

MINUTES OF THE MEETING OF ASHURST AND COLBURY PARISH COUNCIL.
Held Online via Zoom on 16th June 2020 at 7.30pm.



Present; Cllr Caroline Hubbard (Chair), Cllr Clive White (Vice Chair) Cllr Jacqui Bonnin, Cllr Sue Robinson, Cllr Mike Thomas, Cllr Adrian Eyre.
NFDC: Cllr Derek Tipp, Cllr Joe Reilly
Clerk; Helen Klaassen
Members of the Public; 2.

19/102 Apologies for Absence.
None.

19/103 Disclosure of Interest in an Agenda Item.
None.

19/104 Public Participation
Could the agenda be shared on screen?
The Clerk was able to share the agenda on screen but noted she would learn how to share the document on Zoom's 'chat' function for next time.

19/105 Approval of the Minutes of the Previous Full Council Meeting as a Correct Record of Proceedings, and Matters Arising / Action Updates From those Minutes.

The Chair noted from the last meeting:

That a socially distanced meeting took place in March where delegation of duties to the Clerk took place and a Pandemic Management Team was convened. The Team started the Covid Response Group to respond to the needs of villagers during the crisis. There were 54 volunteers, who had undertaken shopping and collecting prescriptions etc. and the Facebook group had 237 members. It had been very successful and a positive thing for both the village and parish council. Jan from the Church and Judith from the Outreach Group had been ringing people for chats.

A system had been set up for paying cheques which had been successful.

19/106 Reports. To receive reports and relevant information from;

1. County and District Councillors

Cllr Tipp reported:

That the district had been busy delivering groceries to the vulnerable, through centres set up at Appletree Court and in the local leisure centre.

Physical meetings had stopped and the Council had held meetings via Skype. All meetings would be on this platform shortly.

Due to the crisis the Council was losing in the region of £1million a month, grants were being given from government, but didn't entirely cover it.

The Leisure Centres move to new management has been put on hold.

Q: Was there a waste recycling update?

A: Waste recycling site were open, 30 minutes slots could be booked, single person attending only, now open to 6pm to accommodate.

Cllr Reilly reported:

That he had been at a Waste Strategy Meeting, there wasn't much to report and it had been delayed until 2022.

2. Committee Chairs

Cllr Hubbard: Th Planning committee had met that after noon via zoom. Fawley development was on the agenda as was 213/219 Lyndhurst Road.

Cllr Austin: Had spoken to Jim at Jumbo house who was happy to have a power socket on his building and power the outdoor Christmas lights. Cllr Austin had been looking at strings online, most of which were priced per metre, but noted a H&T meeting was needed to progress matters.

Cllr Hubbard reported that Equipment in the recreation ground has been closed and the signage and tape erected to discourage use after being torn down once they had remained in place since.

3. Parish Councillors

None.

4. Police / Neighbourhood Watch.

None. Although it was noted that someone had given a fake parking ticket to someone who had parked in Lakewood Rd and that some people camping in the field opposite the recreation ground had been reported for a breach of Covid regulations.

19/093 Audit 2019/20. To receive and approve the Annual Governance and Accountability Return 2018/19.

It was **Agreed** to move item 3 up to be considered and approved first.

3. Review and approve internal auditor's report. Appendix 2

It was noted that the VAT reclaim request had been paid. It was **AGREED** to accept and approve the auditors report.

1. Review and Approve Section 1, Annual Governance Statement (appendix 1).

Section 1 of the AGAR was reviewed; the statements were all ticked 'yes' and the section **AGREED**. It was signed by the Chair and would be signed by the Clerk when it was passed back to her.

2. Review and Approve Section 2, Accounting Statements – Chair to sign.

Section 2 of the AGAR was reviewed; it was noted the Clerk had already signed it to certify the accounting statements.

The Accounting Statements were discussed and **AGREED**.

4. Receive and approve Q4 and full year bank reconciliations (appendix 3).

Both documents were received and **APPROVED**.

The Clerk informed members that the Council had been selected as part of the 5% review and she would be required to provide additional information.

19/098 Items for Discussion at the Next Meeting.

None.

Meeting concluded at 8.35pm.

Signed: _____

Date: _____

Appendix 3

Prepared by (Name and Role):

Helen Klaassen, Clerk and RFO

Date:

11.06.2020

		£	£
Balance per bank statements as at 31/3/20:			
Nat West Bank Current Account	86878948	32084.51	
Nat West Bank Deposit Account	75550628	<u>32376.52</u>	
			64461.03
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/20 (enter these as negative numbers)			
cheque	2467	-7.35	
	2471	-156	
	2473	-156	
	2475	-243.9	
[add more lines if necessary]	2477	-90	
	2478	<u>-401.25</u>	
			-1054.5
Add: any un-banked cash as at 31/3/20		-	
			<hr/>
			-
Net balances as at 31/3/20 (Box 8)			63406.53

Appendix 3

ASHURST AND COLBURY PARISH COUNCIL

Bank Reconciliation

Month ending 31st March 2020

Prepared by; Helen Klaassen, Clerk and RFO – 12th May 2020.



Balance per bank statements as at 31.03.2020:	£	£
Current Account	32,084.51	
Reserve Account	32,376.52	
	<u>£64,461.03</u>	
Less: any un-presented cheques	1054.5	
Net balances as at 31.03.2020	£63,406.53	
<hr/>		
Add: any un-banked cash at 31.03.2020	£110.00	
Total Closing balance as at 31.03.2020	<u>£63,516.53</u>	

The net balances reconcile to the Cash Book (receipts and payments account) for the quarter, as follows:

CASH BOOK:

Opening Balance 1st January 2020	£70,817.48
Add: Receipts from 1/01/2020 - 31/03/2020	£696.15
Less: Payments from 1/01/2020 - 31/03/2020	-£8,107.10
Closing balance per cash book [receipts and payments book] as at 21st March 2020 (must equal net balances above)	<u>£63,406.53</u>