

## MINUTE OF BRANDESTON ANNUAL PARISH COUNCIL MEETING

The Minute of a Parish Meeting held on Friday 29<sup>th</sup> May 2020 via Zoom video call due to Covid 19 restrictions.

**Present:** *Councillors Baker, Fletcher, Locke, M Mitson-Woods (Chair), Summers (Vice Chair), R Mitson-Woods, Williams and Clerk Catherine Bacon*

**1/20-21/1** The Chairman welcomed Councillors to the meeting. Due to time restriction of 40 minutes for video call the Chairman had informed Cllrs that in order to keep to time, the Chair will ask each Councillor for an opinion on each agenda item in turn. Then the chair will ask if there is anything to add before a decision is made.

The Chairman asked for nominations for Chairman and stated that she would be happy for anyone else to come forward. There were no other nominations and **it was unanimously agreed that Councillor M Mitson-Woods should take the Chair for the year 2020/21.**

**1/20-21/2** There were no declarations of Interest

**1/20-21/3** There were no apologies for absence.

**1/20-21/4** **It was resolved that the Chairman should sign the Minute** of the Meeting held on 10<sup>th</sup> March 2020 as a true and accurate record.

**1/20-21/5** **It was resolved that Councillors' responsibilities for 2020/21 should be: -**

- |   |  |
|---|--|
| a) Vice-Chairman                        | <i>Councillor Summers</i>                        |
| b) Environment, Footpaths, Tree Officer | <i>Councillor Locke</i>                          |
| c) Planning Matters                     | <i>Councillors Summers &amp; Fletcher</i>        |
| d) SALC representative                  | <i>Councillor R Mitson-Woods</i>                 |
| e) Traffic Calming/Road Safety          | <i>Councillors R Mitson-Woods &amp; Fletcher</i> |
| f) Internal Audit                       | <i>Councillor Williams</i>                       |
| g) Liaison with the Village Hall        | <i>Councillor Baker</i>                          |

**1/20-21/6 Finance**

- a) The Clerk was confirmed as Responsible Finance Officer (RFO)
- b) The RFO reported Parish Council account balances at HSBC as :-  
 PC account at 31<sup>st</sup> March 2020: £2886.79  
 PC account at 30<sup>th</sup> April 2020 £2832.79

Closed Barclays account for 100+ Club at 31<sup>st</sup> March 2020: £00.00

Despite informing 100+ Club members of the new information for the HSBC Account some members had not changed their Standing Order to HSBC. Therefore the Barclays 100+ Club Account balance at 30<sup>th</sup> April 2020 was £408.09

The HSBC 100+ account at 31<sup>st</sup> March 2020 was £1809.22

The HSBC 100+ account at 30<sup>th</sup> April 2020 was £1935.22 (HSBC)

It was noted that Councillor Williams had undertaken the internal finance audit and the Chairman will sign the Councillor Internal Audit Sheet.

- c) **It was resolved that SALC be appointed Internal Auditors for 2020/21.**

- d) It was confirmed cheque signatories for the **Parish Council account** are currently Councillors Baker and M Mitson-Woods and **100+ account** are currently Councillors M Mitson-Woods and Baker. **The RFO will confirm with HSBC about the progress of Councillor Williams being added as a third signatory.**
- e) It was confirmed that the debit card holders for **Parish Council account** are Councillor Baker and RFO Catherine Bacon
- f) It was confirmed internet banking access for **Parish Council account** is the RFO Catherine Bacon
- h) The RFO confirmed the first instalment of Precept (£1750) had been received on 5<sup>th</sup> May 2020.
- i) Following ongoing problems with the existing laptop, **it was resolved the Council should purchase a new laptop at an estimated cost of £420.** Cllr Fletcher agreed to confirm the make and specification of laptop and software and communicate with the Clerk.

#### **1/20-21/7 Annual Accounts 2019/20**

- a) **The unaudited PC Accounts for the year ending 31st March 2020 were presented to Council, approved and adopted.**
- b) **It was resolved that once PKF Littlejohn have sent the relevant papers to the RFO and made the Exemption from Audit Certificate available, it should be signed by the Chairman and returned.**

#### **1/20-21/8 The Clerk confirmed that the following documents are in place and will be reviewed by Council once the Covid 19 situations allows normal working practice to resume.**

- a) **Financial Risk Assessment.** The Clerk and Cllr Williams would add an additional Risk Assessment for the use of Internet Banking and Debit Cards which are an addition to the new HSBC accounts.
- b) **Register of Assets** including Land owned by the Council, two triangles at Mutton Lane and Low Street are registered in the Council's name.
- c) **Financial Regulations**
- d) **Procedural Standing Orders**
- e) An adequate **insurance policy** is in place to protect the Council, its assets and public and employee liability.
- f) The **Information Commissioners Office Publication Scheme**
- g) The SALC model **Complaints Procedure**

#### **1/20-21/9 It was resolved that the following items can be paid for the year: -**

- a) Suffolk Association of Local Councils subscription –when invoice received (Est £140 +VAT)
- b) Suffolk Preservation Society – £30.00 when invoice received
- c) Clerk's salary for 2020/21 as Chairman agreeing payment transfer after checking amount is correct
- d) Payment to SALC for Internal Audit for 2019/20 when received (Est £88.00 +VAT)
- e) **The RFO was authorised to transfer prize money from 100+ account to PC account for the year (Jan-Nov 1<sup>st</sup> £25, 2<sup>nd</sup> £10, Dec 1<sup>st</sup> £100, 2<sup>nd</sup> £50, 3<sup>rd</sup> £25, 4<sup>th</sup> £10) and Cllr Baker to withdraw the cash using the HSBC debit card.**

**1/20-21/10** The Clerk informed the Cllrs that an application for an ECB grant had been submitted for the Heritage Signs (£3000 plus license cost of £1800). Following up on this application, Cllr Cooke

confirmed that application was waiting to be reviewed and he would also investigate additional funding opportunities from Suffolk County Council.

**1/20-21/11 Verge cutting.** Following a suggestion from a parishioner that verge cutting should be aligned to preserving wild flora the Chair confirmed that it was SCC and their contractors who are responsible for verge cutting. Cllr Summers is aware that there are local farmers who do cut certain verges for the SCC. Cllr R Mitson-Woods highlighted that previously residents had marked sections that they wanted to be prevented from cutting. Councillors agreed there was a balance between preserving wild flowers and safety for highway users. **It was resolved that Councillor Locke would contact SCC and find out the criteria for mowing and whether this can be influenced by the Parish Council.**

**1/20-21/12 Schedule of Meetings for Mondays in 2020/21\***

**June 8<sup>th</sup>, July 13<sup>th</sup>, September 14<sup>th</sup>, October 12<sup>th</sup>, November 9<sup>th</sup>. December 14<sup>th</sup> 2020 January 11<sup>th</sup>, February 8<sup>th</sup>, March 8<sup>th</sup>, April 12<sup>th</sup> 2021.** Note no meeting in August.

**Date of next meeting:** Monday 8<sup>th</sup> June 2020 at 7.30pm. Virtual method to be confirmed.

- NB: Change of meeting day to avoid date clashes at Village Hall.