

Iwerne Courtney & Stepleton Parish Council Meeting Minutes

Date: 18 March 2020 **Venue:** Shroton Village Hall – flagged paved area at the rear of the village hall

Present: Cllr Hewitt, Cllr Gredley and Cllr Sullivan

In attendance: County Councillor Somper

Agenda item	Discussion points	Action
1. Apologies	Cllr Morris, Cllr Gibson Fleming and Cllr Barrett.	
2. Minutes of Previous Meeting	The Minutes of the meeting held on 19 February 2020 having been previously circulated, were agreed; the presiding Chairman duly signed the minutes. Proposed by Cllr Gredley and seconded by Cllr Sullivan.	
3. Declaration of Interests	None declared.	
4. Matters Arising	<p>a. Council adopted DAPTC/NALC Option No 1 Scheme of Delegation for the action and completion of council business during COVID-19. Clerk instructed to produce this document, provide for Parish website, Parish noticeboard and disseminate to council and County Cllr Somper. A Scheme of Delegation is required for the council to complete necessary legal, democratic and financial business and to enable the council to fulfil its responsibilities Parishioners. Standing Orders (July 2015) to be revised following the council decision to adopt a Scheme of Delegation March 2020.</p> <p>b. Clerk to follow-up her enquiries for enabling/holding of remote council meetings and obtain direction on the requirement for an Annual Parish Meeting. Standing Orders (July 2015) to be revised to include provision for remote meetings in due course.</p> <p>c. Cllr Hewitt asked the council and Cllr Somper for support in organising a mobile food shop to support residents of the village at this unprecedented time. Cllr Hewitt explained how surrounding communities were being well supported by local village retailers and farm shops, but that residents in this village would presumably have to travel to collect necessary provisions. The council welcomed the establishment of village self-help group, and would consider how to best to support initiatives in due course.</p>	<p>Clerk as instructed.</p> <p>Clerk awaiting National ruling on remote council meetings.</p>
5. Democratic Period - Dorset Council news	Cllr Somper explained that at this time she was unable to identify what support might be put in place (strategically) to support North Dorset village residents. Dorset Council's response to the developing situation was very fluid at this time, however a dedicated lead from the Community Response team at Dorset Council is looking into how local networks and other services can support rural communities. Cllr Somper will remain in email and phone contact with the Parish Clerk for information and advice alerts for the wider community through Parish website, local support networks and village communication facilities.	

6. Correspondence	a. DAPTC email 13 March 2020 – COVID-19 information for local Town & Parish Councils – finance matters – Item 9a – FY 2019-2020 AGAR requirements	
7. Parish Council Representatives	Representatives reports No reports taken at this meeting.	
8. Parish Council Projects	Village Traffic Calming This matter was not discussed at the March 2020 council meeting.	
9. Finance Matters	<p>a. The Clerk asked the council to consider rescinding the decision for obtaining a certificated Annual Governance Accountability Return (AGAR) for 2019/2020. The Clerk with the Chairman and nominated councillors would prepare the AGAR 2019/2020 for external submission and complete a Certificate of Exemption on behalf of the council. This matter to be ratified by full council 15 April 2020 meeting. The Clerk will prepare the council's account at the close of the FY, where the accounts are to be certified by the RFO for consideration and approval by full council at a future meeting.</p> <p>b. Council approved payment to DAPTC training session £50 – 29 February 2020</p> <p>c. Council approved payment to Mrs. Kingsbury Clerks salary & costs 19 Dec 2019 – 18 March 2020 £624.60</p> <p>d. Council approved payment to HMRC - PAYE 19 Dec 2019 – 18 March 2020 £147</p> <p>e. Record of expenditure to 18 March 2020 signed by Chairman for Clerk retention</p>	Clerk to provide council with a copy of the previous AGAR for reference and familiarisation.
10. Planning Matters	No planning matters tabled at this meeting.	
11. Other Matters for next PC meeting	None tabled.	

The Presiding Chairman declared the meeting closed at 7:40 pm.

The proposed date of the next meeting: Wednesday 15 April 2020 at 7:00 pm.

A separate email will contain an agenda, previous minutes and council papers for 15 April 2020 meeting.

Chairman

Date.....

Iwerne Courtney & Stepleton Parish Council

(To be signed and dated by the presiding Chairman after approval at the next Parish Council Meeting)

LK 19/3/20