totals after deposits						£	1,796.62
Current Account	£	500.00		Current Account	£	500.00	
Business Reserve	£	175,583.22		Business Reserve	£	173,786.60	
Nationwide	£	61,282.41		Nationwide	£	61,282.41	
Petty Cash	£	11.00		Petty Cash	£	11.00	
Total b/f plus receipts	£	237,376.63		Balance c/f	£	235,580.01	
YEovil WITHOUT PARISH COUNCIL CAPTIAL AND GENERAL RESERVES				1 Apr - 30 Apr 2020			
CAPITAL AND GENERAL RESERVES				EARMARKED RESERVES as per 2020/2021 BUDGET			
		31/03/20	30/04/20				
Nat West Current Account	£	500.00	£ 500.00	Elections (4 wards)	£	5,500	
Nat West Business Reserve	£	84,996.23	£ 173,786.60	Gratuity	£	1,820	
Nationwide	£	61,282.41	£ 61,282.41	Wyndham Park Community Hu	£	5,000	
Petty Cash	£	11.00	£ 11.00	Johnson Park main/equip	£	2,000	
TOTAL FUNDS	£	146,789.64	£ 235,580.01	Parish Improvements	£	23,291	
Outstanding Commitments	£	-	£ -	Fiveways School Trust	£	650	
Earmarked Reserves	£	38,261.00	£ 38,261.00	TOTAL	£	38,261	
BALANCE	£	108,528.64	£ 197,319.01	RESERVES			
				Capital Reserves	£	48,241	
				General Reserves	£	187,339	
				CREMATORIUM RESERVES	As at 31/3/19		
				Crematorium reserve & cremator re	£	387,805	

YWPC - INCOME AND EXPENDITURE TRANSACTIONS				1 May - 31 May 2020		YWPC - INCOME AND EXPENDITURE TRANSACTIONS				1st June - 9th June 2020							
balance b/f	£	235,580.01				* VAT Payments			balance b/f	£	234,145.03			* VAT Payments			
INCOME			A/C	Ch. No.	EXPENDITURE				INCOME			A/C	Invoice No.	EXPENDITURE			
Interest Natwest 29/5	£	27.64	Reserve	DD	Onecom 29/5	£	43.12	*					11166	Visionict (website hosting)	£	282.00	*
				SO	Democratic Services 26/5/2	£	1,500.00						9000016466	SSDC - Cemetery Deficit	£	8,864.00	
Allotment Rent plot 2, 12b (50p overpayment)	£	32.50	Reserve										6000044221	SSDC - ranger 5/2 - 27/2	£	1,207.68	*
Allotment Cheques	£	48.00	Reserve										6000044230	SSDC - ranger 4/3 - 19/3	£	905.76	*
plot 7b, 10b, 11b													Clerks Invoice	Clerk outstanding salary & t	£	170.29	
TOTAL RECEIPTS RECEIVED	£	108.14							TOTAL RECEIPTS RECEIVED	£	-						
Account Totals after deposits						£	1,543.12		Account Totals after deposits						£	11,429.73	
Current Account	£	500.00		Current Account	£	500.00			Current Account	£	500.00		Current Account	£	500.00		
Business Reserve	£	173,894.74		Business Reserve	£	172,351.62			Business Reserve	£	160,921.89		Business Reserve	£	160,921.89		
Nationwide	£	61,282.41		Nationwide	£	61,282.41			Nationwide	£	61,282.41		Nationwide	£	61,282.41		
Petty Cash	£	11.00		Petty Cash	£	11.00			Petty Cash	£	11.00		Petty Cash	£	11.00		
Total b/f plus receipts	£	235,688.15		Balance c/f	£	234,145.03			Total b/f plus receipts	£	234,145.03		Balance c/f	£	222,715.30		
YEovil WITHOUT PARISH COUNCIL CAPTIAL AND GENERAL RESERVES				1 May - 31 May 2020		YEovil WITHOUT PARISH COUNCIL CAPTIAL AND GENERAL RESERVES				1st June - 9th June 2020							
CAPITAL AND GENERAL RESERVES				EARMARKED RESERVES as per 2020/2021 BUDGET					CAPITAL AND GENERAL RESERVES				EARMARKED RESERVES as per 2020/2021 BUDGET				
		30/04/20	31/05/20			31/05/20	09/06/20					31/05/20	09/06/20			31/05/20	09/06/20
Nat West Current Account	£	500.00	£ 500.00	Elections (4 wards)	£	5,500	£ 500.00	£ 500.00	Nat West Current Account	£	500.00	£ 500.00	£ 500.00	Elections (4 wards)	£	5,500	£ 500.00
Nat West Business Reserve	£	173,786.60	£ 172,351.62	Gratuity	£	1,820	£ 172,351.62	£ 160,921.89	Nat West Business Reserve	£	172,351.62	£ 160,921.89	£ 160,921.89	Gratuity	£	1,820	£ 172,351.62
Nationwide	£	61,282.41	£ 61,282.41	Wyndham Park Communit	£	5,000	£ 61,282.41	£ 61,282.41	Nationwide	£	61,282.41	£ 61,282.41	£ 61,282.41	Wyndham Park Communit	£	5,000	£ 61,282.41
Petty Cash	£	11.00	£ 11.00	Johnson Park main/equip	£	2,000	£ 11.00	£ 11.00	Petty Cash	£	11.00	£ 11.00	£ 11.00	Johnson Park main/equip	£	2,000	£ 11.00
TOTAL FUNDS	£	235,580.01	£ 234,145.03	Parish Improvements	£	23,291	TOTAL FUNDS	£ 234,145.03	TOTAL FUNDS	£	234,145.03	£ 222,715.30	£ 222,715.30	Parish Improvements	£	23,291	TOTAL FUNDS
Outstanding Commitments	£	-	£ -	Fiveways School Trust	£	650	Outstanding Commitments	£ -	Outstanding Commitments	£	-	£ -	-	Fiveways School Trust	£	650	Outstanding Commitments
Earmarked Reserves	£	38,261.00	£ 38,261.00	TOTAL	£	38,261	Earmarked Reserves	£ 38,261.00	Earmarked Reserves	£	38,261.00	£ 38,261.00	£ 38,261.00	TOTAL	£	38,261	Earmarked Reserves
BALANCE	£	197,319.01	£ 195,884.03	RESERVES			BALANCE	£ 195,884.03	BALANCE	£	195,884.03	£ 184,454.30	£ 184,454.30	Capital Reserves	£	48,241	BALANCE
				Capital Reserves	£	48,241								General Reserves	£	174,474	
				General Reserves	£	185,904								CREMATORIUM RESERVE		As at 31/3/19	
				CREMATORIUM RESERVE	As at 31/3/19									Crematorium reserve & cremato	£	387,805	
				Crematorium reserve & cremato	£	387,805											

