

**Great & Little Whelnetham Parish Council**

**Minutes of Parish Council Meeting held Tuesday 10<sup>th</sup> March 2020 at 7.30pm in the Community Centre**

**Present**

**Cllr Peter Royce, Chairman, PR**

**Cllr June Attwood, JA**

**Cllr Tim Webber, TA**

**1 member of the public**

**Clerk Elaine Gorman, EG**

1. **OPENING** – The Chairman declared the meeting open at 7.30pm and thanked all for attending.
2. **APOLOGIES** – Noted and accepted
3. **DECLARATIONS OF PECUNIARY AND LOCAL NON-PECUNIARY INTERESTS** – None
4. **MINUTES FROM THE PARISH COUNCIL MEETING DATED 21 JANUARY 2020.** The minutes from the Parish Council Meeting dated 21 January 2020 were approved and signed by the Chairman as a true and accurate record, proposed JA, seconded TW.
5. **PUBLIC FORUM & REPORTS** – One member of the public in attendance. D Cllr T Clements and C Cllr Karen Soons submitted reports which had been circulated prior to the meeting. D Cllr Clements' report confirmed WSC has set the budget with a consensus that there will be an increase in the Council Tax base. He also reported a briefing to Councillors is due soon on Civil Enforcement re parking. Cllr Karen Soons' reports a) investment of £9.8m by SCC in LED street lighting to reduce county's carbon footprint, b) SCC approves £556 million annual budget. Children's and Adult Services represent around 70% of SCC's overall spend. As well as addressing the need to maintain funding for its key services, the Council will invest an additional £3.5m into two one-year programmes, the Suffolk 2020 Fund (£3m) & a highways investment fund (£500k). To qualify for the fund projects must link to one of the following themes: carbon reduction, carbon offset, road safety, natural environment, built environment, innovation, and use of technology. The highways investment fund will focus on improving the safety of pupils and parents travelling to and from school, by refreshing lines and cleaning and repairing signs in and around school zones. Other issues to report include c) local authorities in Suffolk and Norfolk are exploring how a new rail link to Oxford can benefit both counties, d) the waiving of fees for VE & VJ Day commemorative events by SCC, e) a new website, the Apprenticeships Suffolk website to promote apprenticeships in Suffolk, f) a call for better national coordination of offshore wind farm projects, g) the issuing of school crossing patrol staff with body cameras to deter abuse by drivers, h) consideration of improvements to the Tollgate junction in Bury St Eds in order to reduce traffic congestion and improve sustainable transport facilities for pedestrians, and i) the launch of a handy online directory <https://suffolkrecycling.org.uk/reduce-your-waste/refill-directory> providing people with options to refill on household items to reduce plastic. Cllr PR provided an update on the 40mph buffer zone. PR is meeting with SCC and has until to 21 March 2020 to respond. PR also explained an enquiry had been received regarding the footpath by Whelnetham Hall the sign is missing. EG to investigate.
6. **POLICE CRIME STATS** – NHW Network Area B local crime stats for January 2020 – circulated prior to meeting.

Signature.....Date.....

