

Belstead Parish Council

Approved Minutes of the Remote Council Meeting held on Wednesday 13 May 2020 at 7.30pm via Zoom

Present: Cllr Richard Clift (Chair), Cllr Trevor Beckett (Vice-Chair), Cllr Christine Eade, Cllr Chris Markham (arrived 7.40pm) and Cllr Ken Stowe

Attendance: Cllr Christopher Hudson (County Councillor) (arrived 8.35pm) and Simon Ashton (Parish Clerk)

1. Apologies and Approval of Absences

There were no apologies and absences for approval as all Members were present.

2. Declarations of Interests by Members & Requests for Dispensation

Members noted a non-pecuniary interest declared by Cllr Clift, Cllr Eade and Cllr Stowe (Items 6i & 6l).

3. Approval of Minutes of the Previous Meeting on 8 January 2020

Minutes of the previous meeting of the Parish Council on 8 January 2020 were received and approved as a true record. It was agreed that arrangements would be made for the minutes to be signed by the Chair once the restriction on physical meetings was removed.

4. Contributions by Members of the Public

There were no issues raised by members of the public.

5. Consideration of Planning Application Consultee Comments

(a) BDC DC/20/01058: Application Received (Comments Due 14 May 2020)
Land North & South of Poplar Lane, Sproughton, Suffolk

Members agreed that they did not object to this planning application.

(b) BDC DC/20/01230: Application Received (Comments Due 14 May 2020)
Aldersyde, Grove Hill, Belstead, IP8 3LU

Members agreed that they did not object to this planning application.

(c) BDC DC/20/01588: Application Received (Comments Due 14 May 2020)
Kings Piece Cottage, Holly Lane, Belstead, IP8 3LZ

Members agreed that they did not object to this planning application.

6. Finance

(a) Members noted the receipt of a Barclays Bank interest payment of £2.23 on 2 March 2020.

(b) Members noted the Barclays Bank account balances of £16,683.88 and 6,355.39 as at 31 March 2020.

- (c) The receipts and budget and payments and budget reports to 31 March 2020 were reviewed and noted by Members.
- (d) The bank reconciliation of activity to 31 March 2020 was reviewed and approved by Members.
- (e) Following review, Members approved the action taken by the Parish Clerk following the issues previously reported in the Internal Audit report action plan for 2018/19.
- (f) The Parish Clerk confirmed that the original booking of the Internal Audit for 2019/20 had been cancelled by SALC in favour of preparation requirements by electronic means for immediate submission which would require him to carry out additional work.
- (g) As the Council's receipts and payments were not expected to exceed £25,000, the Council approved the submission of an exemption certificate to the external auditors for 2019/20 which would not attract any costs.
- (h) The Parish Clerk advised Members that, following the preparation of the necessary supporting documentation, a review of the effectiveness of internal audit had been carried out by Fran Hartley on 27 February 2020. Following a review and discussion, Members approved the internal controls checklist completed for 2019/20.
- (i) Members reviewed the two additional quotations provided by the Village Hall and approved a grant for the renovation of the floor on the basis of the original quotation for £3,140 with half the amount being paid immediately and the remainder to be paid following the receipt of a work completion satisfaction confirmation.
- (j) Members approved the appointment of the Parish Clerk as the Responsible Financial Officer for 2020/21.
- (k) Following the consideration of a presentation to Members, the Parish Clerk's salary scale was amended to SCP23, backdated from 1 March 2020, and approved by Members.
- (l) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£737.84), Suffolk Association of Local Councils for attendance at a training course, payroll service (October 2019 to March 2020) and annual subscription (2020/21) (£198.29), Belstead Village Hall for venue hire and first grant payment (£1,595.00), Belstead Village Hall for second grant payment (£1,570.00), F M Hartley for internal controls review fees (£20.00), Babergh District Council for emptying dog and litter bins (December 2019 to February 2020) (£109.74) and Duke Bowls for direct settlement of Belstead Carpet Bowls Club financial contribution (£896.95). These payments were approved by Members.

7. Governance

- (a) The Parish Clerk presented the Council's annual risk assessment for 2019/20 which was reviewed and approved by Members.
- (a) The Parish Clerk presented the Council's internal control statement for 2019/20 which was reviewed and approved by Members.
- (b) Members agreed to hold the Council's meetings on the second Wednesday evening of odd-numbered months in 2020/21. Draft routine agendas for the planned meetings in 2020/21 presented by the Parish Clerk were agreed by Members.

8. Matters for Future Consideration

- (a) Consideration of the Progression of Open Space/LNR/Playground/Funding Matters

9. **Date of the Next Meeting**

- (a) 8 July 2020 (Urgent Agenda Items & Documents Received by 30 June 2020)
- (b) 9 September 2020
- (c) 11 November 2020
- (d) The meeting finished at 8.45pm.

Simon Ashton, Parish Clerk

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8 July 2020