144/20.1 (b) – Income and Expenditure 10/6/2020 – 15/7/2020

YWPC - INCOME AND EXPENDITURE TRANSACTIONS -		10th June - 15th July 2020	
balance b/f from 31/05/20 £ 235,580.01		* VAT Payments	
INCOME	A/C	Invoice No.	EXPENDITURE
Interest	£ 1.45 Reserve	11/06 Auto debit	Bankline charge £ 20.00
		15/06 DD	NEST (May) £ 126.39
		25/6 - SO	Democratic Services £ 1,500.00
		30/6 -DD	Onecom £ 43.45 *
		E5280	B & C Energy Solutions (CSL Bus Shelter) £ 1,633.56 *
		60000044651	SSDC -ranger £ 1,642.80 *
		573	Darkin Miller Ltd £ 438.10 *
		YEOWI-02	BWP Creative Ltd (website) £ 818.76 *
		PAYE - 1st qtr	HM Revenue and Customs £ 1,430.26
		Clerks Invoice	Clerks emoluments £ 204.49
TOTAL RECEIPTS RECEIVED	£ 1.45		£ 7,857.81
Account Totals after deposits		NB - NEST, Onecom Direct Debits and SO will be shown after transaction date	
Current Account	£ 500.00	Current Account	£ 500.00
Business Reserve	£ 173,788.05	Business Reserve	£ 165,930.24
Nationwide	£ 61,282.41	Nationwide	£ 61,282.41
Petty Cash	£ 11.00	Petty Cash	£ 11.00
Total b/f plus receipts	£ 235,581.46	balance c/f	£ 227,723.65
YEOVIL WITHOUT PARISH COUNCIL CAPTIAL AND GENERAL RESERVES		10th June - 15th July 2020	
CAPITAL AND GENERAL RESERVES		EARMARKED RESERVES as per 2020/2021 BUDGET	
	09/06/20	15/07/20	
Nat West Current Account	£ 500.00	£ 500.00	Elections (4 wards) £ 5,500
Nat West Business Reserve	£ 173,786.60	£ 165,930.24	Gratuity £ 1,820
Nationwide	£ 61,282.41	£ 61,282.41	Wyndham Park Community Hub £ 5,000
Petty Cash	£ 11.00	£ 11.00	Johnson Park main/equip £ 2,000
TOTAL FUNDS	£ 235,580.01	£ 227,723.65	Parish Improvements £ 23,291
Outstanding Commitments	£ -	£ -	Fiveways School Trust £ 650
Earmarked Reserves	£ 650.00	£ 650.00	TOTAL £ 38,261
BALANCE	£ 234,930.01	£ 227,073.65	Capital Reserves £ 48,241
			General Reserves £ 179,483
			CREMATORIUM RESERVES <u>As at 31/3/19</u>
			Crem reserve & cremator reserve £ 387,805

144/20.2 cont. 2019/2020 Budget Comparison

£ 27,238	ADMINISTRATION	STAFF COSTS	£ 29,400	£ 6,934	£ 13,533	£ 20,151	£ 26,723	£ 2,677	-9%	within budget (est end of year 27,500 + 1820 earmarked gratuity = 29,320)
£ 6,677		ADVICE/LEGAL ADVICE	£ 3,500	£ 2,235	£ 3,347	£ 3,347	£ 3,347	£ 153	-4%	Currently in budget, however Land at Orchard Close still to conclude and Crown legal cost as well as YWPC will require paying. These costs will be paid from the contingency budget
£ 961		OFFICE EXPENSES	£ 950	£ 321	£ 656	£ 828	£ 1,142	-£ 192	20%	within budget
£ 171		MEETING ROOM	£ 300	£ 32	£ 57	£ 145	£ 145	£ 155	-52%	Only cost of open and closing is charged, no additional costs anticipated, budget line should be able to be reduced in future
£ 1,755		INSURANCES	£ 1,900	£ -	£ 1,825	£ 1,825	£ 1,825	£ 75	-4%	Within budget, no new items identified for inclusion
£ 1,133		SUBSCRIPTIONS	£ 2,000	£ 1,191	£ 1,215	£ 1,215	£ 1,802	£ 198	-10%	Within budget SALC affiliation fee, less than anticipated.
£ 389		OFFICE EQUIPMENT	£ 500	£ -	£ -	£ -	£ 14	£ 486	-97%	2008 printer still in working order
£ 55		TRAINING/CONFERENCES	£ 500	£ -	£ 255	£ 630	£ 1,031	-£ 531	106%	SALC have given additional training oppourtunities and new councillors training. 2020/2021 to increase to meet training oppourinties being offered. There will be an overspend to be paid out of continugency budget.
£ 987		AUDIT CHARGES	£ 1,000	£ 263	£ 263	£ 863	£ 863	£ 137	-14%	Within budget, no additional work was required this year
£ -		ELECTIONS	£ 5,500	£ -	£ -	£ -	£ -	£ 5,500	-100%	No contested elections, budget meets estimate given by SSDC for 4 contested wards - funds to be earmarked for future years.
£ -		NEWSLETTER	£ 1,000	£ -	£ -	£ -	£ -	£ 1,000	-100%	Dependant on newsletter being produced
£ 235		WEBSITE DOMAIN	£ 400	£ 290	£ 290	£ 290	£ 485	-£ 85	21%	Within budget no changes to website hosting, bi annual payment of domain name.
£ 10,329		GRANTS	£ 10,000	£ -	£ 640	£ 3,715	£ 3,785	£ 6,215	-62%	Within budget total of £3,715 awarded todate
£ 623		PROJECTS & GRANTS	WYNDHAM PARK (WP)	£ 15,000	£ -	£ -	£ 993	£ 993	£ 14,007	-93%
£ 31	WP COMMUNITY HUB		£ 5,000	£ -	£ -	£ -	£ -	£ 5,000	-100%	Earmarked reserve - adequate funds for 2019/2020 held by MOD - earmarked reserve to be maintained to meet YWPC resolution of support
£ 623	BRISMORE KEY SITE		£ 1,500	£ -	£ -	£ -	£ -	£ 1,500	-100%	No expenditure identified, funds to be carried forward
£ 7,610	PARISH IMPROVEMENTS		£ 7,791	£ -	£ -	£ -	£ -	£ 7,791	-100%	Remaining funds required to meet the outstanding 5 year planned landscaping improvements
£ 17,430	CEMETERY DEFICIT		£ 17,727	£ -	£ -	£ 8,864	£ 8,864	£ 8,863	-50%	Budget met
£ 282	SERVICES	ALLOTMENTS - water/land management	£ 1,399	£ -	£ 125	£ 125	£ 204	£ 1,195	-85%	under budget - no additional works identified at present
£ 706		JOHNSON PARK (Inspections)	£ 800	£ -	£ 55	£ 408	£ 761	£ 39	-5%	within budget, to-date Q1 invoice received
£ -		JOHNSON PARK (Maintenance)	£ 2,000	£ -	£ -	£ -	£ -	£ 2,000	-100%	If no maintenance issues found, funds to be earmarked for future years replacement of equipment
£ 1,789		STREET FURNITURE & MAINTENANCE	£ 2,000	£ -	£ -	£ -	£ -	£ 2,000	-100%	No street furniture requirements or maintenace issues identified
£ 11,825		PARISH RANGER	£ 12,000	£ -	£ 5,535	£ 8,051	£ 10,567	£ 1,433	-12%	Within budget
£ 8,035		WESTLAND LEISURE COMPLEX	£ 8,300	£ -	£ -	£ 8,204	£ 8,204	£ 96	-1%	8,240.00 invoice received Nov 19
£ 416		HIGHWAY SAFETY	£ 1,000	£ -	£ -	£ 516	£ 516	£ 484	-48%	3 pallets of grit recently purchased @ 430.81, budget adequate
£ 6,501		YOUTH SERVICES	£ 6,500	£ 1,635	£ 3,290	£ 4,983	£ 6,672	-£ 172	3%	Provision agreed until Mar 20, within budget
£ -		CONTINGENCIES	£ 10,000	£ -	£ -	£ 2,100	£ 2,100	£ 7,900	-79%	anticipated that overspends on legal costs and training costs will be paid from contingencies
£ 6,820		VAT	£ 5,500	£ 613	£ 2,010	£ 3,008	£ 3,773	£ 1,727	-31%	Within usual limits
£ 112,619		£153,467	£ 13,513	£ 33,096	£ 70,260	£ 83,814	£ 69,653			

