

MINUTES OF EXTRAORDINARY MEETING OF HASKETON PARISH COUNCIL

**Held on Tuesday 22rd June at 6.30pm in the Victory Hall Tymmes Place
Hasketon.**

Final Draft Minutes

Present: Parish Councillors (P.Cllrs) Chairman, Alastiar McWhirter (AM), Vice Chairman I. Whyte (IW), R. Batley (RB) S. Dack (SD) and David Keeble (DK)(Parish Clerk). Also attending District Councillor Colin Hedley (CH), and one invited guest William, WH, (Quiet Lanes Group)

There were no members of the public in attendance.

- 1. Welcome:** Chairman AM opened the meeting and welcomed those in attendance to the first face to face Council meeting since the extraordinary meeting on the 21st March 2019.
- 2. Apologies for Absence:** Apologies were received from Jemima Withey which were accepted. DCllr CH gave apologies from Elaine Bryce, newly elected Suffolk County Councillor for Carlford and Fynn Valley Ward.
- 3. Declaration of Interests:** None declared
- 4. Invitation for Members of the Public to Speak:** None present
- 5. To Consider Planning Application DC/21/2465/FUL – Extension to existing Conservatory and replacement roof, Ivy Cottage, Shrubbery Road, IP13 6HS.**
It was resolved to offer no objections in respect of this application.

Proposed – SD

Seconded – IW

ACTION - Clerk

6. To Consider and Agree the Locations and Positions of the Signage for the Quiet Lane Scheme (previously circulated)

SD and WH reported the suggested amendments to the locations proposed by Suffolk County Council Highways that were submitted following the previous PC meeting had been accepted and agreed by SCC Highways. Wave 1 and 2 had been submitted and all agreed. In respect of Wave 1, no further action is required by the PC apart to publicise that that all 6 Wave 1 lanes have been approved and we are now waiting for signage to be installed which could take several weeks. WH confirmed his understanding was that the cost of Wave 1 to the PC would be £200. Wave 2 details will be discussed at the July PC meeting.

DCllr CH and WH left the meeting at 6.38pm.

- 7. To Approve and Adopt the Internal Audit Report 2020/21** (previously circulated)
Clerk reported there were no significant recommendations resulting from the audit
It was resolved to approve and adopt the Internal Audit report as circulated.

Proposed – SD

Seconded – IW

8. To Consider and Adopt the Internal Audit Recommendations.

Clerk had circulated a summary of the recommendations.

Section 7 subsection 11 page 14 – Analysis of Variances – Clerk reported these were on the website under meeting documents and were not found by the Auditor, as was the case for section 10, subsection 14, Items of Expenditure exceeding £100. The Website Accessibility Statement is now present on the website.

The Model Publication scheme will be agreed at this meeting and published asap after.

The Clerk will look again at the registration requirements for the Information Commissioners Office (ICO) but three online registrations have been complete and the outcome advises no registration is required.

It was resolved to adopt the recommendations.

Proposed – RB

Seconded – SD

9. To Consider the Annual Governance and Accountability Return (AGAR) 2020/21 (circulated). It was agreed to deal with the AGAR en bloc.

i – To Approve and Adopt the Annual Governance Statement 2020/21

ii – To Approve and Adopt the Annual Accounting Statement 2020/21

iii – To Approve and Adopt the AGAR 2020/21 Part 2

iv – To Approve and Adopt the Certificate of Exemption AGAR 2020/21

v – To Approve and Adopt the Ancillary Documents 2020/21 (circulated)

a) List of items exceeding £100

b) Explanation of Variances

c) Bank Reconciliations

It was resolved to approve and adopt item 9 i to v en bloc.

Proposed – RB

Seconded – SD

The Chairman and Clerk duly signed the relevant sections.

Action – Clerk

11. To Approve the Website Accessibility Statement.

IW provided a detailed explanation of the issues affecting our website and the problems it has presented in complying with this requirement. However, we now use the Suffolk Cloud statement which is in place on the website.

IW added this was not perfect and was in the process of building a new fit for purpose webpage for the Parish Council.

It was resolved to approve the Suffolk Cloud accessibility Statement.

Proposed – IW

Seconded –SD

Action - IW

10. To Approve and Adopt the Model Publication Scheme (previously circulated)

IW explained further issues with uploading some documents to the website depending on how they had been created and suggested minor changes to the Model Publication Scheme document, i.e. adding reference to Accessibility Statement.

It was resolved to approve and adopt the Model Publication Scheme document as revised.

Proposed – SD

Seconded – RB

Action - Clerk

12. Close of Meeting.

The business of the meeting being complete the Chairman closed the meeting at 7.05pm.

David Keeble (Parish Clerk) Signed..... Alastair McWhirter(Chairman)

Date:.....