

# OVERSEAL PARISH COUNCIL

MINUTES of the online Meeting of the Council held on Thursday 3 September 2020.

**Present:** Mrs C M Knight - Chairman  
Mr A W Cook, Mr R Cox, Mr D E Patrick and Mr S C Sharpe.

**In attendance:** Cllr A Brady and Cllr Mrs A Wheelton (South Derbyshire District Council).

**Apologies for absence** were received from Mrs J Cunningham-Gardner and Mr M A Knight.

## 54 DECLARATIONS OF INTERESTS

None.

## 55 PUBLIC QUESTIONS AND ANSWERS

None.

## 56 MINUTES

The minutes of the meeting held on 6 August 2020, copies of which had been previously circulated, were approved as a true record.

## 57 COUNTY, DISTRICT AND POLICE MATTERS

**57.1 District Council.** The District Councillors had reported on a number of issues, including that the Council had agreed to enter into a contract to purchase seven properties in Overseal from the Developer, Cameron Homes, on completion of construction to provide much needed social housing in the area and this was to be funded from Right to Buy receipts.. They were also continuing to take action on the traveller site on the A.444.

In answer to a question, Cllr Mrs Wheelton confirmed that the District Council staff were largely working from home but that the depot staff had worked continuously throughout the recent months.

Members complained that the planning website was less user-friendly than its predecessor and highlighted improvements which could be made.

**57.2 Police.** The PCSO had submitted the crime report for August, which showed a slight reduction in reported crimes for Overseal.

**57.3 County Council.** The County Council had advised that the spikes in the footpath close to the school were the responsibility of the school and that they had been asked to deal with them. However, it was considered that the County Council ought to take responsibility for this matter as a danger to life and limb and the Clerk would again press them to do so. The District Councillors would seek the assistance of Cllr Murray in this matter, especially as the path was used daily by children going to and from the school.

There was no further information about the proposed resurfacing of Hallcroft Avenue and Cllr. Murray would be asked to find out when this was likely to be carried out.

(Cllrs. A Brady and Mrs A Wheelton left the meeting at 7.25 pm)

**58 CLERK'S REPORT**

**58.1 Progress report.** A progress report on various matters previously raised was considered (copy attached to the official copy of the Minutes).

**58.2 Forward Planning.** The Council received the report on Forward Planning issues (copy attached to the official copy of the minutes).

**58.3 External audit.** The external audit of the accounts for 2019/2020 had been completed. The auditor commented that 'The AGAR was not fully and accurately completed before submission for audit.'

This related to a cheque for £130.44 sent out at the end of 2018/9 which the recipient lost and it was cancelled during the first part of 2019/2020. That meant that the end of the previous year's balances had been overstated by that amount and the adjusted starting balance was included in the AGAR. The replacement cheque was issued in 2019/2020 and, to correct the starting balance was considered by the auditor as wrong and he stated that it should have been treated as though it were a receipt. Consequently, the auditor required the figure for the Balance Brought Forward to be reduced by £130 and the figure for Total Other Receipts to be increased by the same amount. The corrected AGAR and appropriate notices had been published.

The Council noted the information, which required no action.

**58.4 Water supply to the Village Hall.** A representative of the firm which installed the pipe inside the Village Hall boundary visited the site, but was not sufficiently familiar with the layout to assess the work and provide a quotation. He returned in order to obtain further information from his employers and this had resulted in a further visit by staff from the company. However, the pressure in the Village Hall had improved somewhat since the pipes were installed and the more costly measures had been put on hold pending experience when a large event was held.

**58.5 Small Business Grant.** Revised criteria issued in mid-August enabled an application to be made for a Small Business Grant of £10000.

**58.6 Risk Assessments for the Council's buildings.** The annual audit by the Council's Health & Safety Consultants was carried out in August and a brief summary of the measures recommended had been supplied to Members for information. The various notices, protection measures etc had been purchased and installed.

The Consultants provided a quotation for Legionella risk assessment and for fire risk assessment which was considered too high. An alternative had been obtained from Direct365, a national company dealing with these services, and their quotation of £480 plus VAT for both services for the Village Hall and the Pavilion had been accepted. This action was confirmed.

Members commented that the public toilets should be reopened as soon as possible and the District Council would be asked whether their toilets were now open and, if so, what measures were necessary to protect users.