Section 2 – Accounting Statements 2019/20 for

YEOVIL WITHOUT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	<i>restated</i> 489,949	551,242	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	80,594	85,171	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	229,380	167,144	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	77,136	79,692	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	171,544	150,370	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	551,242	573,494	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	123,008	146,790	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	281,180	279,852	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

141/20 Cont. Reports to Council - Appendix 1

MONTHLY REPORTS:

April 2020 – June 2020

YEOVIL WITHOUT PARISH COUNCIL

MONTHLY REPORT – APRIL 2020

Activities and decisions since last pc meeting held on 18th March 2020.

LEGISLATION

During this month the following legislation has been issued that directly deals with difficulties faced by parish council complying with their statutory duties:

- **SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020**

This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. **Under the new regulations there is no requirement for a common period for the exercise of public rights.** Smaller authorities are still required to set a period for this purpose, but the only requirement is that **the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.** This SI was issued on 7 April and is effective from 30 April 2020.

- **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”)** come in to force on 4 April.

The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting.

URGENT DECISIONS

- Yeovil Cemetery - Fiveways – email approval to proceed given by YWPC – YTC informed of decision

DELEGATED DECISIONS

- Combe Street Lane bus shelter removal quote – Cost of removal, path made good and installation of post, sign and timetable case.
Cost £1,361.30 + VAT – Approved by Chair & Vice Chair – (20 & 21 Mar 2020)

OTHER DECISIONS

- Statement of Internal Control – Approved by councillors

PLANNING APPLICATION CONSULTATIONS

Application No.	Proposal	Location	Councillor Deadline response
20/00534/FUL	The erection of 6 No. dwellings along with associated, access, parking and landscaping.	Land North of Combe Street Lane	9th April 2020 and response submitted to SSDC
<p>YWPC comments: This planning application is considered a better scheme than 19/01901/FUL and more in keeping of the street scene. However there is concern about Combe Street Lane in general, which has high volumes of traffic, localised flooding that occurs at Combe Street Lane roundabout during heavy rain and that element 7 of the Lyde Road Key Site (roundabout Mudford Road/Stone Lane/Combe Street Lane junctions) remains in doubt/not completed.</p> <p>It is also noted that the road layout of the proposed site lends itself to future development into a rural area.</p>			
20/01028/HOU	Erection of extension to garage to be used as a home office (retrospective) and alterations to single storey rear extension	207 Ilchester Road	28th April 2020
SCC/3708/2020	Two storey extension to school, additional car parking, relocation of existing bin store and new bike store, rearrangement of hard and soft play areas and support infrastructure	Fairmead School	4th May 2020
20/00294/HOU	Construction of utility and garden room to rear of dwelling	163 Mudford Road	4th May 2020
SCC/3710/2020	Single storey extension to school, relocation of bike/bin store, new bike store, additional car parking, reconfiguration of and new hard and soft play areas, landscaping and support infrastructure.	Fiveways School	4th May 2020
20/00710/FUL	Erection of a 45 metre extension to the existing tearoom. Change of use of existing car repair workshop and agricultural machinery workshop to boilerhouse and garden centre storage. Creation of a service access road (retrospective)	Brimsmore Garden Centre	11th May 2020

OTHER MATTERS:

- Parish Council Website - The transfer of YWPC website is in the process of being completed. I have reviewed the preview version and web provider is working through the changes that need to be completed.
- BT phone kiosks – BT have confirmed that the Yeovil Marsh kiosk will remain. However in regards to the adoption of the Greenwood kiosk the assessment prior to adoption has come determined that the kiosk is not suitable for adoption due to structural defects and has been removed.
- Online Banking – Application submitted, however has not yet been finalied by Natwest – chasing
- Land at Orchard Close – clarification on matters raised by the chairman and Clerk have been received. Member will be notified of any further developments in due course.
- Risk Assessment for adoption – the risk for Online Banking needs to be included, however until it is fully set up the risk assessment cannot be completed. The updated assessment will be sent when possible.
- End of year – accounts have been completed as far as possible. Due to the requirement to report YWPC share of the Cemetery and Crematorium within the annual return, final figures cannot be completed until such time these are available for inclusion.
- The Parish Ranger initially stopped completing tasks and the Lufton Depot stood down their maintenance teams. SSDC senior management took the decision to start back the teams on 20th April and that the parish ranger would be able to complete essential tasks like grass cutting, litter picking, cleansing. Darren works in isolation and social distancing is being observed at all times and Darren has returned to completing essential YWPC duties.
- Emails circulated between 19th March 2020 - 27th April 2020.

