

THE IVERS PARISH COUNCIL

**MINUTES OF A MEETING OF THE COUNCIL INCLUDING POLICY, FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
22nd JUNE 2020 at 6.00PM VIA ZOOM CALL**

Present: Councillors Wendy Matthews (Chairman), Ann Mayling (Vice Chairman), Chris Jordan, and Carol Gibson,

In attendance: Stephanie Bennett (Clerk) and 4 members of the public.

The Chairman welcomed members and the visitors to this first meeting of 2020 - 2021.

C.016/20 APOLOGIES FOR ABSENCE

Sylvia Lidgate, Geoff Bennett and Reg Gould.

C.017/20 DECLARATIONS OF INTEREST

None were received.

C.018/20 PUBLIC PARTICIPATION

No questions or addresses were received

C.019/20 MINUTES

RESOLVED that

The Minutes of the Council held on 18th May 2020 be agreed and were signed by the Chairman.

C.020/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the office was now open to callers from 0900 – 1400 and that we are working to secure the return of the Citizen's Advice Bureau and the opening of the Community Access Point of Bucks Council.

We continue to provide the Community Kindness Kits that are prepared and delivered by volunteers and the Chairman was delighted to report that the Council has secured £5,000 from the Heart of Bucks funding to support the continuation of the food kits, particularly to families identified by the schools. The Chairman was also expecting to hear shortly as to whether two bids to the Bucks Council funding that is available through councillor applications, were approved. This funding was to be targeted at the kindness kits but also for a new 'Cleaning Kit' for all persons being assisted by the scheme.

The Chairman was also pleased to announce the recommencement of the Neighbourhood Plan process and wished to thank the enthusiastic engagement of the

community members who had offered to assist on the new sub-committee.

The Chairman was delighted to let councillors and the community aware that the play area refurbishment at Iver Heath Rec has been completed and this area will be opened to the community as soon as the government relaxes the requirement to keep play areas closed. The area looks really colourful, and feedback from local families is that they are really looking forward to it opening.

C.021/20

COMMITTEE MINUTES

The Planning Committee minutes were presented by Cllr Carol Gibson who informed Council that application numbers were greatly reduced, and that Bucks Council has implemented a new enforcement policy. The Amenities Committee minutes were presented by Cllr Ann Mayling who drew Council's attention to the Iver Heath Pavilion refurbishment being delivered on budget and that the reconfiguration of the internals has created a much more usable space. Cllr Chris Jordan presented the Highways and Infrastructure Committee minutes and reported that a new working group was being formed to look at how we move around the parish on footways and cycleways.

RESOLVED that

the minutes as presented to the Council by the respective Committee Chairmen be agreed

C.022/20

MEMBER REPORTS EXTERNAL BODIES

There were no external body reports.

It was reported that the Pinewood Liaison Group has been reconvened by Bucks Council.

C.023/20

COUNCILLOR VACANCIES

The report of the Clerk was considered.

RESOLVED that

the process and forms as developed by the Clerk be implemented with the application process open by 1200 on the 23rd June 2020.

C.024/20

COVID-19

- a. The Chairman reported that work to prepare and deliver the Community Kindness Kits is ongoing and discussion is being undertaken on how to continue, in partnership, to support those that need help following the end of shielding.
- b. Council considered the draft risk assessment for 'Return to Work' and agreed that, for now, the council is committed to the delivery of 2 metre social distancing. This will be kept under review.

c. Council considered the draft flexi-time policy

RESOLVED that

the risk assessment for Return to Work be agreed and the flexi time policy be agreed for a trial period of 6 months.

C.025/20 FIXED ASSET REGISTER

Council considered the end of year 2019 – 2020 fixed asset register

RESOLVED that

the end of year 2019 – 2020 fixed asset register and write off of the items highlighted be agreed

C.026/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

Council received the report of the Clerk and considered the governance and accountability arrangements of the Council and the Annual Accounting Statement

RESOLVED that

- a. Section 1, the Annual Governance Statement 2019/2020 is agreed and signed by the Chairman and Clerk
- b. Section 2, the Accounting Statement 2019/2020 is agreed and signed by the Chairman
- c. The explanation of variances, and the reconciliation of boxes 7 and 8 be received

C.027/20 FINANCE

Council considered the finance documents presented and the Chairman reported that the bank reconciliation checks had been undertaken.

RESOLVED that

The schedule of payments for May 2020, the budget reports at 31 May 2020 for Policy, Finance and General Purposes Committee, and the balance sheet at 31 May 2020 be received.

C.028/20 MEMORIALS POLICY

Council considered the draft memorials policy and subject to the inclusion of a sentence in the introduction explaining that the policy does not cover St Peter's Burial Ground

RESOLVED that

The Memorials Policy be adopted.

C.029/20

CHRISTMAS LIGHTS

Council considered the information and quotes provided to Council

RESOLVED that

the quote of £10,361.00 per annum from Lamps and Tubes that includes £300 for engineer attendance at a switch on be accepted. Agreed terms to be for three years.

C.030/20

PRESS RELEASES/WEBSITE

The Council requested that the following media releases be prepared for approval by the Chairman:

1. Elector exercise of public rights
2. Memorials Policy and the opportunity for memorials to be placed in the community
3. Co-options process

C.031/20

EXCLUSION OF THE PRESS AND PUBLIC

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the press and public were excluded from the meeting as matters which were to be discussed were considered to be confidential

C.032/20

IVER HEATH ALLOTMENTS

The Council considered the issue of concreted in posts that are in breach of the terms of the lease.

RESOLVED that

All permanent structures are removed from both allotment sites. This includes all footings and posts that are concreted in position.

The meeting finished at 7.25pm

Signed Chairman

Date