**7. FINANCIAL REGULATIONS AND STANDING ORDERS 2019/2020 - a) Annual review of Standing Orders and Financial Regulations from January 2019. All councillors considered and reviewed the current Standing Orders dated January 2019.** Cllr PR suggested an updated amendment in the form of an additional note made to Section 16, Responsible Financial Officer, para c to include at end of paragraph, “When the Responsible Financial Officer is unable to obtain a second signature from a councillor because they are unavailable authority is given for the Clerk to sign cheques as the second signatory”. All councillors in agreement. Cllr PR also suggested an updated amendment in the form of an additional note made to section 17 para (c) i after the word ‘quarter’ to read “this is provided as a bi-monthly reconciliation”. Councillors unanimously approved updated Standing Orders, that they are fit for purpose for Great Whelnetnam Parish Council and are adhered to. Clerk to circulate updated copies to all councillors. Next review to take place March 2021. **All councillors reviewed the Financial Regulations 2018.** Chairman PR reported that under S1.5 of the Model Financial Regs adopted 11 July 2018 a review of the effectiveness of the internal controls had proven to be adequate, effective and wholly appropriate for the purposes of the parish council and in accordance with proper practices. S1.8 to be amended to state ‘the clerk has been appointed as RFO in accordance with section 151 of the Local Government Act 1972 and is responsible for the financial administration of the parish council. Under s3.1 (an audit recommendation from 2018/19) square brackets have been removed thereby eliminating any ambiguity. Under s3.4 of the Financial Regs 2018 it was agreed that the Clerk shall supply each member with a copy of the approved annual budget. Under s4.4 it was agreed that the RFO shall provide council with a statement of receipts and payments comparing actual expenditure to the appropriate date against that planned as shown in the budget on a quarterly basis to detail material variances in excess of 15%. Under s5 all invoices are signed by 2 or more councillors and referenced against schedule of payments. S6.4 to be amended to state at the end of the paragraph, ‘that where a second signatory (Councillor) is not available to sign a cheque the Clerk is authorised to countersign. **b)** the Chairman, PR reminded Council of the statutory legal power identified as s137 of the LGA 1972. To date this power has not been asserted and as such no expense incurred. All payments are being made in accordance with statute and evidenced on the current year cashbook. **c)** the Risk Assessment documentation, updated in January 2019 was reviewed. An amendment was made to point 3 to include the Clerk as a signatory. An additional risk was added under point 10 to include risk of burn to a member of the public, or council from the lighting of the beacon at annual events. Council approved and adopted the Risk Management Strategy 2020 to be uploaded on to its website. The Clerk reported that appropriate insurance is in place as stated at November 2019 meeting when she undertook a spot check of all assets at the time of obtaining the insurance renewal quote. This will be reviewed in September 2020 as insurance cover is for 1 year. Fidelity insurance for current year is £50,000. **d)**- internal controls – reviewed as above. **e)**- internal audit – effectiveness reviewed at July 2019 meeting of audit undertaken in May 2019 and recommendations implemented since. **f)** – Asset Register reviewed and approved. **g)** – Review of Reserves undertaken, Council resolved to leave as it is. **h)** – Clerk reported the Parish Council is now registered with the Information Commissioner’s Office and that the following policies considered by council will be uploaded on to the website; Subject Access Request (SAR) Policy, Subject Access Procedure Policy, Data Breach Policies & Procedures, Data Retention & Disposal Policy along with Privacy Notices and a Cookie Policy. Council has an ongoing obligation to comply with the Transparency Code 2018. Council to consider development of a new website which complies with website accessibility. Clerk to obtain information on type and cost of new website. Clerk also reported that the audit with SALC is booked for Monday 4<sup>th</sup> May at a cost of £155.

**Signature**.....**Date**.....

**8. FINANCE**

- a) **PAYMENTS SINCE LAST MEETING AND BANK RECONCILIATION** – Balances: current £13,690.91, instant access account £1135.06, total in bank £14,825.97 less cheques to be approved and issued; **b)** To approve cheques to be issued – the following cheques were approved, **c )** bi-monthly financial statement received and approved and cheques to be issued signed.

Detail	Cheque No	Net (of VAT)	VAT	TOTAL
E Gorman	808	195.08		195.08
<b>TOTAL</b>				<b>£195.08</b>

\*\*17/02/20 East of England Ambulance Service chq issued, no 807, £50, not yet presented

**9. FOR CONSIDERATION**

- a) Memorial plaque – Clerk to research costs of replacement as a name has been misspelt.
- b) Railway Walk – Treatment of hogweed. Clerk to follow up with WSC
- c) Website updating – Clerk to research cost & type of website available from Community Action Suffolk

**10. MATTERS FOR CONSIDERATION AT NEXT MEETING** – the Multi Use Games Area. Specific details to be obtained re cost and type of games/sports required.

**11. CLOSE OF MEETING 9.20pm**

**12. DATE OF NEXT MEETING:** Council agreed to change day of next year’s meetings to Monday. **Monday 11 May 2020 Annual Parish Meeting 7.00pm, followed by Parish Council AGM at 7.30pm.**

Signature.....Date.....