

Beswick Parish Council

Virtual Meeting of the Council held at 7 pm on Wednesday, 8 July 2020 using Microsoft Teams

AGENDA

Cllr Reid welcomed everyone to the meeting and thanked them for their efforts in making a virtual meeting possible. He indicated that the holding of the meeting meant that the problem of Cllrs being removed from office for non-attendance at meetings was addressed and meant that a physical meeting could be delayed until January 2021 if necessary.

1 Apologies for Absence:

Ward Cllr Greenwood.

Present:

Cllr Reid (Chair), Cllrs Quinn, Scaife, Lee and Beddows, Ward Councillor Beaumont, J Bugg (Clerk) and 1 parishioner.

2 Declarations of Pecuniary and Non-Pecuniary Interests:

None.

3 Minutes:

Approval as an accurate record the minutes of the meeting held on 11 March 2020 to be deferred to next physical meeting of BPC.

4 Matters Arising from the Minutes:

All matters to be deferred to the next physical meeting of BPC.

5 Annual Meeting:

Chair informed the meeting that all items normally included in the Annual Meeting will now be deferred until May 2021 or the next physical meeting of BPC, whichever is sooner.

6 Resignation:

Chair confirmed receipt of Cllr Lee's resignation and thanked him for his service, valuable experience, knowledge and skills. Cllr Reid also asked Cllr Lee to put his resignation in writing in order to allow it to be forwarded to ERYC in order to allow BPC to initiate the process to find a replacement. Cllr Lee thanked Cllr Reid and expressed his desire that his replacement be Beswick in order to balance the representation from both villages as well as preferably the individual being from an agricultural background. Cllr Reid agreed with Cllr Lee's comments but noted that the choice may be dictated by the individuals interested in becoming a Cllr.

7 Delegation of Authority:

Chair confirmed that BPC has delegated authority to The Clerk in consultation with The Chair (23 March 2020) until May 2021 or until physical meetings are permitted, whichever is the sooner.

8 Annual Return and Public Right of Inspection:

The Clerk updated the meeting on the requirement to complete the Annual Return (AGAR) by the end of August 2020 and confirmed the period for public inspection of the accounts and related records must be no later than the dates shown below and agreed that public notice be given to this effect. It was proposed and agreed that a meeting be held on 12 August 2020 with the sole purpose of completing the necessary paperwork for the AGAR. Cllr Reid requested that the Clerk make suggestions for the timing of the meeting and distribute to all for confirmation of an appropriate time. Discussion took place as to whether the Village Hall would be available for a physical meeting. Virtual meetings are acceptable as long as the documents can be distributed to those necessary for wet signatures. The Clerk noted that she is happy to ensure that the documents are made available as is necessary. Cllr Quinn requested clarification as to the difference between a Parish Meeting and the BPC meeting; Cllr Reid noted that Parish Meetings are less formal with representatives not being elected. The Clerk noted that some confusion had been created by the external

auditors not making this difference clear. It was agreed that the September meeting may therefore not be held.

[SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. **Under the new regulations there is no requirement for a common period for the exercise of public rights.** Smaller authorities are still required to set a period for this purpose, but the only requirement is that **the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.**

9 Annual Accounts 2019-20:

The meeting received and note the Council's accounts for 2019-20.

10 Purchase of Defibrillator Spares:

Authority was given for Cllr Quinn to purchase replacement pads for the Kilnwick defibrillator - £106.80. Cllr Reid asked Cllr Quinn to remind him when the Salix payments would be made and it was noted that this would be in September and March but later was amended to August and February.

11 AOB: *Items arising under AOB cannot be resolved if they involve expenditure or commit the Council to a course of action but will appear on the next Agenda.*

11.1 Diary of Meetings:

Cllr Reid noted that the Diary of Meetings be maintained but that it be noted that the meetings may not be held depending on the position in relation to Covid-19. It was agreed that the decision be left with the Chair and Clerk.

11.2 Apologies for Next Meeting:

Cllr Quinn gave his apologies for the September meeting. Cllr Reid requested that all remaining Cllrs be in attendance if the meeting takes places in order to be quorate.

Meeting Closed at 7.25 pm.

Date of Next Meeting: 12 August 2020 - AGAR sole Agenda item.

From: SBA <SBA@pkf-littlejohn.com>
Sent: 11 May 2020 18:42
To: Beswick Parish Council <beswickpc@hotmail.com>
Subject: Automatic reply: Query

THIS IS AN AUTOMATED RESPONSE

Thank you for your email.

If your email is about our 2019/20 instructions, please treat the message below as our formal response. We aim to respond to all other queries within 3 working days.

Default submission deadlines 2019/20:
31 July 2020 – all smaller authorities except parish meetings
1 September 2020 – parish meetings only (see below)

2019/20 AGAR instructions and supporting documentation

We are working to revise our instructions and supporting documentation for the 2019/20 reporting year to reflect changes impacting the 2019/20 reporting season as a result of the issue of the following new Statutory Instruments (SI) by the Ministry for Housing, Communities and Local Government (MHCLG).

