

Chelsham & Farleigh Parish Council

The minutes of the virtual meeting over Zoom of the Parish Council of Chelsham & Farleigh held on Monday 4th May 2020 at 3pm

Present: Cllr Jan Moore - Chair
Cllr Lesley Brown
Cllr Peter Cairns
Cllr Barbara Lincoln
Cllr Neil Chambers
Cllr Jeremy Pursehouse (Parish & District Councillor)

Mrs Maureen Gibbins (Locum Clerk)

Minutes

1. Apologies for absence
Cllr Nancy Marsh

2. Tender for Chelsham Common

The tender which had been previously circulated was discussed. The Clerk will ascertain whether the price quoted is for 3 years or an annual fee. Cllr Cairns had highlighted that some individuals had not received the tender document which the Clerk confirmed had been circulated between 21st and 25th February 2020. The Clerk confirmed that the tender will be sent again.

Action: Clerk

Cllr Moore reported that it is encouraging to see residents using the common and suggested it would be pleasing if residents would like to fund or donate some new benches. Cllr Pursehouse will draft an encouraging message for the Chelsham, Farleigh and Warlingham Facebook page inviting donations and also reminding residents of social distancing when on the common

Action: Cllr Pursehouse

3. Data Protection Policy

The policy which had been previously circulated was agreed by all present and adopted by the Parish Council on 4th May 2020.

4. Peninsular update

Cllr Moore has contacted Peninsular to ascertain whether the contract can continue on a monthly rolling basis from November when the initial contract ends and is awaiting a reply. The Clerk will provide 6 months notice to Peninsular as soon as confirmation, or not, of the rolling contract.

Action: Clerk

5. Finance -

i) Ratification of £1000 grant application from TDC for Chelsham Farleigh & Warlingham

The councillors ratified the application of the grant from TDC being transferred to Coronavirus Aid Chelsham Farleigh and Warlingham. Cllr Pursehouse had, prior to the meeting, circulated a report of works undertaken to date.

ii) Internal Audit 2019/20

The Clerk confirmed the audit paperwork is being collated. A new internal auditor has been identified for next year and is happy to be appointed.

iii) Payment of invoices - the following payments and invoices were approved by all present.

Mrs M Richards	Salary in lieu of notice and holiday pay (paid on 27/4/2020)	£ 900.30
Kyle Lyward	Treasurer for Chelsham, Farleigh & Warlingham Covid-19 group (paid on 27.4.2020)	£1000.00
Mrs M Gibbins	Locum Clerk - April Hours	£ 650.00
Peninsular	HR Consultancy	£ 255.94
TVA	Annual Subscription	£ 20.00

Action: Clerk/Cllr Brown

6. Items for Future Agenda

Insurance Policy; Coronavirus updates; Audit update; Chelsham Common Tenders; Peninsular Updates; Signs after lockdown and Finances