

**Minutes of Cossington Annual Parish Council held virtually by Zoom
on Thursday 6th May 2021 at 6:50p.m.**

Present: Mrs E Crowe - Clerk Mrs P Weston-Webb - Chairman
 Mrs B Orridge Mr H Sanderson
 Mr S Cobley Mrs P Morelli-McKeon

2 members of the public present

Action By

21/001	<p><u>Election of Chairman</u> Mrs Weston-Webb was elected as Chairman</p>	
21/002	<p><u>Acceptance & Review of the Parish Council Constitution Guidelines/Standing Orders/Financial Regulations and Policies</u> The Councillors approved all of the Parish Council policies.</p>	
21/003	<p><u>Annual Accounts 2020/2021 Annual Governance Statement to be considered, approved & signed</u> The annual internal audit for the financial year from April 2020 – March 2021 has been completed by Richard Willcocks. The Councillors considered and approved Section 1 – Annual Governance Statement 2020/21 of the annual return for the year end 31st March 2021. The Chairman, Mrs P Weston-Webb and the Clerk, Mrs Crowe have signed the Annual Governance Statement on behalf of the Council.</p>	
21/004	<p><u>Annual Accounts 2020/2021 Accounting Statement to be considered, approved & signed</u> The Councillors considered and approved Section 2 – Accounting Statement 2020/21 of the annual return for the year end 31st March 2021. The Chairman, Mrs P Weston-Webb and the Clerk, Mrs Crowe have signed the Annual Governance Statement on behalf of the Council. The Clerk to upload the signed Annual Return on to the website. The Notice of the date of commencement of period for the exercise to public rights notice for the Accounts for the year end 31st March 2021 will be placed on the notice boards for the public to view the accounts from 14th June to 23rd July 2021.</p>	
21/005	<p><u>Certificate of Exemption AGAR 2020/2021 to be considered, approved & Signed</u> On completing the AGAR the Clerk realised that the certificate of exemption did not apply to Cossington Parish Council this year as the income and expenditure was greater than £25,000. The Clerk completed Part 3 of the AGAR.</p>	

Signed:

Date:

21/006	<u>LRALC Delegate for LRALC AGM</u> Mrs Weston-Webb agreed to put her name down to attend the AGM but can not commit fully until LRALC have decided on the date.	
21/007	<u>Apologies of Absence</u> Cllr Poland	
21/008	<u>Minutes of April's Parish Meeting</u> Agreed and signed by the Chairman	
21/009	<u>Declaration of Interest</u> None this month	
21/010	<u>Public Questions</u> 1. Leicestershire County Councillor Update Nothing to report this month. 2. Charnwood Borough Councillor Update Nothing to report this month.	
21/011	<u>Action Update</u> 1. Andrew Granger Mr Sanderson spoke to Rupert Harrison who hasn't had any correspondence with Severn Trent. Rupert agreed to contact them asap. 2. Specification for the War Memorial Driveway The Clerk is waiting for the Estimator from Cowman's contractors to get in contact to arrange to visit the site to discuss a specification. 3. Neighbourhood Plan Update The Neighbourhood Plan is going really well. The groups who have been formed are working hard. The Plan is 2 months ahead of where Locality expected it to be. A grant for £8000 has been authorised by Groundworks UK.	
21/012	<u>Planning</u> Nothing this month	
21/013	<u>Correspondence</u> 1. Came & Company insurance renewal invitation The Council agreed to go ahead with the insurance renewal at a cost of £562.48. 2. Redwood Pryor – Summary Internal Audit Report The overall internal audit opinion for the Council is Good which again reflects the professionalism and attention to detail of the Clerk. There are two recommendations given: a. The Council considers adopting a Reserves, Training, Data Protection and Health & Safety Policies b. There are 2 cheques totalling £208.20 on the NatWest Current account at 31.03.21, which had not been presented for payment although the bank account had been closed in December 2020. These 2 cheques should be	

Signed:

Date:

	cancelled in the Scribe account and re-issued from the Unity Trust. The Council agreed for the Clerk to action both recommendations.	E.C.														
21/014	<p><u>Accounts</u></p> <table> <tr> <td>Emma Crowe (Expenses)</td> <td>£17.23</td> </tr> <tr> <td>Emma Crowe (Clerks fees)</td> <td>£2,200.00</td> </tr> <tr> <td>HMRC (Clerks Tax)</td> <td>£550.00</td> </tr> <tr> <td>Redwood Pryor (Internal Audit)</td> <td>£302.16</td> </tr> <tr> <td>Came & Co. Insurance</td> <td>£562.48</td> </tr> <tr> <td>Charnwood Borough Precept</td> <td>+£7,250.00</td> </tr> <tr> <td>HMRC Tax</td> <td>+£2,801.08</td> </tr> </table> <p>Current Account: £17,086.33 Reserve Account: £20,875.75 Bank Statement as of 28th April 2021</p> <p>Proposed: Mrs Weston-Webb Seconded: Mr Sanderson</p>	Emma Crowe (Expenses)	£17.23	Emma Crowe (Clerks fees)	£2,200.00	HMRC (Clerks Tax)	£550.00	Redwood Pryor (Internal Audit)	£302.16	Came & Co. Insurance	£562.48	Charnwood Borough Precept	+£7,250.00	HMRC Tax	+£2,801.08	
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21/015	<p><u>Scheme of Delegation</u></p> <p>Councillors unanimously agreed that in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority will be reviewed monthly at meetings of the council after the delegation was put in place, until such time a decision is made to rescind the agreement when the Covid-19 outbreak is stable.</p>	.														
21/016	<p><u>Clerk's report</u></p> <p>1. Zoom Subscription The Council agreed for the Clerk to cancel the Zoom subscription as of 13th May.</p> <p>2. Bench Plaques Mrs Weston-Webb to give contact details of the cast plaque company for the Clerk to contact.</p>	E.C. P.W.W. E.C														

Next Meeting: Monday 12th July at 6:30pm

Meeting Closed at 19:40hrs

Signed:

Date: