

MINUTES OF EXTRAORDINARY MEETING OF HASKETON PARISH COUNCIL

Held on Thursday 18th June 2020 at 6.30pm. This was a remote meeting held via Zoom.

Final Draft Minutes

Attending: Parish Councillors (P.Cllrs) A. McWirter (AW) Chairman, I. White (IW) Vice Chairman, J Withey (JW), A. Turner (AT), S. Dack(SD), R. Batley (RB), David Keeble(DK) (Parish Clerk) and C Hedgley (CH) District Councillor.

1. Welcome:

Chairman, AW, welcomed everyone to this remote zoom extraordinary PC meeting and explained the main purpose was to deal with the AGAR requirements and other essential business and that other non-essential items on the Agenda would be deferred until the next scheduled meeting in July.

2. Apologies for Absence:

Apologies were received from Cllr Sarah Butters (personal reasons) and were accepted by the meeting.

3. Declaration of Interests:

There were no declarations of interest.

4. Minutes from Previous Meetings: (dated 12/3/2020 & EO mtg 21/3/2020) - Deferred

5. Matters Arising from the Previous Minutes: (as previous item) - Deferred

6. Invitation to the Members of the Public to Speak: - None attending

7. Resolution to rescind the decision of the extraordinary PC meeting of 23rd March 2020 delegating Parish Council powers, where no statutory prohibition applies, to the Proper Officer (Local Government Act 1972 s101(1)(a)).

It was resolved to rescind this decision and return PC powers to the full Council. Proposed – SD
Seconded – AT

8. Resignation of Suffolk County Councillor Robin Vickery:

The Chairman advised the Council of this resignation. Clerk reminded the meeting that the PC had previously been advised that County Councillor Richard Rout, Cabinet Member for Environment & Public Protection, County Councillor - Hardwick Division would be standing in as the Cllr representing Carlford and Fynn Valley Ward on SCC.

9. Report from District Councillor:

DCllr CH advised he was doing his utmost to keep us informed during the Coronavirus emergency and reiterated he was always available to support the PC in whatever way he could. He also mentioned an initiative to allow some selected verge areas to rewild. PC could suggest areas within the Parish to be considered for this scheme.

10. Report from County Councillor: - Deferred

11. Finance:

- i) Adoption of 2nd Internal Financial Control Check for year 2019-20.
It was resolved to adopt the 2nd Internal Control as presented. Proposed - IW
Seconded – AT
- ii) Adoption of End of Year Accounts to 31st March 2020 (period 2019 -2020).
It was resolved to adopt the Accounts as presented. Proposed – JW
Seconded – AT
- iii) Summary of Accounts to 30th May 2020 (period 2020-2021).
Current account balance stands at £3548.82
Savings account balance stands at £30891.32
These figures include the ESC enabling grant of £2500 towards the play area refurbishment.
It was resolved to adopt the accounts as presented. Proposed – AT
Seconded - SD
- iv) Unpaid Invoices amount to £1210.02 (includes Suffolk NORSE invoice received 16/6/2020) and
Forthcoming expenses anticipated at £833.93.
List of Invoices.
Clerk costs (Salary (May) + expenses).....£220.23
SALC Annual Internal Audit Fee.....£186.00
Sharward Printers.....£120.00
Zoom Charge (Annual Subscription).....£143.88
Suffolk NORSE (Grass cutting).....£559.91
It was resolved to authorise payment of these invoices. Proposed - RB
Seconded – AT
ACTION - Clerk
It was resolved to accept the Clerk’s recommendation transfer of £1000 from Savings Account
to Current Account to cover these expenses. Proposed – AT
Seconded – RB
ACTION - Clerk
- v) Internal Audit Report for year ending 31st March 2020 (Period 2019 -2020).
a) Adoption of Internal Audit Report.
It was resolved to adopt the Internal Audit Report. Proposed – JW
Seconded – AT
b) To consider the Internal Audit Recommendations – Deferred
- vi) Annual Governance and Accounting Report (AGAR) for period 2019-2020.
a) Adoption of Annual Governance Statement (AGS) (2019-2020)
It was resolved to adopt the AGS 2019-20. Proposed – SD
Seconded – JW
b) Adoption of Accounting Statements (2019-2020)
It was resolved to adopt the Accounting Statements 2019-20. Proposed – AT
Seconded – IW
c) Adoption of Annual Internal Report (AIR) for year 2019-2020
It was resolved to adopt the AIR 2019-20 Proposed – SD
Seconded – JW
d) Adoption of the Annual Governance and Accounting Report 2019-2020
It was resolved to adopt the AGAR 2019-20 as a whole. Proposed – JW
Seconded – AT

11. Finance: (cont'd)

e) Agreement and confirmation of Public Notice Dates.

