

**ASHFORD PARISH COUNCIL.**

**Draft minutes of Meeting held on Thursday, 19<sup>th</sup> November 2020 at 7.30pm.**

**The meeting was conducted remotely, via Zoom.**

Meeting was Chaired by Councillor P Hughes.	Temporary Clerk – Katherine Cole.
<u>Councillors Present:</u> Mrs. J. Bosley. Mr. D. Hall. Mr. P. Hughes. Mr. G. Holder. Mr. V. Lawson. Mr. M. Moss. Mrs. S. Sampson.  District Councillor Mrs. A. Davies. 9 Members of the public were in attendance.	<u>Agenda:</u> 1. Representations from the public. 2. Apologies for absence. 3. Declarations of interest from members. 4. Approval of minutes. 5. Financials. 6. Planning. 7. Email Network. 8. Update & response to ICO. 9. S106 – EOI Form. 10. Clerk's vacancy 11. Telephone kiosk. 12. District Councillor's Report. 13. Date of next meeting.

<b>Item:</b>		<b>Action:</b>
1.	<b>Representations of the public:</b> The Chairman invited comments from members of the public. A Parishioner referred to the meeting held in October 2020 when holiday homes in the Parish were discussed, following a letter from a resident. The Parishioner went on to raise his concerns that a Councillor did not declare their ownership of a holiday property, which created a conflict of interest and a lack of transparency. The Chairman thanked the Parishioner for his comments, and advised that a response will be made at the next Parish Council meeting when it will be an agenda item.	
2.	<b>Apologies for absence:</b> No apologies had been offered.	
3.	<b>Declarations of interest:</b> Councillor Hughes declared his interest in item 5.3 (Financial Contribution to the church) owing to his wife's involvement with the church. Councillor Hall declared his interest owing to his position with ORS (Item 5.1 – Payment of invoice), and also confirmed his position as Trustee/Board Member of CPRE.	
4.	<b>Approval of minutes:</b> Minutes relating to Parish Council meeting held on 15 <sup>th</sup> October 2020. Councillor Sampson proposed that the minutes be approved as an accurate record of events, and this was seconded by Councillor Lawson. All in favour. Minutes relating to the planning meeting held on 8 <sup>th</sup> October 2020. Councillor Moss proposed that the minutes be approved, and Councillor Holder seconded this. (Only three Councillors attended the meeting held on the 8 <sup>th</sup> October, due to interests declared. Councillor Hall had offered his apologies).	

	All minutes to be signed as a true and accurate record of events.	
5.	<p><b>Financials:</b></p> <p>5.1: Payment of invoices: Mr. M.J Baker (grass cutting service) - £390. All Councillors were in favour of payment. ORS – Work related to Email network - £300+ VAT (£60). Councillor Hall offered to withdraw from the meeting at this stage, which was declined. All Councillors were in favour of payment.</p> <p>5.2: Lengthsman duties: The Chairman explained that he considered it would be of benefit to the Parish to arrange for some general clearing to be carried out at strategic points in the village – particularly Strand and Adder Lanes where there is potential for general detritus to block drains, as well as being unsightly. Quotes have been received from two local firms to carry out the work, using a road sweeper. Councillors all agreed the work would be beneficial and Councillor Sampson proposed accepting the quote from Notts. This was seconded by Councillor Lawson, and all Councillors expressed their agreement.</p> <p>5.3: Request from St Peter’s Church for a financial contribution. The request was discussed by Councillors, and it was noted that payments have been made to the Church in previous years. Councillor Moss proposed a payment of £300 be made, and this was seconded by Councillor Holder. Councillors all in agreement.</p> <p>5.4: Confirmation of balances: The Clerk confirmed that bank statements had been forwarded from the previous Clerk, which had allowed for an up to date bank reconciliation to be carried out. The bank balance at 31/10/2020 was £10,399.41p.</p> <p>5.5: Budget and Precept: The Chairman and Clerk had worked on preparing a budget for the financial year ahead. Councillors had received copies of the budget, together with explanations at how figures had been arrived at. The budget figures were discussed, with Councillor Lawson confirming that he did not anticipate any costs relating to the website. It was agreed that quotes for insurance should be obtained as early as possible to maximise any savings. A figure has not been included in the budget for footpath maintenance. However, Councillors have been proactive in taking responsibility for the practical work involved, which allows for savings in the budget. A precept of £5000 was proposed for the year 2021/2022 by Councillor Lawson, and this was seconded by Councillor Moss. This was agreed unanimously by Councillors, and allows a precept reduction of £2000 on the previous year, which seems appropriate in the current financial climate.</p> <p>5.6: Update from bank: Councillor Lawson confirmed that he has completed a further mandate from the bank to authorise the necessary amendments to be made.</p>	<p>Clerk to arrange payment.</p> <p>Chairman to make arrangements.</p> <p>Clerk to arrange payment.</p> <p>ClerK to respond to NDC.</p>

