

# LOWER PENN PARISH COUNCIL

## PARISH COUNCIL MEETING held remotely via Zoom on THURSDAY 16 JULY 2020

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### PRESENT:

Cllr N Cox - Chairman  
Cllr Mrs B Southall – Vice-Chair  
Cllr Mrs K Brazenell  
Cllr R Reade  
Cllr Mrs C Taylor

County Cllr Mrs V Wilson

		Action
1/20	<b>APOLOGIES</b> Received from Cllr Ms N Davies, Cllr R Manoharan, Cllr R Waltho, District Cllr D Kinsey	
2/20	<b>RESIGNATION</b> Prior to the commencement of the Meeting, the Chairman advised that he had received Cllr Steve Bradley's resignation as a Parish Councillor on Lower Penn Parish Council.	
3/20	<b>VIRTUAL MEETING</b> The Meeting approved the substitution of a standard Council Meeting for a remote meeting due to the current Covid-19 restrictions.	
4/20	<b>MINUTES – to ratify the approval given at an informal virtual meeting on 2 July 2020</b> Proposed by Cllr Reade and seconded by Cllr Mrs Taylor and carried that the minutes of the Council Meeting held on 5 March 2020 be approved as a true and correct record.	
5/20	<b>DECLARATION OF INTERESTS</b> <ul style="list-style-type: none"><li>▪ Cllr Cox declared an interest in Sandhills Nursery</li><li>▪ Cllr Reade declared an interest in Robins Nest Farm</li></ul>	
6/20	<b>DISPENSATIONS – to ratify the approval given at an informal virtual meeting on 2 July</b> <ul style="list-style-type: none"><li>a) Councillors received dispensation for non-attendance at Parish Council Meetings (6 month absence rule) due to the Covid-19 situation and its related restrictions and this dispensation to run until all restrictions are lifted and Parish Council Meetings are held as normal.</li><li>b) Councillors received dispensation as Trustees of the Victory Hall to speak on all matters relating to the Hall at Parish Council Meetings and this dispensation to run until the end of the municipal year in 2021.</li></ul>	
7/20	<b>AUDIT 2019/20 – to ratify the approval given at an informal virtual meeting on 2 July</b> The Council's gross income or expenditure for the year did not exceed £25,000 and the Council was therefore able to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The following documents were approved by the Meeting:	

	<ul style="list-style-type: none"> <li>a) Internal Audit Report – completed satisfactorily with no recommendations</li> <li>b) Certificate of Exemption</li> <li>c) Section 1 Annual Governance Statement</li> <li>d) Section 2 Accounting Statements</li> <li>e) Year End Bank Reconciliation</li> <li>f) Significant Variances Report</li> <li>g) Assets Register</li> </ul> <p>All relevant documents, including the Receipts &amp; Payments Book, had been signed by the Chairman mid-meeting. The Chairman thanked Cllr Ms Davies, the Finance Committee and the Clerk for monitoring the financial affairs of the Parish Council appropriately.</p>	
<b>8/20</b>	<p><b>PUBLIC PARTICIPATION</b> None recorded</p>	
<b>9/20</b>	<p><b>PLANNING</b> District Cllr Reade took no part in the discussion and consideration of the plans listed below. The following planning applications had been considered and actioned by email during the Lock Down period:</p> <ul style="list-style-type: none"> <li>a) 20/00341/FUL – Kiosk Dimmingsdale Pumping Station – <b>approved 18 June 2020</b></li> <li>b) 20/00361/FUL – Extensions 11 Springhill Park – <b>approved 23 June 2020</b></li> <li>c) 19/00883/FUL – Garage The Lindens Penstone Lane – <b>approved 20 March 2020</b></li> <li>d) 20/00385/FUL – Extensions Robins Nest Farm – decision awaited</li> <li>e) 20/00459/FUL – Double Garage 65 Springhill Lane – decision awaited</li> <li>f) 20/00430/FUL – Extensions Brooklands Penstone Lane – decision awaited</li> </ul> <p><b>Applications Refused</b> 19/00048/FUL – Sandhills Nursery District Cllr Reade advised that the District Council has been made aware that the applicant intends to Appeal against the decision, but this has not yet been confirmed by the Planning Inspectorate at Bristol. The Meeting noted that there had been a marked increase in traffic particularly during the morning rush hour.</p> <p><b>APPLICATIONS PENDING</b> App No: 19/00986/AGRRES – Barn Conversion – Robins Nest Farm</p>	
<b>10/20</b>	<p><b>LOCAL PLAN</b> District Cllr Kinsey forwarded a report that noted the publication of the first tranche of comments on the Local Plan Review (approximately 1500) contained 28 that were with reference to Lower Penn. The Meeting noted a letter received from a resident regarding land on Springhill Lane and Cllr Reade advised that the District Council had written to the County Council about this land to establish that correct procedures were being followed and were awaiting a response. County Cllr Mrs Wilson said that she would write to ask for confirmation that this land will not be released for development purposes.</p>	<b>VW</b>
<b>11/20</b>	<p><b>Community Speedwatch/Speeding Issues</b> Cllr Mrs Southall advised that due to the increase in traffic along Springhill Lane, she is having discussions with Michelle Shaker to reposition the Speedwatch site further along Springhill Lane.</p>	<b>BS</b>
<b>12/20</b>	<p><b>Land adjacent Springhill Cottage Site (No 58)</b> Cllr Ms Davies to update on rubbish/bonfire situation.</p>	<b>ND</b>
<b>13/20</b>	<p><b>9 Springhill Park</b> Cllr Ms Davies to provide update on progress or otherwise.</p>	<b>ND</b>