**58.7 Highway verge, Hallcroft Avenue.** The County Council had given permission for the Council to reinstate the verge near to the Doctor's Surgery; the various statutory undertakers had to be consulted about any equipment in the verge before work could commence.

**59 COUNCILLORS' INSPECTION REPORTS**

No inspections had taken place, but they would be carried out in the next few days.

**60 PLANNING APPLICATIONS**

**The following application had been approved:**

0698 Extension of existing building to provide office space, Overseal Primary School.

**Application for decision:**

0761 Single storey rear extension, 17 Alexandra Road. Following consultation between meetings, a response of 'No objection' had been submitted.

**61 VILLAGE HALL MATTERS**

The Chairman reported that appropriate actions had been taken in the Village Hall and Pavilion to enable them to be reopened, such as sanitising, floor markings, signs etc. and that the groups which had used the premises had indicated that they were happy with the arrangements. Mr Cook was thanked for his assistance in installing some of these; he had also provided a ramp for the bowling green and had repaired a defective gutter.

**62 WEBSITE**

None.

**63 ACCOUNTS****63.1 Accounts for payment**

Payment of the following accounts was authorised:

Cheque	Supplier	Description	Net	VAT	Total
	Total salaries & wages costs				*
2872	PKF Littlejohn LLP	External audit fee	400.00	80.00	480.00
2875	Mrs C M Knight	Reimburse Covid-19 materials	65.24	13.06	78.30
**2876	Yee Group Ltd	Repair 2 CCTV cameras at Village Hall	96.14	19.23	115.37
2877	K H Packaging & Disposables Ltd	Sanitising supplies	99.95	19.99	119.94
2878	Elton Properties Maintenance Ltd	Mowing, Daisy Lane; repair leaks at Village Hall	115.00	23.00	138.00
2879	Ian Stone Gardening Services	Pitch mowing (2)	390.00		390.00
2880	A W Cook	Reimburse cost of gutter end piece	6.75		6.75
D/D	TalkTalk	Internet service	18.00	3.60	21.60
D/D	Opus Energy	Electricity to public toilets	7.23	0.36	7.53

\* Details of the salaries and wages costs were provided separately for Members.

**63.2 Receipts**

The following amounts had been received since the last meeting:

<b>Name</b>	<b>Description</b>	<b>Amount</b>
NatWest Bank	Compensation for bank error	80.00
HM Revenue & Customs	VAT refund	2013.95
M Ladkin	Use of Village Hall car park	35.00

**63.3 Audit.** The Council's financial documents were to be inspected shortly.

**64 COUNCILLORS' REPORTS**

**64.1 Bowling green hedges.** It was reported that a member of the junior football team organisation had offered to cut the hedge nearest to the pitch free of charge, and that he had also been asked to quote for cutting the remaining hedges. Nothing had been heard, and it was agreed that an alternative contractor be asked to do the work. The hedge near to the Nature Area also needed attention.

**64.2 Spring Cottage – Litter.** It was reported that there was a lot of litter in the approaches to the village at Spring Cottage, including two abandoned refrigerators; two of the properties had heavy machinery in the front gardens and, as they were council houses, North West Leicestershire District Council would be asked to secure their removal. They would also be asked to arrange clearance of the litter etc. and to provide a litter bin near to the camp site.

**64.3 Litter bins.** Some of the litter bins provided by the Parish Council were now in a poor condition and replacements should be considered. Further details would be reported to the next meeting.

**64.4 Remembrance Day Service.** As the normal arrangements were unlikely to be feasible, it was suggested that an open-air service be held on the bowling green and that anyone wishing to lay a wreath should do so privately after the service. These arrangements were considered to be satisfactory.

**65 EXCLUSION OF PRESS AND PUBLIC.**

RESOLVED: That the Press and public be excluded from the meeting during consideration of the following items in pursuance of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

**66 CLERK'S REPORT**

The Council considered the report of the Clerk (copy attached to the official copy of the minutes).

RESOLVED: That the national salary award for Local Council Clerks be implemented.

- 67 Clerk.** The Clerk reported that he had discussed with the Chairman his wish to retire in the near future and that May 2021 had been agreed as a suitable date. The necessary steps to recruit a replacement would take place over the next few months with a view to the new Clerk being appointed from 1 April, leaving two months for overlapping.

Members expressed their thanks to the Clerk for his help over the years.

**The meeting ended at 8.00 pm**

**Chairman**