



SHOTGATE PARISH COUNCIL

, Cllr.M. Biddle 01268 562877 – Clerk Emma Morris clerk@shotgatepc.org.uk

MINUTES FOR THE VIRTUAL PARISH COUNCIL MEETING HELD ON Tuesday 9th March 2021 @ 7.30pm, via Zoom, Shotgate.

Those Present

<i>Cllr Jackie Woolf -Acting Chair</i>	<i>Mr D. Crawford</i>
<i>Cllr Clive Burton</i>	
<i>Cllr Trevor Hammond -joined late</i>	
<i>Cllr Helen Byatt</i>	
<i>Miss Emma Morris - Clerk</i>	

Meeting started at 19:30

24.21	Vice- Chair’s Welcome & Apologies & Reasons for Absence – Council to vote & Accept Cllr Mark Biddle – Personal Commitments Cllr Tony Ball Cllr Buckley -----All at conflicting meetings Cllr Harrison Cllr Brockman All agreed.
25.21	Minutes of previous meeting. – Agreed.
26.21	Declarations and Interests (existence and nature) – None
27.21	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. None.
28.21	No County or Borough Councillors in attendance.
29.21	Code of Conduct & Councillors Comments on social media. Noted
30.21	Local Parish Plan working group To be brought back to council in June.
31.21	Council to agree the appointment of Internal Auditor Hellis & Lodge. Motion Carried.



SHOTGATE PARISH COUNCIL

, Cllr.M. Biddle 01268 562877 – Clerk Emma Morris clerk@shotgatepc.org.uk

32.21	Council to review the updated Standing Orders and Financial Regulations, Risk Assessments & Internal Controls. (attached) Council to accept or seek to amend where necessary. Motion Carried																																																		
33.21	<p>Clerk</p> <p>Flower Tower Update the Flower Tower permissions have been granted.</p> <p>Boundary Gates. Awaiting response from Reflection Perfection re the cleaning of the gate.</p> <p>Annual Parish Council Meetings (May) Clerk proposes that the ordinary council meeting be brought forward a week, from the 11th to the 4 th May to allow for the certainty of virtual meeting to be allowed, and be the Annual Parish Council Meeting.</p> <p>Annual Parish Meeting (1st March – 1 st June) Clerk proposes that the 13th April council meeting be held as the Annual Parish meeting via zoom. Motion Carried</p>																																																		
34.21	<p>Finance (to include any invoices received prior to meeting, and not noted below)</p> <p>a) Chairman signed the Barclays Community Account Balance as at 28th February 2021</p> <p>b) The Council to agree months bank reconciliations for February. Agreed. □</p> <p>c) Councillors to resolve to pay the following:</p> <p>Finance</p> <table border="1" data-bbox="252 1330 1414 1809"> <thead> <tr> <th>Payment Type</th> <th>Payee</th> <th>Invoice Detail</th> <th>Amount £'s</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Miss E Morris</td> <td>Clerk Wages</td> <td>862.77</td> <td></td> </tr> <tr> <td>BACS</td> <td>HMRC</td> <td>Clerk Taxes</td> <td>298.58</td> <td></td> </tr> <tr> <td>BACS</td> <td>EALC</td> <td>Clerk Training</td> <td>70.00</td> <td>14.00</td> </tr> <tr> <td>BACS</td> <td>Mick Belton</td> <td>WWI Soldiers</td> <td>140.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payment Type	Payee	Invoice Detail	Amount £'s	VAT	BACS	Miss E Morris	Clerk Wages	862.77		BACS	HMRC	Clerk Taxes	298.58		BACS	EALC	Clerk Training	70.00	14.00	BACS	Mick Belton	WWI Soldiers	140.00																										
Payment Type	Payee	Invoice Detail	Amount £'s	VAT																																															
BACS	Miss E Morris	Clerk Wages	862.77																																																
BACS	HMRC	Clerk Taxes	298.58																																																
BACS	EALC	Clerk Training	70.00	14.00																																															
BACS	Mick Belton	WWI Soldiers	140.00																																																
35.21	Planning No items raised																																																		
36.21	Items for next agenda																																																		
37.21	Date of next meeting. – April 13th 2021 via zoom at 7pm																																																		
	Meeting closed at 20.30																																																		



SHOTGATE PARISH COUNCIL

, Cllr.M. Biddle 01268 562877 – Clerk Emma Morris clerk@shotgatepc.org.uk