

## Great & Little Whelnetham Parish Council

### Minutes of Parish Council Meeting held Tuesday 9 July 2019 at 7.30pm in the Community Centre

#### Present

Cllr Peter Royce, Chairman, PR

Cllr June Attwood, JA

Cllr Howard Singh, HS

Cllr Tim Webber, TW

Elaine Gorman, Clerk

1. **OPENING** - The Chairman declared the meeting open at 7.30pm and thanked all for attending.
2. **APOLOGIES** – Council to receive apologies for absence. It was noted that District Cllr. Clements and County Cllr Soons had both submitted apologies and provided the clerk with a written report.
3. **DECLARATIONS OF PECUNIARY AND LOCAL NON-PECUNIARY INTERESTS** – Cllr Howard Singh currently a member of Suffolk Association of Local Councils (SALC).
4. **MINUTES OF PREVIOUS MEETING** – the minutes of the Annual Parish Council Meeting held 8 May 2019 were agreed by all present as true and accurate records and signed by the Chairman, PR. Proposed JA, seconded TW.
5. **BUSINESS REMAINING FROM PREVIOUS MEETING TO RECEIVE REPORTS AS AN UPDATE ONLY** –
  - **UK POWER NETWORKS** – the Clerk, EG, explained she had asked further questions about the wayleave 5 - year contract and had received a response acknowledging that the payment figures were incorrect and that payment was for 1 pole. EG to obtain further information from title deeds of the land re the number of poles.
  - **RAILWAY LINE WALK** – Suffolk County Council (SCC) have requested access to the line to carry out work on the boreholes. The Parish Council own this land and had not been contacted about this proposed work. The clerk, EG had requested a risk assessment of the proposed works and date of commencement of works but none received to date.
  - **TRANSPORT AND VAS SPEED SIGNS** – Cllr PR had collected data on the speeds of vehicles on the VAS on 28 April 2019 and reported a speed in excess of 100 miles per hour of one vehicle/motorbike moving in the Sudbury direction. The speed limit on this stretch of road is 30mph. All information has been passed on to SCC highways department.
  - **GREAT WHELNETHAM SCHOOL AND PARKING** – a number of interested parties had wanted to undertake a speed survey close to the school. This appears to have been done but Cllr PR has not been updated on a quarterly basis so is seeking confirmation of action taken and by whom.
  - **DEFIBRILLATOR** – has been fitted on the outside wall of the entrance to the Community Centre. Cllr PR noted it would be good to get a photograph of all those who trained with their certificates. Second night of training is 9 July 2019.
  - **PLAYGROUND EQUIPMENT** – at the subcommittee meeting held 12 June 2019 it was agreed that the clerk, EG, would obtain quotes for metal fencing & repairing existing fencing and obtain a quote for the flooring. There is approximately £47K in S106 monies that can be applied for. EG to research match funding. All agreed next step is to get the surfacing

sorted and the Multi-Use Games Area (MUGA) up. Next subcommittee meeting is Thursday 29 August at 7.30pm in the Community Centre.

- **WW1 Memorial Bench** – No bench received yet. EG to follow up.
- **Clerk Update** – EG reported she had attended the 2 day's Clerk course at SALC.

**6. PUBLIC FORUM –**

County Cllr Mrs Soons' had previously submitted her report, which was read at meeting, a copy of which is at appendix A. District Cllr Clements had previously submitted his report, which was read at meeting, a copy of which is at appendix B  
Members of the public – none present.

- 7. POLICE UPDATE** – police representatives not in attendance, but Neighbourhood Watch monthly crime statistics for May received and read at meeting. Copy of report at appendix C.

- 8. PLANNING** – to consider the following application – DC/19/1202/HH, proposed two storey rear extension The Forge Cottage, Bury Road, Sicklesmere, IP30 0BU. Consultation form completed and comment made regarding concern of vehicles reversing on to main A134 from householder's driveway. No objections.

**9. FINANCE –**

- a) To receive and approve the Annual Governance and Accounting Statements (AGAR) in end of year accounts 2018/19. The Statement of Assurance, Section 1 of the AGAR was presented to Council and agreement was unanimous. The Chairman and Clerk were authorised to sign Section 1 of the Annual Return. The Accounting Statements were also presented to Council and approved. The Clerk and Chairman were duly authorised to sign Section 2 of the AGAR. It was noted that the Internal Auditor (SALC) had signed the Internal Audit Report.