	Subject	Date sent
a.	SCC – Covid 19 briefing sheet	19.03.2020
b.	YWPC draft minutes 18 th March PC meeting	19.03.2020
c.	VE Date postponed	23.03.2020
d.	Planning Application 20/00534/FUL - Land North of Combe Street Lane - councillor response deadline 9/4/2020	24.03.2020
e.	Update on agenda items	02.04.2020
f.	Approval of Statement for internal control	02.04,2020
g.	SALC/NALC Remote Local Council Meetings	03.04.2020

h.	Power to hold remote meetings	03.04.2020
i.	Planning Application 20/00534/FUL - Response reminder	07.04.2020
j	Remote Meetings Guidance & Zoom Meeting Invite	09.04.2020
k.	SWP SORTED! April Coronavirus special	14.04.2020
l.	Planning Application 20/01028/HOU - 207 Ilchester Road – councillor response deadline 28 th April 2020	15.04.2020
m.	Planning application SCC/3708/2020 Fairmead School – councillor response deadline 4 th May 2020	21.04.2020
n.	Planning Application - 20/00294/HOU - I63 Mudford Road councillor response deadline 4 th May 2020	21.04.2020
o.	Planning Application - SCC/3710/2020 – Fiveways School – councillor response deadline 4 th May 2020	21.04.2020
p.	Cemetery- Fiveways report and decision request	22.04.2020
q.	20/00710/FUL-- councillor response deadline 11 th May 2020	27.04.2020

MONTHLY REPORT – MAY 2020

Activities and decisions since April's 2020 report.

URGENT DECISIONS - None

DELEGATED DECISIONS (other than planning) - None

OTHER DECISIONS

- Working at home allowance increased from £18 to £26 – Approved by councillors effective from 6th April 2020. – Approved by councillors

<https://www.gov.uk/tax-relief-for-employees/working-at-home>

PLANNING APPLICATION CONSULTATIONS

a. YWPC PLANNING APPLICATIONS RESPONSES

Application No.	Proposal	Location
20/01028/HOU	Erection of extension to garage to be used as a home office (retrospective) and alterations to single storey rear extension	207 Ilchester Road
YWPC Comments: Noted, however drainage concerns have been raised by a neighbour. Due to the close proximity of the boundary between the neighbours property and the applicants they have been experiencing problems with water runoff from the existing buildings.		

SCC/3708/2020	Two storey extension to school, additional car parking, relocation of existing bin store and new bike store, rearrangement of hard and soft play areas and support infrastructure	Fairmead School
<p>YWPC Comments: Recommend refusal – The school site is at a point of outgrowing the amount of land that it needs to have adequate facilities to function as a school without impacting the quality of care and the surrounding community. It is felt that the additional parking is not adequate and the solution of using recreational land is counterproductive for the health and well-being of the children. There is concern that neighbouring properties will be over looked and their privacy impacted. There is also a known drainage problem in the area and question if the existing drainage system will accommodate an increase in use.</p>		
Application No.	Proposal	Location
20/00294/HOU	Construction of utility and garden room to rear of dwelling	163 Mudford Road
YWPC COMMENTS: Recommend approval		
SCC/3710/2020	Single storey extension to school, relocation of bike/bin store, new bike store, additional car parking, reconfiguration of and new hard and soft play areas, landscaping and support infrastructure.	Fiveways School
YWPC Comments: Noted.		
20/00710/FUL	Erection of a 45 metre extension to the existing tearoom. Change of use of existing car repair workshop and agricultural machinery workshop to boilerhouse and garden centre storage. Creation of a service access road (retrospective)	Brimsmore Garden Centre
YWPC COMMENTS: Recommend approval		
20/00680/FUL	Demolition of existing buildings and erection of agricultural building (amended)	Land OS 7700 Ilchester Road Chilthorne Domer Yeovil
<p>YWPC Comments: In principle there is no objection to the demolition of the existing buildings and the erection of agricultural building. However there are some concerns over the size of the building, existing access, car parking and flooding.</p> <p>Height Whilst the amended plans have reduced the overall height of the building, it is not clear what the full height of the stables will be. The original plans shows the central door section height lower than the apex ridge, the amended plans have the central door height higher than the side heights and this measurement is not shown. The amended plans only show a north west side height of 4200 mm part way along the building, this is not the full building height. The front view shows that the central section is higher than the side section height. The existing buildings are not visible from the neighbouring farm, however there is concerns that the proposed stables will be visible. The amended plans have not reduced the building height (excluding roof), this was previously 4200 and the new style roof suggests that the building (excluding roof) will be above this measurement.</p> <p>Access It is noted that there is no change to the access use, however there is concern over the visibility splays. The existing site accesses on to a winding fast road, the visibility is obscured by the height of the existing hedgerow. Please can the maintenance of the visibility splay be incorporated if permission is</p>		

given.

Flooding

The area around the site access (road and lay-by) is prone to flooding, especially after prolonged rainfall. The pc requests consideration of conditioning the implementation of attenuation measures to alleviate water runoff from the field

Car Parking

The existing access is situated next to a lay-by and there is concern that the lay-by is often used e used for visitor parking. The inclusion of a condition that all visitors to the site must park within the site would be beneficial.

