

**STRADISHALL PARISH COUNCIL****Minutes of the Annual Meeting of the Parish Council held on Wednesday 20<sup>th</sup> May 2020 via Zoom due to the Coronavirus restrictions**

**Councillors present: Ady Swift (chairman), Ed Hollingsworth, Ian Hutchinson, Robert Deeks and Jonathan Masefield**

**Also present: County Councillor Mary Evans, district councillors Karen Rushbrook, Marion Rushbrook and Jim Meikle**

**1. Election of chairman**

Ady Swift was nominated and following a vote, it was resolved that he would be chairman.

**2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman**

The chairman agreed to sign a Declaration of Acceptance of Office after the current restrictions have been lifted.

**3. To elect a vice chairman**

Adrian Lee was nominated and following a vote, it was resolved that Adrian Lee would be vice-chairman.

**4. Register of Members' Interests form.**

The councillors confirmed that their Register of Interest forms did not need updating.

**5. Acceptance of apologies for absence**

Apologies were received from Adrian Lee.

**6. General Power of Competence**

It was resolved that Stradishall Parish Council meets the criteria for the General Power of Competence as  $\frac{2}{3}$  of the councillors were elected on 2<sup>nd</sup> May and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

**7. Declaration of Interest in items on the agenda and dispensation requests**

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

**8. Approval of minutes of meeting held on Monday 2<sup>nd</sup> March 2020**

It was resolved that the minutes were correct. The chairman agreed to sign them after the current restrictions have been lifted.

**9. Update on list of actions agreed at the last meeting**

There were no urgent outstanding councillor actions.

**10. County Councillor's report**

Mary Evans sent a written report prior to the meeting detailing the action being taken by Suffolk County Council during the Coronavirus crisis. She also spoke about the current grass cutting schedule which she will email to the clerk.

**11. District Councillor's report**

Marion Rushbrook, Karen Richardson and Jim Meikle sent written reports prior to the meeting.

**12. Finance**

**a) Approval of any payments and signing of Schedule of Payments**

It was resolved that the following payments would be approved:

- Business Services at CAS Ltd – insurance – LGA 1972 s111 - **£418.99**
- St Margaret's Church – donation towards cost of churchyard maintenance as agreed in the budget – Local Government Act 1972, s214(6) - **£600.00**
- Cathy Whitaker – internal audit – LGA 1972, s111 - **£65.00**
- J P Kirk - expenses - LGA 1972, s111 – **£29.31 (includes Zoom subscription of £23.98)**

Jonathan Masefield and Ady Swift agreed to sign the Schedule of Payments after the current restrictions have been lifted. The Chairman agreed to countersign the Schedule of Payments after the current restrictions have been lifted.

b) **Approval of payments authorised between meetings**

No payments were authorised between meetings.

c) **Statement of receipts and payments made since 1<sup>st</sup> April 2020**

| Receipts       | Date       | Bank                 | Description            | Supplier             | Total            |
|----------------|------------|----------------------|------------------------|----------------------|------------------|
| Other receipts | 08/04/2020 | HSBC current account | With apologies payment | HSBC                 | £100.00          |
| Precept        | 27/04/2020 | HSBC current account | Precept payment        | West Suffolk Council | £7,504.00        |
|                |            |                      |                        |                      | <b>£7,604.00</b> |

| Payments      | Date       | Minute | Description     | Supplier                   | Total          |
|---------------|------------|--------|-----------------|----------------------------|----------------|
| PAYE          | 07/04/2020 | 225/8a | PAYE            | HMRC                       | £142.20        |
| Pension costs | 14/04/2020 | 225/8a | Pension payment | Risby Parish Council       |                |
| Salaries      | 30/04/2020 | 225/8f | Clerk's salary  | Stradishall Parish Council |                |
|               |            |        |                 |                            | <b>£346.92</b> |

d) **Bank balances as of 6<sup>th</sup> May 2020**

|                       |                   |
|-----------------------|-------------------|
| HSBC current account  | £8,684.70         |
| HSBC reserve account  | £5,924.69         |
| <b>Total in Banks</b> | <b>£14,609.39</b> |

Jonathan Masefield and Ady Swift agreed to verify and sign the bank statements after the current restrictions have been lifted.

e) **Signatory to complete the checklist of Internal Controls**

Jonathan Masefield agreed to complete and sign the checklist of internal controls after the current restrictions have been lifted.

f) **Update on the inspection of parish council property carried out by Adrian Lee**

This item is ongoing.

f) **Internal auditor's report**

The internal audit will be carried out after the current restrictions have been lifted.

g) **To approve the accounts for the financial year 2019-20**

It was resolved that the accounts would be approved. The chairman agreed to sign them after the current restrictions have been lifted.

h) **To complete and sign section 1 of the Annual Governance and Accountability Return 2019/20 - the Annual Governance Statement 2019/20**

Councillors completed section 1 of the Annual Governance and Accountability Return 2019/20 - the Annual Governance Statement 2019/2020. The Chairman and RFO agreed to sign them after the current restrictions have been lifted.

i) **To complete and sign section 2 of the Annual Governance and Accountability Return 2019/20 - the Accounting Statements 2019/20**

Councillors completed section 2 of the Annual Governance and Accountability Return 2019/20 - the Accounting Statement 2019/20. The Chairman and RFO agreed to sign them after the current restrictions have been lifted.

j) **To decide whether Stradishall PC should submit a Certificate of Exemption from an external audit**

It was resolved that Stradishall Parish Council would not submit a Certificate of Exemption from an external audit as its income and expenditure in 2019/20 was above the £25,000 threshold for an external audit.

k) **To confirm the dates for the notice of the period for the exercise of public rights**

It was resolved that the dates for the notice of the period for the exercise of public rights would be from 1<sup>st</sup> – 30<sup>th</sup> September 2020.

l) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the financial report would be approved.

m) **Precept information for 2020/21**

A precept payment of £7,504 was received from West Suffolk Council on 27<sup>th</sup> April 2020.

**n) Change of signatories**

Unfortunately, HSBC has lost the forms which were handed in at the Bury St Edmunds branch therefore the whole process will have to be repeated.

**13. Planning**

No planning applications have been received.

Councillors discussed the recent application DC/20/0066/HH. It was resolved that the Council would send a letter of complaint to West Suffolk Council about the way this application was handled and the lack of response from the Case Officer. The letter will also thank Principal Planning Officer Dave Beighton for his support and responses to queries.

**14. Highways/rights of way matters/tree or transport issues:**

No issues were raised.

**15. Correspondence**

- a) **Email from the Boundary Commission about a delay in the implementation date of new electoral arrangements for Suffolk County Council from 2021 to 2025 due to the difficulty in carrying out a proper consultation during the COVID 19 outbreak – for information only**

**There being no further business the meeting closed at 7.37pm.**

**Signed: ..... Dated: .....**