14/20	<b>Volunteer/Community Assistance Programme</b> The Chairman confirmed that the programme had been very successful and that he had written to all volunteers thanking them for their assistance. Take off minutes.	
15/20	<b>Notice Board – Radford Lane</b> Action suspended temporarily due to Covid-19	
16/20	<b>No 62 Springhill Lane (Jays Farm)</b> Property now sold and Enforcement will be contacting the new owner regarding permission for the septic tanks. Cllr Ms Davies to follow this matter up.	ND
17/20	<b>Wildflower Verges</b> It was unanimously agreed that the District Council be asked to resume full grass cutting services as soon as possible in order to tidy up the overgrown verges and ensure that all visibility splays were clear.	Clerk
18/20	<b>Crash Barrier – Dimmingsdale Bridge</b> Action suspended temporarily due to Covid-19	
19/20	<b>Flooding Market Lane</b> Cllr Mrs Taylor had agreed to report problematic drains to the County Council with details and photos were possible, and Cllr Reade said that the District Council had provided empty sandbags for residents to fill themselves in readiness for any further flash floods.	
20/20	<b>Victory Hall</b> Land Registration – Being discussed with District Council’s Legal Department <b>Constitution</b> Cllr Ms Davies had prepared a draft Constitution which had been circulated to all councillors. Cllr Mrs Taylor said that some amendments may be required when the situation regarding the ownership of the land and the building had been clarified.	RR/RW
21/20	<b>Defibrillator</b> Action suspended temporarily due to Covid-19	
22/20	<b>Log Reports March - July 2020</b> Castlecroft Playing Field Village Green The Roughs/Bus Shelters All action suspended due to Covid-19	
23/20	<b>Horse Rider Warning Signs</b> All action suspended due to Covid-19	
24/20	<b>BT Red Telephone Box</b> All action suspended due to Covid-19	
25/20	<b>District Council Digital Project</b> Cllr Reade agreed to obtain further information on this project to ascertain whether it would be appropriate for the Parish Council to apply to participate in a pilot scheme.	RR
26/20	<b>Zoom Licence</b> Councillors had approved mid-meeting the purchase of a Zoom licence for 12 months due to current restrictions preventing the opening of the Victory Hall for use for council meetings. It was noted that all remote meetings are open to the general public although public participation is limited to those who are resident in Lower Penn (as stated in Lower Penn Parish Council’s Standing Orders No 7). However, it was agreed that this should be at the Chairman’s discretion if an issue affects neighbouring areas and provision should be made for this in the Standing Orders.	Clerk

**27/20 Fly Tipping**  
Cllr Reade advised that the District Council was preparing a report to forward to MP Gavin Williamson regarding the application procedures for cameras to be installed in fly tipping hot spots.

**28/20 COUNTY COUNCIL REPORT**  
**Project Fund:** list of suggestions given to Highways for consideration  
**Springhill Park:** Cllr Mrs Wilson said that a complete re-surface of Springhill Park had been approved for implementation, hopefully later this year.

**29/20 ACCOUNTS**  
It was agreed that all invoices would continue to be circulated by email for councillors to approve and sign, whilst current Covid-19 restrictions remain.  
  
It was proposed by Cllr Mrs Taylor and seconded by Cllr Mrs Brazenell and carried that the following account be authorised for payment and a cheque would be circulated for signature:

Mr N Cox	Reimbursement for payment of Zoom Licence (£23.98 VAT to be reclaimed)	£143.88
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**Clerk**

First half-year precept received April 2020 - £8,750

**For Information: Cheques authorised and signed during the lock down period**

16.03.20	Victory Hall donation (re-issued cheque)	£2000.00
02.04.20	Hire of Victory Hall	£340.00
02.04.20	Reimbursement for noticeboard posts	£51.48
02.04.20	Reimbursement for printing costs	£27.00
02.04.20	DBS Quarterly wage fees	£24.00
07.05.20	Zurich – annual insurance premium	£547.16
07.05.20	BG Ground Maintenance – April works	£270.00
04.06.20	DBS (for HMRC) quarterly payment	£117.66
04.06.20	BG Ground Maintenance – May works	£405.00
04.06.20	Clerk – quarterly salary	£1488.60
02.07.20	DBS internal audit/quarterly fees	£192.00
02.07.20	BG Ground Maintenance – June works	£270.00
02.07.20	Clerk – office accommodation 3 months	£105.00

**30/20 Parish Council Vacancy**  
It was agreed that as soon as the Clerk received official confirmation of Mr Bradley's resignation, the District Council will be informed and a Vacancy Notice posted on the Council's website, Victory Hall notice board and Facebook.

**Clerk/  
BS/KB**

**31/20 ANY ISSUES ARISING FROM DISTRICT COUNCIL BUSINESS**  
Contained within above minutes

**32/20 FINANCIAL RISK ASSESSMENT**  
In place and up to date

**33/20 SECTION 17**  
Nothing to report

**34/20 DATE OF NEXT MEETING**

The Meeting will be held via Zoom unless otherwise stated on:  
**Thursday 3 September 2020 commencing at 7.15pm**

The Council agreed to call a meeting in August, if any urgent business is required, and this will be notified through all normal communication channels.

**Signed:** ..... **Chairman**

**Date:** .....

