

# Abinger Parish Council

Abinger Common, Abinger Hammer, Forest Green, Oakwood Hill & Walliswood

## Minutes of APC Council Meeting held on 19<sup>th</sup> October 2020 at 8:01pm

<b>Venue</b>	Remote Meeting via Zoom
<b>Councillors</b>	Paul Cleaver (PC) Carla Jones (CJ) Deardre Cunningham (DC) Henry Barnard (HB) Maria Belcher (MB) Ed Bigland (EB) Johan Ingles-Le Nobel (JIN) Jerry Strzebrakowski (JS) Sam Lucking (SL)
<b>Clerk</b>	Beccy Anderson (BA)
<b>Attending</b>	Paul Cleaver (PC) Carla Jones (CJ) Maria Belcher (MB) Deardre Cunningham (DC) Ed Bigland (EB) Sam Lucking (SL)
<b>Item</b>	
1	<b>Attendance and Apologies for Absence – JIN, HB &amp; JS</b>
2	<b>To receive any declarations of interests in respect of any agenda items –</b> <ul style="list-style-type: none"><li>All councillors have an interest in APRGC charity.</li></ul>
3	<b>PUBLIC QUESTION TIME – No members of the public attending</b>
4	<b>Approval of the Minutes of the Annual Council Meeting of the Parish Council held on 21<sup>st</sup> September 2020</b> <ul style="list-style-type: none"><li>The Minutes of the meeting having previously circulated were taken as read. They were agreed and signed by the Chair.</li></ul>
<b>5 Action Clerk</b>	<b>Planning.</b> <ul style="list-style-type: none"><li>The report from Cllr Cunningham regarding MO/2020/1520 was approved. DC also reported that APC needed to consider the Wienerberger Brickworks application (SCC2017/0078 &amp; MO2017/1432). It was agreed to be discussed at the next planning meeting on 9<sup>th</sup> November 2020.</li><li>The Clerk reported a planning meeting was held on 15/10/2020. Councillors agreed to hold remote meetings monthly (2 weeks before the APC meeting date) A response was sent to MVDC re regarding MO/2020/1558.</li><li>Councillors agreed for the Clerk to arrange and clerk future Planning Meetings increasing her working hours by 1 hour per week to 16 hours per week.</li><li>Councillors confirmed the members of the Planning Committee to be DC, MB, JIN, CJ &amp; SL</li></ul>
<b>6 Action SL</b>	<b>Matters Arising from previous Minutes (For information only)</b> <ul style="list-style-type: none"><li>Walliswood Village Hall Association. The Clerk reported that GQ had emailed to inform APC that the grant from MVDC needed to be earmarked to pay for the new boiler and chimney repairs. SL reported that he had met with WWVHA who are now looking into reported drainage issues. A contractor will be carrying out a survey which SL will review. If works needed, then APC will review a contribution to those costs. WWVHA has now appointed a Grants Officer to investigate funding options.</li></ul>
<b>7 Action Clerk/ Councillors</b>	To receive Clerk's financial report and to authorise issue of cheques <ul style="list-style-type: none"><li>The Bank Reconciliation for Period 6 was approved and signed.</li><li>The payments for Period 6 were approved</li></ul>

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		<b>OCTOBER 2020 PAYMENTS</b>	
	Josh Flynn	Grounds Maint & Litter Pick AH	130.00
	HMRC	Clerks Tax & NI	369.99
	Mulberry & Co	Payroll administration July - Sept 2020	126.00
	G Burley & Son Ltd	Grounds Maint Sept 2020	465.52
	Country Living Gardens & Groundworks	Works on FG path	400.00
	Rebecca Anderson	Clerks expenses	74.34
	GC Knight & Partners	FG Grounds Maint	504.00
		<b>TOTAL</b>	<b>£2,069.85</b>
	<ul style="list-style-type: none"> <li>Period 6 Budget Report was discussed. The Clerk reported spending was on track, but the budget was adjusted to include the £5,999.74 CIL income to come from MVDC. The councillors asked the Clerk to find out from MVDC what the CIL payment was based on and exactly what the Parish Council can/should spend the income on. The Clerk also reported that councillors needed to decide what the Precept request should be for 2021/2022 for the November 2020 meeting. Councillors agreed to consider what the CIL and Precept income should be spent on for 2021/2022 sending any ideas to the Clerk, to then discuss at the next meeting.</li> </ul>		
<b>8 Action Clerk HB</b>	<b>Playgrounds Opening &amp; Inspections</b> <ul style="list-style-type: none"> <li>Covid Risk Assessments for playground for review. The councillors agreed that needed these to be agreed by HB. The Clerk will liaise with HB.</li> <li>Abinger Hammer Playground repairs. PC reported to the Councillors that he had inspected AH playground and the only work needed was to clear the moss and leaves from the playground. The Clerk was instructed to ask JF to visit the site to clear up the playground.</li> <li>The Clerk informed councillors Andy from Conservation Access will be quoting for signs (with APC and mobile no.) for Walliswood and Abinger Common playgrounds.</li> <li>The councillors asked the Clerk to remind Councillors when they next need to inspect the playgrounds.</li> </ul>		
<b>9 Action</b>	<b>APC Policies</b> <ul style="list-style-type: none"> <li>The Councillors reviewed and approved the APC Policies listed below. <ol style="list-style-type: none"> <li>Standing Orders</li> <li>Terms of Reference – Scheme of Delegation</li> <li>Financial Regulations</li> <li>Code of Conduct for Employees</li> </ol> </li> </ul>		

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	<ol style="list-style-type: none"><li>5. Code of Members Conduct</li><li>6. Complaints Procedure</li><li>7. Data Protection Policy</li><li>8. FOI Adoption and Information</li><li>9. General Privacy Notice – public</li><li>10. General Privacy Notice – staff and councillors</li><li>11. GDPR Policy</li><li>12. IT Email and Internet Policy</li><li>13. Press and Media Policy</li><li>14. Risk Management Policy</li><li>15. Social Media Policy</li><li>16. Staff Discipline Policy</li><li>17. Staff Grievance Policy</li><li>18. Subject Access Request Policy</li></ol>
<b>10 Clerk/ CJ</b>	<b>Defibrillators</b> <ul style="list-style-type: none"><li>• The Clerk reported that she had ascertained that Capel PC had acquired their defibrillators from the Community Heartbeat Trust, funded jointly by MVDC and the Community Heartbeat Trust in 2015. The councillors asked the Clerk to contact CHT and ask for a quote to replace the defibrillators. CJ agreed to meet the Clerk at WWVH and look at the defibrillator there.</li></ul>
<b>11</b>	<b>Chair's announcement - none</b>
<b>12</b>	<b>Date of next meeting Next Parish Council meetings:</b> <ul style="list-style-type: none"><li>• Monday 23<sup>rd</sup> November 2020 Remote via Zoom</li></ul>
<b>12</b>	<b>To consider excluding the public –</b> <ul style="list-style-type: none"><li>• No matters</li></ul>

**The meeting closed at 21.32pm**

**Signed.....**

**Date.....**