

## **Covington Parish Virtual Meeting**

Chairman: Simon Luscombe  
Clerk: Mrs S. P. Mathews OBE

### **VIRTUAL Parish Annual Meeting, Wednesday 22nd April 2020 at 7.30**

#### **CLERK'S NOTE**

On 23<sup>rd</sup> March 2020 the UK Government declared "lockdown, and self-isolation rules" in the face of the rapid, worldwide spread of the Coronavirus, COVID-19. It was extended until May and top officials reported that it could go on for a further six months

It was clear that the Parish Meeting to be held on 22<sup>nd</sup> April 2020 to comply with the Annual Audit requirements could not take place.

The Virtual Meeting was arranged as follows.

1. On 24<sup>th</sup> March 2020 all 29 households on the residents' email list (covering 56 of the 73 registered Electors) were emailed with a notice, an extended agenda, the final accounts and the risk assessment. Hardcopies were hand delivered to the remaining 11 households. 4 people have moved away and 1 has died.
2. Residents were asked to reply to the Clerk by 6<sup>th</sup> April 2020
3. We received 16 responses (this excludes myself and the Chairman)
4. Emailed responses were taken as being from one member of each household unless otherwise stated.
5. Had an actual meeting been held then a number of spouses would have attended, taking the response to a possible attendance of 22.
6. Previous Annual Meetings have had attendances as low as 13 and as high as 21
7. Many responders offered to propose or second many Agenda items, all expressed agreement
8. As there was agreement on every Agenda Item, I have not shown individual proposers and seconders

Responses were received from:

Rex Bigger, Michael Brown, Mo Brown, Richard Brown, Warren Brown, Glyn Clarke, Stephen Holmes, Linda Lockhart, Carole Ludford, Robert Maclaren, Michael Mathews, Simon Peck, Deirdre Peck, Sarah Schofield, Peter Sewell, and Marilyn Turrell.

#### **DRAFT MINUTES**

1. **Apologies for Absence. – No one declined to take part**
2. **To Elect the Chairman** of the Parish Meeting for the year April 2020 to April 2021  
  
Simon Luscombe has another year he could serve and he is willing to do so.  
All responders supported his election as Chairman for the ensuing year
3. **To Receive the Chairman's declaration of acceptance of office**  
**This will be signed shortly**
4. **To Appoint the Clerk, the Proper Officer and the Responsible Finance Officer** to the Parish Meeting  
Shirley Mathews is prepared to stand again for all three positions.  
All responders supported her appointment as the **Clerk, the Proper Officer and the Responsible Finance Officer** for the ensuing year
5. **To Appoint the Independent Internal Auditor**  
  
Mr Charles Paull has agreed to serve for a further year  
There were no other nominations.  
All responders supported this appointment.

6. **To Appoint the Planning Committee**  
Currently: Warren Brown (4yrs), Peter Sewell (4yrs), Fiona McCullagh-Fells (4yrs), Sarah Schofield (3yrs) Rex Bigger (2yr) Linda Lockhart (2yr), Simon Williams (1yr)  
PLEASE NOTE: If we follow the 4yr rule we will require THREE new members.  
  
All current members who replied agreed to continue to serve.  
One reply suggested names to replace the three retiring members.  
All remaining responders agreed this situation should continue until a proper meeting can be held  
The Clerk will consider an election process to take place in the event of an extended "lockdown"
7. **To Appoint other Representatives/Officers** as the Meeting deems fit
  - a. Parish Representative to the Amenities Committee.  
Currently: Sarah Schofield
  - b. Neighbourhood Watch Co-ordinator. Currently Michael Mathews
  - c. Tree Warden. Currently Mo Brown
  - d. Footpath Warden. Currently Carole Ludford  
All current appointees agreed to continue.  
All responders agreed this situation should continue until a proper meeting can be held
8. **To Receive any declarations** of any personal or prejudicial or predetermined interest in any matter later on the Agenda  
Not Relevant
9. **To Receive and consider the Minutes of the Parish Meeting held on 23rd October 2019 and the Special General Meetings held on 14<sup>th</sup> November 2019 and 20<sup>th</sup> January 2020**  
They are available on the Parish Website  
All responders agreed this should be left until a proper meeting can be held
10. **To approve and sign the aforementioned Minutes**  
All responders agreed this should be left until a proper meeting can be held  
Although all agreed we should acknowledge the help we received from Cllr Ian Gardener in getting the Cross Street repairs done
11. To consider **Matters Arising from the Minutes** of 23<sup>rd</sup> October meeting and 14<sup>th</sup> November and 20<sup>th</sup> January Special meeting  
They are available on the Parish Website  
All responders agreed this should be left until a proper meeting can be held
12. To receive **Correspondence**  
Any relevant information received by the Clerk has been forwarded to residents via the email.  
There was no other correspondence
13. To receive Reports from:
  - a. Planning Committee – no meetings held so no Chairman appointed
  - b. Amenities Committee – Jonathan Baker.
  - c. Neighbourhood Watch – Michael Mathews
  - d. Tree Warden – Mo Brown
  - e. Footpath Warden – Carole LudfordAll responders agreed this should be left until a proper meeting can be held
14. To consider **Resolutions and/or Recommendations** notified to the Parish Clerk  
No urgent issues were raised

15. To receive and approve the **Parish Annual Accounts for the year 2019 – 2020** and to confirm the **Annual Governance Statement** as required under the Audit procedure

a. To confirm the **Annual Governance Statement** as required under the Audit procedure  
The annual Governance Statement was available for residents to see. It covers 12 points confirming that the control objectives have been achieved throughout the financial year to a standard adequate to meet the needs of the Parish Meeting.  
All responders agreed to confirm

- b. To receive and approve the **Parish Annual Accounts for the year 2019 – 2020**

Final Accounts for the year ended 31<sup>st</sup> March 2020 were emailed to all and hard copies delivered to those not on email. They show income of £1300.00 and expenditure of £1,384.85. This includes a one-off payment of £260.00 to the 1st Aiders and the sum of £55.94 delayed payment from the previous year. Making an actual annual spend of £1328.91 and an overspend of £28.91.

Marilyn Turrell wondered if the precept should be increased in the light of the small overspend  
All responders agree to receive and confirm the Annual Accounts

- c. To Certify the **gross income for the year did not exceed £25,000**

The proposal is as follows "This Meeting Certifies that during the year, or gross annual expenditure for the year, did not exceed £25,000". It was evident from the accounts that this is true

All responders agreed to certify

16. **Finance.**

- a. To receive the **Current Balances**

Current Balance is shown in the SUMMARY and RECONCILIATION Section of the Final Accounts  
The balance at the Bank stands at £4,093.46  
The Current Account holds the total of our funds  
All responders agreed to the Current Balances

- b. To approve any **retrospective payments**

There were no retrospective payments to approve

- c. To approve the payment of any **outstanding accounts**

The following should be paid

- a. CAPALC £106.40  
b. Lighting Electricity to be confirmed  
c. Lighting Maintenance to be confirmed

All responders agreed to to pay the account a.

- d. To note **assets and risk assessment**

The assets list and risk assessment were circulated with the meeting information  
Simon Peck noted that the grit bin on corner of the Pentelows has been damaged  
All responders agreed to note.

17. Any Other Business

Simon Peck would like to raise the matter of the resurfacing of the Gorse Road when appropriate

To determine the **dates of the next regular meetings**  
**Wednesday 28th October 2020**

Shirley P Mathews OBE (Parish Clerk)  
26<sup>th</sup> April 2020.