

WOLLASTON PARISH COUNCIL
Meeting of the Council

Attendees are reminded that in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

You are hereby summoned to attend a **virtual Annual Meeting** of the Parish Council of Wollaston which is to be held on **Thursday 21 May 2020 which commences at 7pm virtually online via Zoom** for the purpose of transacting the following business, namely: -

1. **Open Meeting** (15 minutes).
2. **To receive apologies for absence.**
3. **To receive declaration of interest related to business on the agenda.**
4. **Confirmation of the minutes of the Meeting of the Parish Council held on Thursday 20 February 2020 and Confirmation of the minutes of the Annual Assembly of 18 April 2019.** (No meetings took place during March and April of 2020 due to the Covid-19 pandemic following Government lockdown guidance).
5. **Councillors Reports**
 - **Borough** Cllr Martin Griffiths (5 minutes)
 - **County** Cllr Jo Beirne (5 minutes)
6. **Finances**
 - **To RESOLVE** to approve payments for authorisation for March 2020 paid outside of meeting.
 - **To RESOLVE** to approve payments for authorisation for April 2020 paid outside of meeting.
 - **To RESOLVE** to approve payments for authorisation for May 2020.
 - **To RESOLVE** to approve receipts for February 2020.
 - **To RESOLVE** to approve receipts for March 2020.
 - **To RESOLVE** to approve receipts for April 2020.
 - **To RESOLVE** to approve the final end of year Playing Field & Parks Management Committee and Parish Council budgets to March 2020.
 - **To RESOLVE** to approve Fixed Assets Register.
 - To review the effectiveness of internal financial controls.
 - **To RESOLVE** to approve Sections 1, 2 and 3 of the annual return for financial year ended 31 March 2020.
 - **To RESOLVE** to appoint Messrs Hymans Robertson to investigate pension options and give a written report at a cost of £750.
 - **To RESOLVE** to approve NCALC Internal Audit Service – Terms of Reference.
7. **Reports of the Working Parties/Representatives**
 - (a) Playing Field & Parks Management Committee (TS)
 - (b) Environmental & Highways Update (DT)
 - To RESOLVE** to approve London Road site for Western Power Distribution substation.
 - To RESOLVE** to approve additional £60 to the grant from PFCC/NRSA for purchase of MVAS.
 - (c) Community Crime & Safety (JMac)
 - (d) Cemetery (SF/LA)
 - (e) Footpaths (JA)
 - (f) Village Hall (MG)
 - (g) Youth Club (JA)
8. **Clerk's Report** (DS)
 - **To RESOLVE** to sign transfer to formally adopt open spaces at the Pyghtles.
 - **To RESOLVE** to approve purchase of VE Day 75th Anniversary Bench for the Cradle at a cost of £650+VAT and £80 delivery fee from S137 monies.

- **To RESOLVE** to carry out an accessibility check on website in accordance with Government legislation to enable partially sighted and additional needs members of the public to be able to access the site capped to £500.

9. Planning (JM)

(a) Applications

- Outstanding applications status update

(b) Any other planning business

Hookhams Path – S106 monies enquiry Wollaston School

Airwair/Doc Marten car park

Doddington Road

10. Election of Chair and Declaration of Acceptance of Office.

11. Election of Vice Chair.

12. Appointment of Working Party Members (current members)

(a) Cemetery (SF,LA)

(b) Community Safety (JMac)

(c) Environmental, Highways and Street Lights (SF,JM,DT,JT, TS)

(d) Footpaths (JA) (2 cllrs needed)

(e) Planning (PB,LA,AB,SF,MG,JM,DT,JMac) (to include Chair)

(f) Playing Fields & Parks Management Committee (TS, AB, DT, MM, JM)

13. Further Appointments

(a) Human Resource (LA,SF,MG,JA) (to include Chair)

(b) Finance (LA,JT) (to include Chair)

(c) Pocket Park Representative (See PF)

(d) Sports Association Representative (TS)

(e) Village Hall Representative (MG)

(f) Youth Project (JA)

14. Parish Councillors Attendance 2019/2020.

15. To consider applications for Parish Councillor vacancy and **to RESOLVE** to appoint a suitable candidate by way of Co-option.

16. Date of next meeting.

D. Styles

Parish Council Clerk and Responsible Financial Officer

Dated this 15th day of May 2020.

ZOOM MEETING ID: [to be inserted]