

**Draft Minutes of the Extraordinary Meeting of
LONGHOPE PARISH COUNCIL
held online on Tuesday 4th August 2020**

PRESENT: Cllrs. S Collins, G Nicholas, L Haines and A Toomey

IN ATTENDANCE: Mr A Maliphant (Clerk), County Cllr. B Robinson and one local resident

1. Apologies for absence were received from Cllr. C Griffiths
2. There were no declarations of interest

3. Public Forum

A member of the public asked for some clarifications around the draft revised budget and parish asset register. The clerk advised that, unusually, parish council asset registers only listed the value of assets at the price originally bought without any adjustments for depreciation. He confirmed that the outstanding VAT reclaim would be processed in good time before the December deadline.

4. Clerk's Report & Correspondence

The clerk presented the previously circulated draft revised budget, due to the potential for employing a parish handyman / street cleaner. The revised budget was agreed unanimously, and the clerk asked to advertise the new post. **ACTION: AM**

As the clerk had handed in notice of departure at the end of September, the circulated job description and advert for a new clerk were approved after discussion, noting that the job would be offered initially at 12 hours per week. The hourly rate would be at the beginning of the nationally agreed Level 2 pay scale, to which the parish council would now progress due to increased annual budgets, extra meetings, and the employment of an extra member of staff.

The clerk reported he was still awaiting a quote about website accessibility standards from the parish council's website provider, which would be circulated as soon as it arrived.

The financial regulations were reviewed and agreed to remain unchanged, noting that the current payments would be made by cheque.

It was agreed that the possibility of a youth parish council would be further discussed at the September meeting, including the option for the youth council making recommendations over spending the budget for youth facilities.

SC reported that a waste bin had been moved from Church Road to the pavilion, and Merlin Waste should be informed accordingly. **ACTION: AM**

GN reported that quotes for replacing the fencing alone as part of moving the allotment gates had come in at £205, and it was unanimously agreed to extend the budget for the work to £250. It was also agreed to ask County Highways about the potential for straightening the fence line to include some of the road verge, which the parish council was already helping to maintain.

5. Finance

(a) The following invoices were approved for payment:

Merlin Waste	171.60	Dog waste collection
Glebe Contractors	479.87	Parish grass cutting and extra work on Brookend clearance
Play Inspection Company	120.00	Play safety inspection
Andrew Maliphant	843.89	Salary - July
Andrew Maliphant	102.17	Expenses - July

(b) The governance statement in the Annual Return for 2019/20 was reviewed and approved unanimously

(c) The accounting statements in the Annual Return for 2019/20 were reviewed and approved unanimously

Standing Orders were suspended at the end of the meeting in order that the Council could continue in "closed session" under the provisions of The Public (Admissions to Meetings Act 1960) as the business to be discussed was considered to be of a confidential nature.

Signed:.....Chairman. Date:.....