Application No.	Proposal	Location
20/01157/HOU	Erection of a single storey lean-to extension to the front to form new porch and erection of a single storey lean-to extension to the rear to form kitchen/diner with internal alterations	36 Bucklers Mead Road Yeovil BA21 5RB
YWPC COMMENTS: Support application		
20/01243/FUL -	Proposed extension to create new cellar and covered veranda together with internal alterations	Johnson Park, Yeovil Sports And Services Club Coronation Avenue Yeovil BA21 3DX
YWPC COMMENTS: Support application		

b. PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION:

Application No.	Proposal	Location	Councillor response deadline
i 20/01398/FUL	Change of use of land from paddock to residential and the erection of two single storey dwellings with associated access & formation of new vehicular access to serve the existing dwelling	4 Combe Street Lane Yeovil BA21 3PB	19 th June 2020
Responses received so far - Recommendation: objection (highway safety)			
ii 20/01467/FUL	The erection of extension to farm shop and cafe, to be used as an office and staff welfare facilities in connection with the existing business, along with the formation of staff car park.	Longcroft Farm Stone Lane Yeovil BA21 4NU (Mudford Parish)	19 th June 2020
Responses received so far - Recommendation Support			

OTHER MATTERS:

- **Parish Council Website** – Zoom training has been completed with the provider and aiming to go live with the new website mid-June. Thank you for all the feedback that has been received, comments made by councillors have been implemented. It is intended to put an interactive google map on the website, inclusive of ward boundaries.
- **Online Banking** - NatWest managed not to process our application in the first instance, following constant chasing Bankline is now set up. The relevant signatory councillors should now have received their Bankline card reader, card and pin. Invoices for payment will be circulated separately to this report. Draft internet banking process circulated 14th May 2020.
- **Internal Audit** – all the relevant documents have been delivered to the internal auditor, who is in the process of conducting YWPC internal audit. Report will be circulated to councillors when received.
- **VE event** – contribution enquiry from YTC to see if YWPC wish to support a possibly future event or as the anniversary has passed would prefer not to should a future date be confirmed.
- **SID** - The parish ranger is currently deploying and charging the SID however, all data will be downloaded when circumstances are appropriate to deliver the SID to the clerk.
- **Land at Orchard Close** – Clarification of Ashford costs to date
- **Combe Street Lane Bus Shelter** – removal work will commence w/c 8th June 2020.
 - Circulated items between 28th April 2020 – 31st May that have not been previously mentioned.

	Subject	Date sent
a.	Somerset and Wessex Eating Disorders Association - report	29/04/2020
b.	SSDC Planning Function	29/04/2020
c.	Parish Boundary Changes – SSDC response	30/04/2020
d.	SSDC link to coronavirus support	01/05/2020
e.	SCC - Somerset Coronavirus Workstream Update	01/05/2020
f.	Radio Ninesprings marks 75 th anniversary of VE Day	04/05/2020
g.	SWP Briefing May 2020 - 11 recycling sites reopen, garden waste restarts	07/05/2020
h.	Coppits Hill and right of ways	11/05/2020
i.	SCC - Somerset Coronavirus Workstream Update	11/05/2020
j.	Coppits Hill comments from residents	11/05/2020
k.	SCC coronavirus update	13/05/2020
l.	CC Jane Lock report	20/05/2020
m.	SWP Briefing	22/05/2020
n.	Emergency Road Closure: Sherborne Road, Yeovil	22/05/2020

o.	Link to YWPC proposed new website	22/05/2020
p.	SWP sorted	26/05/2020
q.	SCC coronavirus update	26/05/2020
r.	South Somerset District Council's Parish and Town update - May 28	28/05/2020

MONTHLY REPORT – June 2020

Activities and decisions since May's 2020 report and not due to be discussed at the virtual parish council meeting to be held on 15th July 2020

DECLARATIONS OF INTEREST (18/3/20 – 31/6/19)

Members declaration of interests as stated in their Register of Interests or otherwise stated electronically to the Clerk.

Reference	Councillor/s	Type
Planning Applications	Graham Oakes, Rob Stickland, Mike Lock and Pauline Lock	SSDC –statement below
20/00680/FUL - Land OS 7700 Ilchester Road Chilthorne Domer Yeovil	Rob Stickland	Personal
20/01398/FUL - 4 Combe Street Lane Yeovil BA21 3PB	John Snell	Personal
20/01467/FUL - Longcroft Farm Stone Lane Yeovil BA21 4NU (Mudford Parish)	John Snell	DPI

*SSDC - Since 18th March and up until 30th June 2020 planning applications have been considered under SO 15b xv. Whilst YWPC District Councillors might comment on planning applications that YWPC has received during the above period, for the interest of clarity please note that no comments relating to the planning applications for consideration have been received from District Councillors at parish consultation level.

PLANNING APPLICATION CONSULATIONS

	Application No.	Proposal	Location
i	20/01398/FUL	Change of use of land from paddock to residential and the erection of two single storey dwellings with associated access & formation of new vehicular access to serve the existing dwelling	4 Combe Street Lane Yeovil BA21 3PB
YWPC Comments: Support the application subject to the following: That the entrance gates should be located at least 15m from the rear of the footpath, to allow vehicles to park off road when gates are used. That there is defined space for recycling and refuge bins, that at all times does not intrude on the ability for cars to pass or park off road. Concern that the loss of the orchard which attracts a large variety of wildlife would be detrimental to the natural environment.			
ii	20/01467/FUL	The erection of extension to farm shop and cafe, to be used as an office and staff welfare facilities in connection with the existing business, along with the formation of staff car park.	Longcroft Farm Stone Lane Yeovil BA21 4NU (Mudford Parish)
YWPC Comments: YWPC support the application.			

- Circulated items between 1st – June 2020 30th June 2020 not included in the report, or an agenda item for the July meeting.

	Subject	Date sent
a.	Local Government Re-organisation report	16/06/2020
b.	SSDC Planning Function	19/6/2020
c.	Weekly workstream updates – Covid 19 – SSDC and SCC	Weekly
d.	Waste Partnership Update	29/6/20

143/20 Cont. Yeovil Without documents

Appendix 2

1. Standing Order – Remote attendance at meetings
2. YWPC Virtual Meeting Protocol
3. YWPC Online Banking Procedure

1. Remote attendance at meetings

- a A “place” where a meeting is held, or to be held, may include reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- b For the purposes of any such meetings, a Councillor (a “member in remote attendance”) attends the meeting at any time if all of the conditions in (c) are satisfied.
- c Those conditions are that the member in remote attendance is able at that time:
 - a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- d Any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.