Date for public announcement 29/6/2020 and period of public exercise of rights 6/7/2020 to 14/8/2020.

f) Agreement and confirmation of Exemption Status.

g) Agreement and confirmation of AGAR Bank Reconciliation.

vi) Agreement and confirmation of AGAR Explanation of Variances

It was resolved to agree and adopt items 11 v (e, f, g and h)

Proposed – SD

Seconded - RB

The Clerk was instructed to process the AGAR in accordance with the relevant legislation.

ACTION - Clerk

vii) annual Review of Earmarked Reserves (Budget 2020-21) - Deferred

viii) Annual Review of Policy Documents - Deferred

ix) Clerk Matters.

a) Annual Appraisal – Chairman reported this is currently being prepared and requested any relevant comments from Councillors.

b) Review of Conditions of Employment

i) Pay. Clerk reported there is a pay award currently being negotiated which will be effective from 1st April 2020 when finalised.

ii) Additional Hours worked due to the COVID 19 Emergency.

It was resolved to agree the additional hours claim for 30 hours at the current hourly rate.

Proposed – AT

Seconded – RB

ACTION - Clerk

iii) Working from Home Allowance Increase.

Details of this increase had been previously circulated. The maximum amount (tax exempt) payable has increased from £4 per week (£18 per month) to £6 per week (£26 per month)

It was agreed this increase be applied. Clerk instructed to advise Payroll accordingly.

ACTION – Clerk

12. Village Amenities:

It was agreed to defer all agenda items under Village amenities except item vi, Benches.

The wooden bench in the play area had been irreparably damaged during the grass cutting operation. Suffolk Norse had offered to replace it but given it was in a poor state of repair already it was agreed the cost of replacement would be split 50/50. NORSE will source a new wooden bench from Genesis and install it. They will also replace the existing plaque if required. IW will remove plaque in the meantime.

It was resolved to request NORSE purchase and install a wooden bench from Genesis (not for profit supplier) at a total cost of £383.34 + VAT, cost to the Parish Council being £191.67 + VAT

ACTION – Clerk

13. Internet Connectivity for Planning Application Changes: - Deferred

14. Grass Cutting/Hedge Maintenance:

RB asked whether the Council would still be charged the full amount for the year given the grass has not been cut for 3 months. Clerk advised that the grass had been cut recently and that NORSE had responded very quickly to the request. He added that if the number of cuts in the year were less than the contract states he would request a reduction on the charge.

Some Councillors had already made suggestions regarding the rewilding of selected verge areas and Clerk requested Councillors give some thought to this for the next meeting.

15. Annual Insurance:

Clerk confirmed that the annual insurance is in place through BHIB.

16. Highways: - Deferred

17. Planning Matters: - Deferred

18. Annual Meetings:

Chairman reiterated the situation regarding the Annual Parish Meeting i.e. the requirement to hold an annual meeting in 2020 has been suspended. The Chairman can continue in post until 2021 (the next annual meeting) or could stand down at any point if they so wished.

It was resolved that the current Chairman should continue in post and the annual meeting held in 2021.

Chairman advised that the emergency legislation had omitted any reference to the Annual Meeting of the Parish which is still required to be held as a physical meeting, however, until it was considered safe to do so there was no intention to hold one at this time.

19. Correspondence; List attached. Correspondence is circulated at point of receipt.

20. Date of Next Meeting and Close:

The date of next meeting was confirmed as Thursday 9th July 2020 at 6.30pm. It may be possible to hold a physical meeting in the Victory Hall but this will be decided nearer the time. Details will be publicised as soon as this is decided.

David Keeble (Parish Clerk

SignedChairman

Date.....

