

## **MINUTES OF MEETING OF HASKETON PARISH COUNCIL**

**HELD ON 26<sup>th</sup> June 2023**

At 6.20 pm in the Victory Hall, Tymmes Place, Hasketon, Suffolk

### **Final Minutes**

**Present:** Stuart Dack Chairman (SD), Parish Councillors (PCllrs), Iain Whyte (IW) (Vice Chairman), Niki Field (NF), Beccy Batley (RB), Ann Turner (AT), Chris Everson (CE), and Steve LECKIE (SL) (Hasketon Parish Clerk).

There were two members of the public (MOTP) in attendance.

1. **Welcome:** Chairman SD opened the meeting and welcomed those in attendance.
2. **Apologies for Absence:** Apologies were received from Councillor William HELM, District Councillors (DCllr) Colin Hedgley (CH) and Dan Clery due to work commitments, which were accepted.
3. **Declaration of Interests:** None declared.
4. **Invitation for Members of the Public to Speak:** Two members addressed the Parish Council in respect of their planning application under consideration. They made comment that there a couple of inaccuracies. Both dwellings were not to be clad with composite boards and the windows would be cream in colour and wood effect sash type.
5. **Planning:** To Consider Planning Application: DC/23/2090/FUL

Proposal: Construction of 1.5 storey side extension and reconfiguring of roofs to form one hipped crown roof over all but the original dwelling. New timber clad shed to side with wooden doors and identical front porch canopies to both attached dwellings. Both existing dwellings to be clad with composite boards and all windows replaced with grey/green PVC. Site address: 2 Top Road, Hasketon, Woodbridge, Suffolk, IP13 6JF.

**It was resolved to offer no objections to the proposal.**

Proposed – IW  
Seconded – RB  
**ACTION - Clerk**

#### **6. i. Approval and Adoption of End of Year A/C.**

AT whom had not been present at the last meeting confirmed that the end of year accounts were correct and these were adopted formally. (Period 01/04/2022 to 31/03/2023).

The Clerk SL gave a Summary of Accounts since 31/03/23 and reported an overall balance of £36295.22 being £34010.52 Savings account and £2284.70 current account.

#### **ii. Approval of Invoices & Transfer of Funds.**

The clerk SL indicated that there were several invoices outstanding:

Clerk Salary – JUNE £225.58

Clerk Expenses – Mileage and Microsoft licence renewal £95.09

TESCO – mobile DD for May/June/July £9 x 3

HMRC 1st Quarter payment - £150

ICO [Information Commissioners Office] – Subscription for 2023-24 £40 but offered at a discount if done by DD. It was agreed to make application for the discount.

**It was resolved to approve the invoices for payment.**

Proposed – RB

Seconded – SD

The Clerk SL advised a balance transfer was required and suggested £3000.

**It was resolved to approve the transfer of funds.**

Proposed – IW

Seconded – AT

**ACTION - Clerk**

**7. To Approve and Adopt the Internal Audit Report 2022/23** (previously circulated)

Clerk reported the following observations from the report.

COMMENT: Council might wish to also review the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) Regulations 2022 which came into force on 21st December 2022 and **make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities**. The contract value limits are to be calculated inclusive of VAT (effective from 1st January 2022).

**The Clerk recommends - Consider under review of Financial Polices**

See below for the minor recommendations in the report.

It was resolved to approve and adopt the Internal Audit report as circulated.

Proposed – SD

Seconded – CE

**ACTION - Clerk**

**8. To Consider and Adopt the Internal Audit Recommendations.**

Clerk had circulated a summary of the recommendations.

**Section 6 – income controls**

**RECOMMENDATION: It is recommended your CIL funds are ringfenced within your earmarked reserves to ensure this does not fall into general day to day expenditure of the council.**

**The Clerk recommends - CIL statement to be published and monies to remain ringfenced.**

**Section 11 – year end procedures**

There was no evidence provided of the dates set, nor the publication of the Exercise of Public Rights on the council website.

COMMENT: **The final signed AGAR for 2021/2022 provided to the auditor did not include the required notification.**

**RECOMMENDATION: It is required the notice of the period for the exercise of public rights is published in accordance with Regulation 15 (2), Accounts and Audit Regulations 2015.**

**Please find attached link to this year's Public Rights form – please note this must be published in time to include the first 10 days of July 2023.**

**The Clerk recommends - Exercise of Public Rights proforma to be completed and displayed on website by Clerk.**

It was resolved to adopt the recommendations.

Proposed – SD  
Seconded – IW  
**ACTION - Clerk**

**9. To Consider the Annual Governance and Accountability Return (AGAR) 2022/2**

The Clerk SL gave an overview of the relevant document.

i – To Approve and Adopt the Annual Governance Statement 2022/23[page 5]

Proposed – IW  
Seconded – NF

ii – To Approve and Adopt the Annual Accounting Statement 2022/23[Page 6]

Proposed – IW  
Seconded – SD

iii – To Approve and Adopt the AGAR 2022/23 Part 2.

The Council agreed to make an application as a smaller authority where the higher gross income or gross expenditure did not exceed £25,000.

Proposed – SD  
Seconded – IW

iv – To Approve and Adopt the Certificate of Exemption AGAR 2022/23 [Page 3]

Proposed – NF  
Seconded – AT

v – To Approve and Adopt the Ancillary Documents 2022/23 (circulated)

- a) Explanation of Variances
- b) Bank Reconciliation
- c) Exercise of Public Rights

Proposed – SD  
Seconded – AT

List of items exceeding £100- Previously approved

The Chairman and Clerk duly signed the relevant sections. AGAR to be submitted to external auditors.

**Action – Clerk**

**22. Date of Next Meeting and close: 130723 closed 19.10 hrs**

Steve LECKIE Hasketon Parish Clerk.

Monday 26<sup>th</sup> June 2023

**Signed: .....Chairman. Date.....**

Steve LECKIE Parish Clerk