- e An amended version of the usual meeting Notice will accompany the meeting Agenda and will be displayed on the Parish Council website. The meeting Notice will publicise any necessary remote meeting access details for use by the press and public.
- f All non-confidential meeting papers will be accessible via the Parish Council website.
- g Guidance on how to use any software necessary for remote attendance at any such meetings will be available on the Parish Council website.
- h All attendees at the meeting, other than the Chairman, are asked to keep their microphone turned off unless they are speaking, when it should be turned on.
- i A person requesting to speak may raise a hand either physically via video link, or via any specific functionality provided by the conference software in use. The Chairman will outline the procedure at the beginning of any such meetings.
- j For the purposes of voting, “a show of hands” may include the methods defined by (g). If a show of hands is not be clear enough, at the request of any Councillor or the Clerk, the Chairman will call the name of each attending councillor in turn and request them to state whether they support a proposal, oppose a proposal or abstain.
- k If a member in remote attendance is required to leave the meeting, owing to a disclosable pecuniary interest, or another interest as set out in the council’s code of conduct, in a matter being considered at a meeting, that member is placed in the waiting room, to allow discussion to continue without them. The member will be invited back to the meeting by the appropriate method, dependant on how they have left the meeting.
- l If the Council resolves to exclude the public from part or all of a meeting, the Chairman will make a statement to explain reasons for the public’s exclusion. On conclusion of the public business, the Chairman will thank the public for their attendance and members of the press and public will leave the meeting.

2. VIRTUAL MEETING PROTOCOL

1. Introduction

1.1 On 4th April 2020 the government introduced The Local Authorities(Coronavirus) (Flexibility of Local Authority meetings) (England) Regulations 2020 to allow local councils to meet remotely. This protocol sets out how Yeovil Without will operate virtual meetings.

1.2 Yeovil Without Parish Council is operating on the Zoom platform.

1.3 The Parish Clerk has paid for a subscription and informed all councillors of how to access the platform. Councillors have been asked to contact the Parish

Clerk if they have any technical issues in relation to access.

2.0 Planning and Preparation

2.1 The meeting will be advertised in the normal manner (other than on the public noticeboard) and an agenda will be issued within the normal time frames.

2.2 Minutes will be taken from the meetings and displayed on the website in the normal manner. Minutes will be circulated after the meeting and signed when the council finally meets face to face.

2.3 Apologies need to be given in the normal manner.

2.4 The public are invited to observe the meeting. If they have a question to raise they have been asked to submit it in advance of the meeting.

2.5 The normal required standards of behaviour and discussion must be applied in the same manner of a face to face meeting. Please also be patient with those who are less experienced in this platform. Please also respect confidentiality and do not breach the code of conduct, and do not make enquiries about private matter, health, home etc.

2.6 If a councillor is deemed to have an interest in a matter and would normally leave a physical meeting, then they will be moved to wait in in the waiting room and readmitted on conclusion of the agenda item.

2.7 There might be technical issues during the meeting and the Parish Clerk might have to ask for clarification, for dialogue to be repeated in order to make sure that everyone has the opportunity to be heard.

3.0 Process to host meetings for Councillors

3.1 The Parish Clerk will host the meeting and set up the meeting perimeters. An email invitation will be sent to councillors from the Parish Clerk. They need to click on the link and enter the meeting ID number.

3.2 Before entering the meeting please ensure that you are in a private place where there is little background interference/noise/people. It is difficult to hear on occasions and some might wish to use a headset with a microphone.

VIRTUAL MEETING PROTOCOL

3.3 On entering the meeting, you will be placed in a waiting room. The Parish Clerk allows access and you will join with their microphone muted. When the Parish Clerk has seen you and can verify you, you will be unmuted.

3.4 Councillors names if not already displayed in the format of Cllr, followed by first name and surname eg. Cllr Jo Bloggs, then the clerk will rename attendees as appropriate.

3.4 A check will be done to establish that you can be heard, but then all councillors other than the Chairman and the Clerk will be muted. If the Chairman

invites someone to speak they can be unmuted. Please do not interrupt others. If you wish to speak during the meeting, please raise your hand.

3.5 If it is identified that an attendee can only hear and not see members, then please state your name before you speak for the benefit of those who might not be able to see you.

3.6 The meeting will still be chaired in the normal manner, agenda will be sent via email. Any member requiring a printed agenda, please contact the clerk in adequate time at least 1 day before the meeting date. The clerk will either post or delivered a hard copy of the agenda to your place of residence.

3.7 If there is to be a vote, please raise your hand until asked to put your hand down.

3.8 If you struggle with hearing during the meeting or having any difficulties please use the chat box to type a message which will be seen by the Parish Clerk. If it is a technical issue and zoom is not allowing you to inform anyone of the problem then please contact the Clerk via the telephone 01935 479975. A co-host will be appointed who may also offer assistance to anyone having difficulties, contact details of the co-host will be sent with the meeting link.

4.0 Public Participation

4.1 When the agenda is produced it will invite the public to contact the Parish Clerk by email if they wish to be invited to the meeting. They will be sent an agenda and on the day of the meeting will be sent a link to the meeting, with the meeting ID number.

4.2 They will be asked to check this link works in advance of the meeting. On arrival at the meeting they will be held in a waiting room and let in against a list of names held by the Parish Clerk. This is to avoid the entry of unknowns, as experienced in recent weeks at other public meeting where meetings have been disrupted with inappropriate displays of behaviour.

4.3 If the public wish to ask any specific questions they will need to have informed the Parish Clerk of this 9 hours before the start of the meeting, by phone or email (by 10am of the day of the meeting).

4.4 Member of the public/guest presents will only connect via video when speaking.

3. Internet Banking Policy

Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment. The removal of this particular legal requirement will enable Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system.

The Parish Council approved the use of internet banking (Bankline) with NatWest Bank at its meeting on the 18th March 2020.

Account details

The Parish Council has two accounts with NatWest Bank:

- A business current account for day to day banking use – funds automatically transfer between the current account and business reserve account, a balance of £500 is maintained.
- A business reserve account – instant access deposit account that manages surplus cash

NatWest signatories:

Cllr Pauline Lock (with bankline payment authorisation)
Cllr Graham Oakes (with bankline payment authorisation)
Cllr Rob Stickland (with bankline payment authorisation)
Cllr Colin Rose (with bankline payment authorisation)
Cllr Royston Spinner (with bankline payment authorization)
Cllr Alf Hill
Cllr Roger Brown
The Clerk (with bankline administration authorisation)

Other bank accounts:

The parish council has one other deposit account held with the Nationwide. This is a 95 day notice account and set up in line with YWPC Risk Assessment – loss of funds FSCS protection of funds.

