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A meeting of Wistow Parish Council took place on Tuesday 31 March 2020 by video conference at 7.30pm with Cllr Waller located at Northern Cottage, Church Street, Wistow, PE28 2QE in the Chair.

03.20.01 Present:

Cllr C. Bradford, Cllr G. Macinnes, Cllr R. Waller and Cllr. J. Wiltshire.

In Attendance

Mr M. Woolhouse – Clerk to the Council

03.20.02 Welcome and Introduction

The Chairman welcomed Councillors to this meeting held by video conference and thanked them for their forbearance with any communication issues which may arise.

He explained that due to the Coronavirus pandemic, with subsequent mobility and distancing restrictions imposed by HM Government, it had been decided to hold the meeting via video conference. The Clerk had previously notified Councillors that NALC generic advice was that any legal action arguing that such meetings were invalid was unlikely to succeed whilst the current restrictions were in force.

03.20.03 Resignation of Councillor

The Chairman reported that Cllr G Smith had resigned as a councillor with effect from 15th March with confirmation by email on the same date.

03.20.04 Apologies for Absence

Apologies for absence were received from Cllr C Leaton.

03.20.05 To receive Declarations of Interest:

Declarations of Interest were noted for:

1. All Parish Councillors as Trustees of the Village Hall.
2. Cllrs Bradford and Macinnes, as members of the Village Hall Committee.

03.20.06 Public Participation:

There was no public participation of any members of the public or from Councillors declaring a prejudicial interest in any matter to address the meeting in relation to the business to be transacted.

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03.20.07 Approval of minutes of meeting held on 25 February 2020

The minutes had been circulated prior to the meeting. Cllr R Waller proposed that the minutes be approved and Cllr C Bradford seconded the proposal. **It was resolved that the minutes be approved and that they be signed by Cllr Waller.**

03.20.08 District Councillors and County Councillor reports:

It was reported that due to the truncated nature of the proceedings there were no reports from Cllrs Tavener, Rogers and Bull.

03.20.09 Matters arising or carried forward from the previous meeting.

It was agreed to postpone discussion of these matters in the light of the Coronavirus pandemic.

03.20.10 Notification of planning items.

There were no new matters to consider.

03.20.11 Finance

03.20.11.01 To approve accounts for payment: 31st March 2020

Date	Ref No	Payee	Description	Amount £
31/03/20	441	CAPALC	Annual membership fee	274.44
31/03/20	442	Balfour Beatty	Street lighting maintenance charge Q1 2020/21	124.20
31/03/20	443	Garden Reclaim	Grass cutting	117.00
31/03/20	444	Wistow Village Hall	Annual hire charges	110.00
31/03/20	445	Parrott Print	Wistow Warbler print cost contribution	48.00
31/03/20	446	Mr. M Woolhouse	Net salary March 2020	260.00
31/03/20	447	HMRC	PAYE tax on Mr M Woolhouse's salary	65.00

Cllr R. Waller proposed that the accounts be approved for payment and Cllr Bradford seconded the proposal. **It was unanimously resolved that the payments be approved.**

03.20.11.02 Income

The Meeting noted the income received during the month (nil).

03.20.11.03 Income and Expenditure Account

The Meeting noted the income and expenditure account for the month.

03.20.11.04 Bank Reconciliation

The meeting noted the bank reconciliation for the month.

03.20.11.05 Bank Balances

The Meeting noted the current and savings account balances as at 25 March 2020.

03.20.11.06 Banking Arrangements

The Clerk reported that discussions with MetroBank PLC ("the Bank") had proceeded and it was intended to open two accounts with the Bank as follows

- Business Bank Account ("BBA")
- Community Instant Access Deposit Account ("DA")

together with Business On Line Plus internet banking overlay ("Overlay").

It was noted that whilst the BBA did not incur any fees (due to the number and size of the monthly payments) the Overlay incurred a charge of £5 per user per month.

In addition, MetroBank required a letter setting out the structure and make up of Wistow Parish Council. The letter had been previously circulated for consideration.

After a brief discussion **it was agreed unanimously that**

1. the Council opens the accounts as referred to above, together with the Overlay ("the Accounts") on the Bank's standard terms and conditions in force from time to time;
2. Cllrs Waller, Leaton, Macinnes and Bradford be and are hereby appointed signatories and any two (2) signatories be required to authorise or make payments of any amount from the accounts;
3. Mr M Woolhouse be and is hereby appointed as a signatory but not be authorised to approve any payment, nor sign any cheque or make any electronic funds transfer save transfers between the Accounts;
4. the Clerk be authorised on the Council's behalf to sign the attached letter to the Bank;
5. The Chairman and the Clerk be authorised to sign the Business Accounts Opening Form and Business Accounts Mandate;
6. the Chairman of the Council and the Clerk both be separately authorised to manage the operation of the Accounts, including but not limited to establishing or amending mandates or changing correspondence details save that the Clerk shall not have any paying authorities whether by cheque, telephone or electronically or otherwise.

It was further unanimously agreed that once the Accounts were established and could be operated, to transfer the balances standing in the Barclays Bank current and deposit accounts to the Accounts in accordance with the terms of the Barclays Bank mandate, without further reference to or approval from the Council.

The Clerk explained that relevant paperwork had been sent to each of the proposed account signatories for signing and certification where necessary, with their subsequent return to him for forwarding to MetroBank.

03.20.12 **Delegated Powers**

The meeting considered the delegation of powers from the full council to councillors and the Clerk for the duration of the coronavirus pandemic with associated mobility restrictions.

After some discussion **it was unanimously agreed** that

- The Chairman and any one other Councillor be and are hereby authorised on behalf of the Council to incur financial obligations such as but not limited to electricity charges, grass cutting or payment of salaries; and
- The Clerk be and is hereby authorised on behalf of the Council to deal with any non-financial matter such as but not limited to planning notifications or other correspondence from statutory bodies and councils or members of the public, having first obtained the views of at least two Councillors.

03.20.13 **Traffic, Highways & Road Safety.**

Save as previously noted in correspondence there was nothing to consider.

03.20.14 **Village Maintenance**

It was noted that there was nothing to report.

03.20.15 **Policing Matters:**

No incidents in the village of Wistow were reported with all alerts posted to the Wistow's Facebook and Neighbourhood Watch pages.

03.20.16 **Correspondence and Communications**

03.20.16.01 The meeting noted the previously circulated correspondence.

03.20.16.02 In response to a question the Clerk confirmed that he had spoken with Rose Homes and subsequently sent a letter regarding the overflowing water from their Mill Road development but had not received a reply.

The Clerk agreed to contact Rose Homes to establish if they would install cabling from their new development on Mill Road to the adjacent bus shelter in Parsonage Street and undertake to pay for the electricity used in lighting the shelter and powering the defibrillator, if any.

03.20.17 **Verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

03.20.17.01 The Meeting agreed to postpone discussion of this item for the duration of the coronavirus pandemic with associated mobility restrictions with the exception of the following item.

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03.20.17.02 It was reported that notwithstanding the closure of the playground due to the coronavirus crisis, intruders had been observed. Additional signage confirming the closure would be erected.

03.20.18 **Monthly Audit**

Cllr Waller volunteered to be the Auditor for March.

03.20.19 **Date of next meeting:**

It was agreed that the next meeting would take place on Tuesday 26th May 2020 at 7.30pm in Wistow Village Hall or alternatively at the same time by video conference if mobility restrictions were still in force.