

Chesterton Parish Council
Minutes of the Designated Committee Meeting (via Microsoft Teams)
Thursday, 9th April 2020, 11am

In Attendance: Philip Clarke (Chair)
Fiona Rowe (Vice Chair)
Mike White (Finance Officer)
Andrew Thomas (Councillor)
Jackie Williams, (Clerk)

Decisions Made

23. Minutes of 1st April 2020 – Unanimously agreed.
24. April 2020 Finance Report – Unanimously agreed.
- Clerk to provide PJC with copy of Summary Report (PJC unable to print off) **(JW)**
 - Finance Officer to investigate Unity Trust Bank for future banking provision **(MW)**
 - Andrew Thomas to reconcile end of Year Statement with MW **(AT)**
25. Agree Nature and Frequency of ‘Team’ Designated Committee Meetings:
- NALC/OALC Guidelines: A weekly meeting was agreed. Agenda + Minutes to appear on noticeboards and Parish Council website, to include invitation from public for items to be considered **(JW)**
 - Audit Deadline Update: Confirmation of revised/deferred dates awaited. Clerk confirmed chasing email sent to Internal Auditor, but still no response to date. Finance Officer to investigate further options. **(MW)**
26. Annual Parish Meeting 2019/20: Unanimous agreement to cancel. Existing Chair and Vice Chair to continue in current roles for 20/21 in line with NALC recommendations. Also unanimous agreement reached that with immediate effect Andrew Thomas would replace Fiona Rowe as Vice Chair of Finance Committee to facilitate improved allocation of councillor responsibilities. **(JW)**
27. Rural Mobility Fund & Electric Bus Town/City Survey Involvement: Following discussion it was agreed not to take part in this survey as the village did not meet the criteria required.

Other Matters

28. Matters Outstanding from Last Minutes: No further items outstanding.
29. Standing Orders Review Date: Agreed to take place end April. **(PJC/FR/AT/JW)**
30. Website Progress Review: Due to Covid-19 conditions, it was unanimously agreed acceptable for the Committee to receive a progress update on ‘first cut’ in early May. **(JW)**
31. James Cridland RUFC/BSA Telephone Conversation: the Committee received an update on the call received by the Clerk.

32. Allotments Review:

- Clerk continuing to chase agreements and payments from current tenants. Two people on waiting list for full plots. Reports on non-adherence to tenancy rules received. A more rigid enforcement of the Allotment Tenancy rules was agreed necessary. **(FR/JW)**
- Bonfires during Covid-19 Conditions: Unanimous agreement that all tenants to be emailed ref no bonfires or other 'smoke emitting' devices on allotments until further notice. Four posters indicating the same to be displayed on allotments. **(JW)**

33. Chesterton Corona Crew Volunteer Support Network:

- An Update of activity was received. All working very smoothly. Amazing effort by volunteers.
- Wendlebury + Chesterton prescriptions pick up + delivery carried out every Wednesday by our volunteers.
- Weekly flyer containing important/updated info being door-dropped weekly by volunteers.
- Report re scammers to be posted on Facebook and in flyer/on website.
- Fiona Rowe to investigate situation regarding insurance/safeguarding/wellbeing of volunteers. **(FR)**

34. Covid-19 Grants/funding Available:

- Cllr Corkin's Priority Fund – Clerk to apply **(JW)**
 - OCF Community Resilience Fund – Andrew Thomas to investigate **(AT)**
 - CDC Priority Fund – Andrew Thomas to investigate **(AT)**
 - SSE Funding – Andrew Thomas to investigate **(AT)**
- Clerk to forward all necessary grant/funding paperwork to Andrew Thomas. **(JW)**

35. Further Matters for Discussion: None.

Date of next meeting – Thursday 16th April, 10am via 'Teams'.

The meeting closed at 12.20pm.