Nationwide signatories

Cllr Pauline Lock
Cllr Graham Oakes
Cllr Alf Hill
Cllr Iris Coton

INTERNET BANKING POLICY

Authorisation:

Cheques must be signed by two signatories. If internet banking is used two authorised councillors will be required to log on to the account remotely to authorise transactions as all online payments must be authorised by two signatories.

Internet Banking Procedure

The following sentences (a – f) set out the principles and procedures of operation of the online account with particular attention to the raising of payment requests and their authorisation. The actual process of operating the online account will be the subject to the rules and security authorisation process of the bank:

- a. The council's Financial Regulations will be adhered to for internet banking
- b. All orders for payment will be verified for accuracy by the Parish Clerk
- c. The RFO will email copies of the invoices requiring payment to all councillors for approval.
- d. Following receipt of a quorate (5) number of email responses of approval, the RFO will input the payments into Bankline for standard payment. Two councillors signatories will be required to authorise the payment and nominated by the clerk outside of meetings, or agreed by council at the relevant parish council meeting.
- e. A scrutiny member will be allocated the additional function of auditor to allow random checks to be made.
- f. The RFO will print out and circulate to councillors the status and roles of all users on a monthly basis as shown below, to ensure no unauthorised users are added.

Forename	Surname	* Status and roles	Date created
Barbara	Appleby	A Account Operator Administrator Payment Releaser	29/04/2020
Colin	Rose	I Auditor	11/05/2020
Graham	Oakes	I Auth all Pymts	11/05/2020
Pauline	Lock	A Auth all Pymts	11/05/2020
Rob	Stickland	A Auth all Pymts	11/05/2020
Royston	Spinner	A Auth all Pymts	11/05/2020

143/20.4 Cont. - APPENDIX 3

YEOVIL WITHOUT PARISH COUNCIL RISK ASSESSEMENT - 2020

Adopted: 15th July 2020

Risk Matrix - The key risks for the Council are assessed for impact and likelihood so that risks are indemnified as low, medium or high. Controls are then identified to mitigate the risk. Risk scoring shown below:

Impact		Likelihood	
Major	4	Very Likely	4
Serious	3	Likely	3
Significant	2	Unlikely	2
Minor	1	Remote	1

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	6
	1	1	2	3	4
		1	2	3	4
	Impact				

	High (H)
	Medium (M)
	Low (L)

The management of risk is an important part of the Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the council hold. Risk assessment happens all the time, but once a year, the council brings the information together and collates it in a single document.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, as practically possible.

This document has been produced to enable Yeovil Without Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Financial Controls and records	Precept	Adequacy of precept	2	2	4	L	Preparation of detailed budget. Quarterly budget reports to council	Clerk	✓	N o n e	✓	
		Loss of funds - FSCS Protection - Money held in bank up to £85,000 protected by FSCS	3	2	6	M	Alternative provider (Nationwide) approved by council to deposit excess funds Mar 17 (min 318/17). At Mar 20 £61,282.41 deposited in Nationwide 95-day notice account. Nationwide separate entity to NatWest Plc – FSCS protection applies to both accounts	Clerk/Council	✓	N o n e	✓	Review Nat West Reserve account balance after receipt of precept to see if additional funds need to be transferred to Nationwide account, taking into account any large transactions that are likely to come to fruition in the next 3 months.
		Unauthorised expenditure	3	1	3	L	Expenditure presented to council meeting for approval. Cheques/online banking signed in accordance with Financial Regulations. - Cheques/online banking authorisation requires two members signatures/authorisation. Physical check by scrutiny member - payments and invoices are checked and initialled prior to the cheques being presented to council for signature. Monthly bank reconciliations are completed and checked by the scrutiny member, physical check. Online banking payment - invoices scanned and set to all councillors for checking and approval Quarterly bank reconciliations are presented to full council for signature by the Chairman.	Clerk/Council	✓	N o n e	✓	Physical process works well. Online process recently introduced Jun 2020, works well all councillors can view and approve payments of invoices either via email or by full council meeting (physical and virtual)
		Loss of funds through theft or dishonesty	2	2	4	L	Fidelity Guarantee cover level is currently £200,000.00. Insurance review checks level of cover.	Clerk/ Council	✓	N o n e	✓	

Financial Controls and records	Proper financial records not kept	3	2	6	M	Excel spreadsheet (cashbook) completed monthly; bank statements checked monthly and signed by scrutiny member or sent to full council for approval if physical check cannot be completed. Quarterly bank reconciliations are completed and presented to the council for signature. Adherence to Financial Regulations guidance and requirements.	Clerk	✓	N o n e	✓	All records appear to be kept in good order and proper checks in place.
	Council business not properly recorded	1	1	2	L	Resolutions recorded within the minutes. Expenditure approved by council in accordance with YWPC Financial Regulations. Councillors have the opportunity to comment on draft minutes prior to the presentation of formal adoption. Minutes signed, numbered and retained.	Clerk/Council	✓	N o n e	✓	All records appear to be kept in good order and as stated.
	Members unaware of level of funds held	2	1	2	L	Financial report discussed/reviewed and approved at each meeting, financial information attached at the end of the pc minutes monthly.	Clerk/Council	✓	N o n e	✓	Monthly payments clearly shown in minutes and shows balances of all accounts.
Reserves – General	Adequacy	2	1	2	L	Consider at Budget setting	Clerk/Council	✓	N o n e	✓	Budget report sent out in November with draft budget detailing explanation for expenditure and general reserves, appears adequate
Reserves - Earmarked	Adequacy	2	1	2	L	Consider at Budget setting and final accounts	Clerk/Council	✓	N o n e	✓	Detailed on the monthly financial sheet, clear visible awareness of earmarked reserves.
	Inland Revenue requirements not met (PAYE and VAT Claim)	2	1	2	L	Trained Clerk - HMRC basic pay tools calculates PAYE and paid monthly and approved by council. VAT calculated and claimed annually by RFO. Internal auditor provides assurance.	Clerk/Council	✓	Y E S	✓	Basic Pay Tools and online VAT claim continues to work adequately