**The Chairman proceeded to present to Council the comments/recommendations in the audit report as follows and amendments made and noted,**

**Subject 2 Financial Regulations & Standing Orders**, Council has to be mindful that all authorities need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. Evidence that Financial Regulations have been tailored to the Council - removal of square brackets thereby eliminating ambiguity has been actioned.

**Subject 3 Payment Controls**, Supporting paperwork for payments, and appropriate authorisation. Evidence that Councillors have seen the actual invoice/request for payments (initials); that they have authorised the payment (signing of the cheques to be paid lists) and that they have signed the relevant cheque stubs (initials). Actioned at this meeting.

**Subject 4 Risk Management**, Evidence that internal controls are documented and regularly reviewed. To be reviewed at next meeting.

Evidence that a review of the effectiveness of internal audit has been carried out during the year. To be reviewed at next meeting.

**Subject 5 Budgetary controls**, verifying that the budget has been properly prepared and agreed. To be reviewed at next meeting.

Regular reporting of expenditure and variances from budget. To be reviewed at next meeting.

**Subject 9 Asset control, cross checking of Insurance cover**. A number of items listed under the Asset Register were reviewed against items under insurance and it is noted that neither of the items added to the register during the year are on the schedule seen:

Defibrillator and Memorial Beacon. The RFO will undertake a review of the insurance cover to confirm appropriate insurance is in place to help manage the potential consequences of a risk occurring and to review the insurance cover once assets are added to the asset register and report back to Council at next meeting.

**Regularly completed and reconciled with cash book.** Regular bank reconciliations are carried out and reported to Council at each scheduled meeting. Council have adopted and implemented a system whereby the bank reconciliations are independently verified by a Councillor thus safeguarding the RFO and fulfilling an internal control objective.

**Subject 10 Year end procedures. Box 4 and Box 6 of the AGAR have been incorrectly stated as in the previous year.** Recommendation noted by RFO for 2019/20 AGAR.

**Have the publication requirements been met in accordance with the Audit & Accounts Regs of 2015?** Recommendation actioned for accounts for year 2018/19 with the following published on website, Certificate of Exemption, Annual Internal Report of the AGAR, Section 1 – Annual Governance Statement of the AGAR and Section 2 Accounting Statements of the AGAR.

**14 Additional Comments – Minutes – signed and held in accordance with legislation.** It is adopted and implemented that the pages of the minutes will now be consecutively numbered and initialled on each page in accordance with the Local Government Act 1972 Schedule 12 para 41(1).

**Verifying that the council is registered with the ICO –** the RFO shall seek to register with the ICO and report to Council at the next meeting.

**Verifying that the Council is compliant with the General Data Protection Regulation (GDPR) requirements.** The RFO will provide the following policies for Council to consider adopting at the next meeting – Subject Access Request Policy & Subject Access Procedure Policy, Data Breach Policies and Procedures, Data Retention and Disposal Policy, along with Privacy and Cookie Policies.

- b) Certificate of Exemption was completed where gross income or expenditure did not exceed £25, 000 in the year ended 31 March 2019. The Clerk and the Chairman signed this form on 27 June 2019 and presented to Council at this meeting and it was approved. The Certificate of Exemption was emailed to PKF Littlejohn, external auditors on 29 June 2019.
- c) Payments since last meeting and bank reconciliation – as attached on bi-monthly accounts statement, signed by Chairman and verified by Cllr Singh. Balances: current account £19972.35, instant access account £1134.68, total in bank £21107.03 less cheques to be presented as below
- d) Payments for approval – SALC election briefing £30.00, SALC subscription £366.58, SALC audit fees £174.00, Outgoing Clerk's expenses £57.14, new clerk's expenses £58.30, June Attwood gift for clerk £37.00, all in agreement. All invoices, cheque stubs and to be paid lists initialled. VAT return completed, amount of £1,120.30 claimed and sent off 9<sup>th</sup> July 2019.

**10. FOR CONSIDERATION** – Clerk to request for signs on the road by church and school, Cocktail Lane, to be changed to access required at all times of day because parking at certain times of the day blocks the lane.

**11. CORRESPONDENCE** – None

**12. MATTERS FOR CONSIDERATION AT NEXT MEETING** – audit points/recommendations, standing orders, play equipment.

**13. CLOSE OF MEETING** – there being no other business the Chairman closed the meeting at 9.20pm.

**Date of next meeting – Tuesday 10 September 2019 at 7.30pm**