

Belstead Parish Council

Approved Minutes of the Council Meeting held on Monday 24 June 2019 at 6.00pm at the Village Hall, Belstead

Present: Cllr Richard Clift (Chair), Cllr Trevor Beckett (Vice-Chair), Cllr Christine Eade, Cllr Mark Fiske and Cllr Ken Stowe

Attendance: Simon Ashton (Parish Clerk) and one Member of the Public

1. Apologies and Approval of Absences

All Members were present and there were therefore no apologies.

2. Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no pecuniary or non-pecuniary interests declared by Members.

3. Approval of Minutes of the Previous Meeting on 22 May 2019

Minutes of the previous meeting of the Parish Council on 22 May 2019 were received and approved as a true record and signed by the Chair.

4. Contributions by Members of the Public

There were no issues raised by members of the public.

5. Consideration of Planning Applications and Decision Notices

- (a) BDC DC/19/01002: Application Received (Comments Due 25 June 2019)
Land South of Grove Hill, Belstead, Suffolk

Members agreed to submit no further comments and to stand by the comments previously submitted by the Council for this case on 28 March 2019.

6. Governance

- (a) The Parish Clerk confirmed that Cllr Fiske had completed a Declaration of Acceptance form in advance of the meeting.
- (b) The Parish Clerk confirmed that Members had completed the BDC Register of Interests in advance of the meeting.
- (c) A continuation of the subject of Members' responsibilities for 2019/20 was presented by the Parish Clerk which was discussed and reviewed by Members who approved a final version of the list for publication on the Council's web site.

7. Finance

- (a) The Internal Audit 2018/19 report was presented by the Parish Clerk and reviewed and approved by Members. As there were four recommendations and 22 other comments suggesting action in the report, the Parish Clerk encouraged Members to be part of the

preparation of a plan to agree actions for each of the matters raised for presentation at the meeting in September 2019.

- (b) The Statement of Accounts 2018/19, supported by the Council's receipts and payments, was presented by the Parish Clerk and reviewed and approved by Members.
- (c) The Council's Bank Reconciliation 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (d) The Council's Asset Register 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (e) The AGAR Section 1 Governance Statement 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (f) The AGAR Section 1 Explanation of Negative Responses 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (g) The AGAR Section 2 Accounting Statements 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (h) The AGAR Section 2 Explanation of Variances 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (i) The AGAR Part 2 Certificate of Exemption 2018/19 prepared by the Parish Clerk was reviewed and approved by Members.
- (j) The Parish Clerk confirmed that he would make arrangements to publish the required suite of documents on the Council's web site by 1 July 2019 in order to comply with the Transparency Code.
- (k) The Parish Clerk confirmed that he would make arrangements for the external auditor small authority exemption submission to be made by 1 July 2019.
- (l) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£193.25), Suffolk Association of Local Councils for the Internal Audit (2018/19) (£174.00) and C Finbow for work undertaken to the village gates (May 2019) (£135.22). These payments were approved by Members.

8. Matters for Future Consideration

- (a) Approval of a Payment for a Belstead Village Sign (£31.98 + Carriage + VAT)
- (b) Consideration of a Financial Contribution by the Council in favour of the Village Hall
- (c) Consideration of a Village Meeting to Discuss the Roads in Belstead

9. Dates of the Next Meetings

- (a) 10 July 2019 (Agenda Items & Documents Received by 2 July 2019)
- (b) 25 September 2019
- (c) 13 November 2019
- (d) The meeting finished at 7.10pm.

Simon Ashton, Parish Clerk
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25 September 2019