6.	<b>Planning:</b> There were no items of planning to discuss, or any related correspondence.	
7.	<p><b>Email Network:</b></p> <p>7.1: It was confirmed that the DATA has been transferred successfully from ORS to the Temporary Clerk of Ashford Parish Council.</p> <p>7.2: Proposed privacy policy for the safe handling of data: The substantial amount of work that Councillor Moss has committed to compiling the policy was acknowledged by the Chairman. Councillors were asked to approve the policy, which had been circulated prior to the meeting for their perusal. Councillor Moss proposed that the document be approved, and this was seconded by Councillor Lawson. All in favour.</p> <p>7.3: Amendment to Standing Order: Some amendments have been made to Standing Orders regarding contributions from members of the public to bring it in line with GDPR. Adoption was proposed by Councillor Moss, and seconded by Councillor Lawson. All in favour.</p> <p>At this point in the meeting Councillor Hall read a personal statement regarding current issues in the Parish. Councillor Hall clearly stated that this was a personal statement. The Chairman and Councillors had no prior knowledge of his intentions. As the statement contained an invitation for Councillor Hall to meet with three complainants the Chairman advised Councillor Hall to exercise great caution if meeting individuals outside of Parish Council meetings, and discussing Parish Council business.</p>	
8	<p><b>ICO – Current situation, and response:</b></p> <p>The Chairman confirmed that the Council has reviewed it's decision regarding the FOI request as required by the ICO, and letters of response have been submitted to both the resident and the ICO.</p>	
9.	<b>S106</b> – Nothing to report.	
10.	<b>Clerk's vacancy:</b> The Chairman confirmed that two interviews had been conducted at the time of the meeting.	
11.	<b>Telephone kiosk:</b> The Clerk confirmed that BT have alternative plans for the telephone kiosk at Strand Lane, and the offer to adopt it has been withdrawn. The £1 to be reimbursed.	
12.	<p><b>District Councillor's Report:</b></p> <p>District Councillor Davies reported that there are grants available to support local businesses through Lockdown 2. DC Davies confirmed that there are 35,000 clinically vulnerable persons registered, but there are still some individuals who may not be receiving the support they require. There are funds available for vulnerable families which are not being accessed. District Councillor Davies is happy to pass on confidential details. Unfortunately the COVID 19 situation is having an adverse effect on some services offered by NDC – particularly waste and recycling, and office opening times. If the need to isolate increases any service could be affected. DC Davies confirmed that the number of Covid patients is increasing, and vigilance is needed to minimise risk.</p>	

	<p>Dog by-laws have been amended with Croyde and Combe Martin beaches now practising a dog ban.</p> <p>NDC have an on-line directory available on their website of local businesses offering a click and collect service.</p>	
13.	<p><b>Date of next meeting:</b> The date of the next meeting was confirmed by the Chairman as Thursday, 17<sup>th</sup> December. The meeting will be held remotely, via Zoom, owing to the Covid situation.</p> <p>This concluded the business at the November meeting of Ashford Parish Council. The Chairman thanked everyone for their attendance, and declared the meeting closed at 8.15pm.</p>	
Minutes approved by:		Date: