

## SCARISBRICK PARISH COUNCIL

**Minutes of the extraordinary meeting of the Parish Council held at 7.30pm on Monday 17<sup>th</sup> August 2020. This meeting was held in compliance with Regulation 5 of The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020**

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### **PRESENT.**

Councillor A. Blundell (in the Chair)	Councillor J. Williams
Councillor N. Makin	Councillor J. Herbert
Councillor C. Herbert	

No members of the public were present.

### **20/83 ELECTION OF CHAIR OF THE COUNCIL.**

(a) *Councillor A. Blundell was unanimously elected as Chair until the next Annual Parish Council Meeting.*

(b) *It was resolved to approve deferral of the signing of the declaration of acceptance of office by the Chair until a time before the next ordinary meeting [in accordance with LGA 1972 s.83(4)].*

### **20/84 ELECTION OF VICE-CHAIR OF THE COUNCIL.**

This item was deferred until the next meeting.

### **20/85 APOLOGIES.**

These were received from Councillor M. Andrews and Councillor J. Marshall.

### **20/86 DECLARATIONS OF INTEREST.**

There were none.

### **20/87 CLERKING/RFO.**

(a) *It was resolved to appoint Mrs I O'Donnell as temporary clerk/RFO on the terms outlined in the attached contract/job description (commencing on 19<sup>th</sup> August 2020).*

(b) *It was resolved to appoint Councillor J. Herbert as acting clerk/RFO (unpaid) until the temporary appointment takes effect in order to oversee the completion of the AGAR.*

### **20/88 CONFIRMATION OF THE MINUTES.**

*It was resolved that the minutes of the extra-ordinary meeting held on Monday 3<sup>rd</sup> August 2020 be approved and signed by the Chair.*

### **20/89 ADJOURNMENT OF THE MEETING.**

As no members of the public were in attendance the meeting was not adjourned.

### **20/90 INTERNAL AUDITOR'S REPORT.**

The internal auditor's report was received and noted. The importance of documents necessary for both the interim and end of year audits reaching the auditor in a timely fashion (as per the audit plan) was stressed. Concern was expressed that the completed tender documents for the bus shelters had not been located (although it was noted that the tender process had been fully

minuted). It was further noted that a review of fixed assets had been performed since the auditor's report, having been delayed by coronavirus restrictions.

*The following were resolved as a result of the report:*

- *Early training of the new RFO will take place and the various stages of the internal control process will be put together as a timetable and diarised as an aide memoire.*
- *The Council's records management policy will be reviewed and highlighted.*

#### **20/91 REVIEW OF INTERNAL CONTROL.**

The circulated report was received and noted.

#### **20/92 ANNUAL RETURN.**

*(a) Section 1 of the AGAR was completed and approved for signature.*

*(b) The information contained in Section 2 of the AGAR was approved for signature.*

#### **20/93 PLANNING CONSULTANT.**

The prohibitive costs of this Council employing the appropriate planning consultant were noted. Alternative strategies were discussed, including offering financial support to other organisations for the purposes of employing said consultant (within the terms of this Council's grant awarding policy).

*It was resolved to donate £500 to CPRE for the purposes of employing a planning consultant in regard to this Council's objection to 2019/0747/FUL (Bungalow Farm, Scarisbrick).*

#### **20/94 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS.**

Councillor N. Makin asked for the issue of speeding to be placed on the next agenda.

Councillor C. Herbert reported that a new dedicated rural crime police officer was in post and was having good effect. A new Community Beat Manager had been appointed for the area.

The Chair closed the meeting at 8.26pm.