

# CODNOR

## PARISH COUNCIL

### CLERK TO THE COUNCIL

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15 May 2020

To: The Chairman and Members of Codnor Parish Council

Dear Councillor,

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are summoned to attend a remote **Meeting of Codnor Parish Council on Monday, 1 June 2020 at 7.00 pm.**

The meeting will use Zoom meetings software.

Councillors will receive an electronic invite with joining details prior to the meeting.

The meeting is open to the press and public and access to the meeting can be provided by contacting the Clerk at the above address or by phone or e mail.

Yours sincerely,

*Andrew Sharpe*

Andrew Sharpe  
**Clerk and Responsible Finance Officer**

### AGENDA

1 To receive apologies for absence

**RECOMMENDED** that any apologies for absence be noted.

2 Declaration of Members Interests

**RECOMMENDED** that any disclosures of interests made at the meeting be recorded.

3 Public Speaking – (15 Minutes)

- (a) A period of not more than 15 minutes will be made available for members of the public and members of the Council to comment on any matter.
- (b) If the Police, a County Council or District Council member is in remote attendance they will be given the opportunity to raise any relevant matter.
- (c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

**RECOMMENDED** to note or action the matters raised in public speaking be approved.

- 4 Dispensations  
To report any dispensations granted by the Clerk under the agreed procedures and to consider any further requests received.

In addition Council is **RECOMMENDED** that any Member unable to attend meetings remotely due to the current emergency be granted a dispensation for non-attendance to last until such time as they are able to attend remotely or in person subject to apologies having been received.

- 5 To approve the Minutes of the Meeting held on Monday 2 March 2020

**RECOMMENDED** that the minutes of the meeting held on 2 March 2020 be approved as a true record and signed by the Chairman in due course.

- 6 To determine which items, if any, of the Agenda should be taken with the public excluded

**RECOMMENDED** that no items be considered with the press and public excluded.

- 7 Parish Council – Items for Decision/Action/Update

(a) Clerk to report on any decisions made by the Clerk under delegated powers since the last meeting.

**RECOMMENDED** that the report be noted.

(b) Updating of Standing Orders/Financial Regulations to allow Remote Meetings, decision making and Completion of the Annual Return and Accounts.

**RECOMMENDED** that in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the following changes be made to Standing Orders until May 2021 or such time as the government revises or revokes the legislation to allow for :

- A person shall notify the meeting when requesting to speak by means of raising a hand.
- Voting on a question will be by a show of hands electronically.
- As the Annual meeting of the council is not going to be held this year references to the date for an Annual Meeting to be held be suspended.
- The date for approval of accounts be changed from 30 June to 31 August.

It is also **RECOMMENDED** that the delegated powers granted to the Clerk at the last meeting to make emergency decisions after consulting all Members by e mail be rescinded but replaced by delegation of urgent decisions required in between meetings to the Clerk in consultation with the Chairman and Vice Chairman.

(c) Consideration of Coronavirus/Emergency Planning matters including a temporary reduction in the frequency of meetings.

Leader and Clerk to report on any matters -

**RECOMMENDED** that dependent on circumstances the frequency of formal remote meetings be reduced to bi-monthly for the time being with the next meeting taking place in August 2020 to specifically deal with the Annual Governance Return and Accounts.