- [SI 2020/392 The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) This SI will give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings. **It is important to note that the legislation permitting virtual meetings does not extend to parish meetings, hence as things currently stand parish meetings are still expected to hold physical meetings (see below).** This SI was issued on 2 April and is effective from 4 April 2020.
- [SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. **Under the new regulations there is no requirement for a common period for the exercise of public rights.** Smaller authorities are still required to set a period for this purpose, but the only requirement is that **the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.** This SI was issued on 7 April and is effective from 30 April 2020.

Parish meetings only

We are not able to accept AGAR forms or exemption certificates from parish meetings that have been signed during the lockdown period as meetings should not have been allowed to take place. Please could we therefore ask that parish meetings complete as much of the preparation as they are able to while the lockdown restrictions are in place, so that they are ready to arrange a meeting for when the restrictions on gatherings are lifted. Parish meetings will have until 31 August to hold their approval meeting in order to comply with the legislation. **We have set a later submission deadline of 1 September 2020 FOR PARISH MEETINGS ONLY to accommodate the additional challenges faced as a result of not being entitled to hold virtual meetings.** As always, if you can submit your documentation prior to this we would be very grateful.

Please [contact us](#) immediately to update the contact details for your smaller authority if there have been changes to the main contact person since we last communicated with you.

AGAR forms

The AGAR forms for completion are available below on our [website](#), please follow the links for parish meeting or all other smaller authorities. We understand there are no plans for SAAA or the Joint Panel on Accountability and Governance (JPAG) to revise the AGAR forms for this reporting season but it is expected that SAAA will issue a single page addendum/cover sheet to highlight the changes and new dates. As soon as this is available, we will add this to the suite of documents on our website.

Signing and submitting the AGAR forms

The changes in legislation have been made in order to help smaller authorities in the performance of their duties as a result of the restrictions of movement and limitations on social contact necessary to limit the spread of the virus. We are not aware of any changes in the requirement for wet signatures on the AGAR. Our understanding is that wet signatures need to be added to the AGAR in the same order as previous years and that the AGAR will need to be passed between the relevant individuals for signature. Where individuals are self-isolating it is hoped that local assistance will be available to facilitate this. **It is important to note that if smaller authorities are able to keep to the regular reporting timetable as much as is possible and practical by making use of their ability to hold virtual meetings (except parish meetings as above), they are very much encouraged to do so. We will do our best in order to ensure we play our part in enabling that to happen.**

Other guidance

The most recent Chairman's statement from SAAA is available using the following link <http://www.localaudits.co.uk/guidance.html>. In addition, the websites for the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) have specific public pages dedicated to the latest news on coronavirus which are available using the following links:

www.nalc.gov.uk/coronavirus

www.slcc.co.uk/coronavirus-covid-19/

www.ada.org.uk/2020/03/coronavirus-covid-19-update

We continue to urge you to follow the governments instructions to limit the spread of coronavirus to stay at home to help the NHS and keep yourselves, your families and those in your communities safe and well. In the meantime, we once again thank you for your patience in these testing times.

If you are enquiring about the 2018/19 year end processes:

We issued our external auditor reports and certificates (except for those with ongoing challenges; queries; or public rights periods) by 30 September. If you have not received an email, please check your junk mail/spam folders.

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP

sba@pkf-littlejohn.com

Final Accounts	2019-20
	Actual
	£
Street Lighting	1727.50
Management of Assets	
Defibrillators	316.80
Street Lighting Replacement Fund	0.00
Telephone Box Renovation – Beswick	90.00
Telephone Box Renovation – Kilnwick	0.00
Refurbishment of Street Lights - Kilnwick	4536.00
	4942.80
Grants	
Beswick Church	250.00
Kilnwick Church	250.00
Twilight Bus	0.00
Tour de Yorkshire - Kilnwick	100.00
Tour de Yorkshire – Kilnwick (ERYC Grant)	500.00
Tour de Yorkshire – Beswick & Watton School	50.00
Kilnwick Village Hall Redecoration	250.00
	1400.00
Administrative Expenses	
Insurance	334.56
Clerk's Salary	1200.00
Stationery and other expenses	42.70
Parish Newsletter x 2	232.10
IT Maintenance	0.00
External Audit Commission - PKF	0.00
Website Domain Registration (3 Years)	0.00
Transparency Code Grant – Clerk Website Maint & Training	0.00
ERNLLCA Membership	272.92
Data Protection Registration	0.00
	2082.28
Total Expenditure	10152.58
<u>INCOME</u>	
Reserve Brought Forward	5162.01
VAT Reclaimed	1096.72
Precept	5250.00
Loan from Salix Finance	2500.00
Tour de Yorkshire – Grant from ERYC	500.00
Total Income	14508.73
<u>YEAR END RESERVE</u>	4356.15