STAFF	Payments paid incorrectly	2	1	4	L	All payments are checked and signed monthly by the scrutiny member – full council electronically, if physical check can't take place. HM Revenue & Customs Employer software used for PAYE & NI. Monthly returns to Inland Revenue. Auto up-dates enabled. Provision for pension/gratuity is considered when setting precept.	Clerk/Council	✓	None	✓ Human error is always possible, scrutiny checks against invoice and HMRC payment details are adequate
ASSETS	Assets not fully protected against physical damage, fire and theft	2	2	4	L	Asset Register updated annually - Annual review of insurance policy and value of assets compared prior to the renewal of insurance, changes, additions and disposals updated on an adhoc basis. Currently insured with Ecclesiastical on a 3-year term contract due to expire 30/09/20. Playground equipment is checked independently by South Somerset District Council on a weekly basis; playground inspection reports retained for 21 years.	Clerk/Council	✓	None	✓ Process as stated continues to work adequately
Election Costs	Risk of election costs and by-elections	1	3	3	L	Election cost considered annually. Annual budget allocation to culminate over 4 years coinciding with ordinary elections (i.e. 2023, 2027). Total 4 year allocation to meet all 4 wards being contested. Current estimate £5,500	Clerk/Council	✓	YES	✓ Budget set accordingly to the estimate given by SSDC electoral officer for an election to be held for all 4 wards.
Business Continuity	Absence of Clerk from the officer for a period exceeding two weeks, other than arranged holiday.	2	2	4	L	Arrangements to be made for mail and email to be forwarded to either the Chairman or Vice Chairman. If required, the councils laptop would be passed to the Chairman/Vice Chairman until a temporary or permanent replacement can be found. It may be possible that	Clerk/Council	✓	None	✓ Brympton and YTC confirmed that they can be contacted in an emergency.

						Brympton's Clerk or Yeovil Town Clerk/deputy Clerk could assist short term in an emergency. The Computer passwords are known to the Chairman and Vice Chairman.				
Council Records and archives	Loss through theft/damage fire/ corruption	2	2	4	L	Minutes and financial information deposited at Somerset Record Office (as listed Appendix b). All other records held by the clerk in line with document retention policy. Minutes and financial records saved on computer, separate hard disk.. YWPC virus protection and all files back up monthly on external hard drive and Whilst hard copies are held, all documents are held electronically and backed up.	Clerk	✓	N o n e	✓ Back up of document on a regular basis. The majority of correspondence is electronic, important documents scanned and saved to computer and back up hard drive.
Legal Powers	Ensuring activities are within legal powers	3	1	3	L	Clerk to clarify legal position of any new proposal and seek legal advice where necessary	Clerk	✓	N o n e	✓ YWPC members of SALC, the Clerk is a member of SLCC both organisations have good advice documents and officers that can give additional advice to the Clerk and the council.
Minutes	Proper and timely reporting via minutes	1	1	1	L	Council meets once a month apart from August. Minutes are distributed in a timely fashion and approved and signed at the following meeting. Minutes are made available to the press and public and published on noticeboards and website.	Clerk	✓	N o n e	✓ No changes have been made and appears to be adequate.
Public Liability	Risk to third party, property or individuals	2	2	4	L	Insurance is in place, play areas checked weekly. Risk assessment would be undertaken for any individual event or as required for matters that are the councils sole responsibility.	Clerk	✓	N o n e	✓ Insurance appears adequate and bespoke to parish councils

Employer liability	Non-compliance with employment law	2	2	4	L	The council is to ensure that the Clerk has received adequate training. Seek advice from appropriate bodies. The Clerk member of SLCC advisory group. Staffing Committee nominated annually.	Clerk/Council	✓	N o n e	✓	No change
	References not obtained (insurance requirement)	2	2	4	L	Currently in place for existing Clerk - part of interview process for a new clerk	Clerk/ Council	✓	N o n e	✓	No change
Data Protection	Uncontrolled data	2	1	2	L	The council has a Data Protection Policy. The Clerk is registered with the ICO as a Data Controller and delegated responsibility for compliance with the Data Protection legislation.	Clerk/Council	✓	N o n e	✓	No change
Staff/ Councillors	Health & Safety	2	2	4	L	Council to provide adequate direction. Safety assessments should be completed, and safety equipment provided if required.	Clerk/Council	✓	N o n e	✓	No change
Interests	Councillors involved in decision who have an interest	2	2	4	L	Councillors have a duty to declare any interest at the start of the meeting. Disclosure of interests is an agenda item at the start of every meeting and declarations recorded in the minutes	Clerk/Council	✓	N o n e	✓	No change
	Register of Interests and gifts and hospitality in place	2	2	4	L	Register of interest completed within 28 days of taking office and amended throughout the year as necessary. Gifts and hospitality are recorded on register of interest	Clerk/Council	✓	N o n e	✓	No change

						form. SSDC sent ROI forms electronically, Clerk holds original copies. democracy@southsomerset.gov.uk					
Yeovil Cemetery	Assets not fully insured/protected	1	1	1	L	Minor shareholder 10% - all insurance provision is covered by the Yeovil Town Council majority shareholder.	YTC & YWPC	✓	N o n e	✓	No change
	Excessive change to the Cemetery Deficit	2	2	4	L	YWPC - 2 members appointed to the Yeovil Crematorium and Cemetery Committee – draft budget meeting October - YWPC approve budget set by the committee. All budget requirements considered annually by YWPC, confirmation of deficit figure is received in January. YWPC receive agenda and minutes from Yeovil Crematorium and Cemetery Committee quarterly meetings.	YTC & YWPC	✓	N o n e	✓	Increase in number of electors in YWPC, when budget setting to consider that the Cemetery Deficit is likely to continue to increase due to the development of the key site within the parish and to consider additional funding that will be required. NB that the number of electors presented in October will differ to the final figure.
Yeovil Crematorium	Assets not fully insured/protected	1	1	1	L	Minor shareholder 11% - all insurance provision is covered by SSDC majority shareholder.		✓	N o n e	✓	No change
	Capital improvement works/ improvements required	2	2	4	L	YWPC has a responsibility to pay 11% share of any capital works or improvements made to the Crematorium. YWPC receive agenda and minutes from Yeovil Crematorium and Cemetery Committee quarterly meetings and a member & the Clerk on the Crematorium Refurbishment board. YWPC to ensure adequate funds are available to meet responsibility. Withdrawal from these funds for other projects can only be made if there are surplus funds available	SSDC & YWPC	✓	N o n e	✓	No change Currently there is no surplus funds due to funds being required for the Crematorium refurbishment project

						and approved by full council.				
NEW RISKS	Failure to identify new risks	3	2	6	M	Annual review to consider if there are any new risks	YWPC			Members area asked annually to consider if there are any new risks annual. New risks are added when identified.