(d) Best Kept Allotments Competition

**RECOMMENDED** that in view of the present emergency no best kept allotment competition take place this year.

8

Finance

(a) Accounts for Payment

**RECOMMENDED** that the accounts for payment be approved.

<b>Cheque</b>	<b>Payee/Description</b>	<b>Nett</b>	<b>VAT</b>	<b>Gross</b>
UT BACS Ref 949294800	My Repro Newsletter	52.00	8.50	60.50
UT BACS Ref 586665011	Viking Stationery Inks	24.89	4.98	29.87
UT BACS Ref 798969805	Warden March Salary	1070.15	0.00	1070.15
UT BACS Ref 688026268	Eon Seasonal illuminations (2 Year)	492.61	25.93	518.54
UT BACS Ref 794666557	Time Assured clock service	115.00	23.00	138.00
UT BACS Ref 875112556	Clerk March Salary	637.02	0.00	637.02
UT BACS Ref 91949487	JRB – Dog Bags	201.00	40.20	241.20
UT BACS Ref 835237540	D Harrison Tree work	300.00	0.00	300.00
DD	E on	29.25	1.46	30.71
UT BACS Ref 797871263	Clerk Homeworking allowance	78.00	0.00	78.00
UT BACS Ref 877827727	DCC Pension	276.73	0.00	276.73
UT BACS Ref 109213325	Butler Cook Payroll	208.00	52.40	260.40
UT BACS Ref 668803912	Dalc Subscription	791.58	0.00	791.58
UT BACS Ref 156121641	Viking Stamps	18.24	0.00	18.24
UT BACS Ref 230512740	Lite Deposit Lights	2218.00	443.60	2661.60
UT BACS Ref 856266417	Viking ink	22.49	4.50	26.99
UT BACS Ref 645127929	Microsoft 365 Renewal	86.40	0.00	86.40
UT BACS Ref 462179145	HMRC	155.14	0.00	155.14
UT BACS Ref 931212316	Bank Transfer from Unity to Yorkshire Bank	34676.00	0.00	34676.00
UT BACS Ref 544538167	Clerk Salary April	614.42	0.00	614.42
UT BACS Ref 958497499	Warden Salary April	1079.11	0.00	1079.11
UT BACS Ref 514545457	HMRC	139.99	0.00	139.99
UT BACS Ref 806013497	DCC Superannuation	296.24	0.00	296.24
UT BACS Ref 13804948	Chairs allowance	250.00	0.00	250.00
UT BACS Ref 76311139	Website fee	200.00	0.00	200.00
UT BACS Ref 356712193	Viking	53.97	10.79	64.76
UT BACS Ref 599052384	J Allsopp – IT Consultant	200.00	0.00	200.00

- (b) Draft Accounts  
**RECOMMENDED** that the following draft accounts for 2019/20 presented by the Clerk be noted.

RECEIPTS AND PAYMENTS ACCOUNT

2018/19	Receipts	2019/20
£ 62,317.00	Precept	£ 66,056.00
£ 112.88	Interest	£ 135.94
£ 1,992.85	Donations and other income	£ 1,264.80
£ -	Section 106 Donation	£ 86,000.00
£ 4,999.72	VAT	£ 7,138.96
<b>£ 69,422.45</b>		<b>£ 160,595.70</b>
	<b>Payments</b>	
£ 1,770.00	Donations	£ 950.00
£ 2,381.67	Clock Building	£ 1,555.04
£ 24,127.80	Staff Costs	£ 27,106.31
£ 1,994.87	Post/Print/Stationery/Admin	£ 1,838.85
£ 342.00	Dog Bags	£ 945.00
£ 54.00	Bank Charges	£ 72.00
£ 210.00	Room Hire	£ 260.00
£ 17,644.97	Christmas/Bonfire	£ 17,214.94
£ 1,119.47	Chairs Allow./Newsletter	£ 802.00
£ 1,289.32	Insurance/Audit	£ 1,682.95
£ 9,342.05	Allots/Car Park/Environ/Cleaning	£ 11,792.46
£ 2,560.81	Miscellaneous/Contingency	£ 2,897.66
£ 439.00	Subscriptions/Training	£ 798.52
£ 240.00	Childrens Group Room Hire	£ -
£ -	Section 137	£ 300.00
£ 4,723.21	VAT	£ 4,260.25
<b>£ 68,239.17</b>		<b>£ 72,475.98</b>
	<b>Receipts and payments summary</b>	
£ 51,412.08	Balance b/f at 1 April	£ 52,640.72
£ 69,422.45	Add total receipts	£ 160,595.70
£ 68,239.17	Less total payments	£ 72,475.98
£ 45.36	Add unpres cheques/adjustment	£ -
<b>£ 52,640.72</b>	Balance at 31 March	<b>£ 140,760.44</b>
	<b>Represented by bank balances 31 March</b>	
£ 5,104.60	Current	£ 11,311.39
£ 6,420.64	Deposit	£ 6,427.06
£ 36,956.83	Business Term Deposit	£ 37,086.35
£ 4,158.65	U Trust	£ 86,036.04
£ -	Less uncashed cheques	£ 100.00
<b>£ 52,640.72</b>		<b>£ 140,760.44</b>

- 9 Planning and Licensing  
 Planning and licensing applications will be reported at the meeting.

**RECOMMENDED** that Council note or make representations as appropriate,