

SAXTEAD PARISH COUNCIL

MINUTES OF ANNUAL MEETING HELD ONLINE ON

Thursday 14th May 2020, after the Annual Parish Meeting

1. To appoint a Chairman

The clerk called for nominations for a Chairman. Graham Ward proposed George Cullingford to continue as Chair, and this was seconded by Lisa Handley. There were no other nominations and this was carried unanimously.

2. To appoint a Vice Chairman

Jonathan Sullivan nominated Graham Ward as Vice Chair. This was seconded by Lisa Handley. There were no other nominations and this was carried unanimously.

3. There were no apologies for absence.

Present

George Cullingford (Chair) Graham Ward Lisa Handley Jonathan Sullivan
Lydia Kirk (Clerk) County Councillor Stephen Burroughes Ward Councillor Maurice Cook

4. There were no declarations of interests.

5. The minutes of the meeting on 9th January 2020 were approved.

6. Further to the minutes of 9th January, a local farmer has rectified the damage to Little Green. GC will again thank the farmer for his work.

PUBLIC FORUM

Reports were received from Cllrs Burroughes and Cook and had been shared with Parish Councillors before the meeting and on the website.

Other recent updates from the Councillors reported at the meeting have been shared on the website.

7. Chairman's report

The Chairman observed how much our lives have changed over the past few weeks during the Covid 19 pandemic. As per his Annual Parish Report (*on website*), everything seems to be going well in the village and people are going out of their way to help each other with buying food, collecting prescriptions etc. He thanked everyone for their continued assistance.

8. The clerk reported on actions since the last meeting.

9. Appointment of Officers and Council Representatives

Responsible Financial Officer	Lydia Kirk	GW	JS
Examining Councillor	Lisa Handley	JS	GW
Footpath Officer	Graham Ward	GC	JS
Neighbourhood Watch Coordinator	Graham Ward	GC	JS
Webmaster	Lydia Kirk	GC	GW

These nominations were all carried unanimously.

10. Responsible Financial Officer's report

a) The following payments were approved and the cheques will be signed as soon as practicable.

Reference Number	Amount	Payee	Details
P1 20-21	£120.00	Trevor Brown	Internal Audit Fee
P2 20-21	£184.45	SALC	Annual Subscription

Invoices with full details of items above were shown online.

b) Payments made since the date of the last meeting were noted

Reference Number	Amount	Payee	Details	Cheque Number
P17 19-20	£5.60	SALC	1/3 share GDPR training	708
P18 19-20	£40	L. Kirk	ICO Data processor fee reimbursement	709
P19 19-20	£13.50	G. Cullingford	Mileage to Melton Planning Forum	710

P20 19-20	£22	L. Kirk	Repayment of HM Land Registry Search fees and costs in obtaining title registers and plans	709
P21 19-20	£728.05	L. Kirk	Pay to 31.03.2020	711

c) Receipts since the last meeting

06.02.20	£188.50	PAYE Overpayment	HMRC
02.03.20	£00.10	Interest	Barclays
09.04.20	£186.62	VAT Refund	HMRC
01.05.20	£2,573.50	Precept	East Suffolk Council

d) The bank balances were reviewed as being £8,225.08 and £296.57 as at 14th May.

e) The bank reconciliation as at 31.03.2020 had been shared prior to the meeting. LH will sign hard copies of bank statements when we next meet collectively.

11. Procedural

a) The Accounts for the year ending 31st March 2020 were considered and were accepted.

b) **Section One** and **Section Two** of the **Local Councils' Annual Return** were approved by council and completed and signed by the Clerk, pp the Chairman.

c) The **Statement of Significant Variances** was explained and accepted.

d) Council resolved **to opt out of an External Audit** as an exempt council. The **Certificate of Exemption** was completed and signed by the Clerk, pp the Chairman, and the RFO.

e) As per her contract, the clerk is to move up a scale point, from SCP 8 to 9, from 1st April 2020 for another year's service.

12. The Internal Auditor's Report for the 2019-2020 annual paperwork was reviewed.

13. The following policies were reviewed:

a) Standing Orders

b) Assets Register

c) Financial Regulations

d) Statement of Internal Control. This was considered fit for purpose and effective and was backed up by the Internal Auditor's report.

e) Risk Assessment

f) Financial Risk Assessment. This included revisions discussed prior to the meeting in line with the Internal Auditor's recommendations. The changes were proposed by GC, seconded by LH and carried unanimously.

14. The 2012 Suffolk Model Code of Conduct was re-adopted.

15. Council resolved to continue using Trevor Brown as its internal auditor for the year ending 31st March 2021.

16. George Cullingford was reappointed as the Trustee for the Sir Robert Hitcham's Almshouses and Sir Robert Hitcham's School Trust.

17. Some residents have been mowing the village green adjacent to their properties along the B1119 which contravenes the Countryside Stewardship Scheme.

After discussion it was agreed that the clerk would write to the houses in question asking them to stop mowing the green. Councillors agreed to discuss whether to continue mowing the triangle of the green opposite the Windmill at the next meeting.

18. Correspondence received was considered.

19. GC reported that a resident is willing to look into grant funding for new finger signs in the village. Councillors were in favour of this.

20. Items to be raised at the next meeting

- Village entrance signs and pavement extension

- Mowing of the triangle on the green

21. The date of the next meeting was confirmed as Thursday 2nd July and is to be held online again. There being no further business, the Chairman thanked Councillors for attending and ended the meeting at 21.15pm.

Signed *L. Kirk*
L. Kirk pp. G. Cullingford
Chairman

2nd July 2020
Date

