**Councillors present**: Cllr. L. Marchington (Chair), Cllr. S. Boyce, Cllr. G. Hicks, Cllr. G. Brown & Cllr. S. Griffiths.

**Present:**  Clerk – Vicky Bright. Cllr. Dawn Dicker - WSC. One Member of the Public.

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| **21/05/1**  **21/05/2**  **21/05/3** | **Meeting opened at 7:30pm**  **Local Authority Reports:**  **Suffolk County Council**  Cllr. Andy Drummond sent his apologies.  **West Suffolk Council**  Cllr. Dawn Dicker reported to the meeting;   * She has given support and a donation to the Light Wave charity. * The Mildenhall Hub is now completed and the Library is due to open 1st June, with the Pool/Sports Hall opening 7th June and the School will be opening on 14th June. * There is a SCC Re-Start Fund available for Community Groups/Organisations to get financial help to assist them with opening up and re-starting meetings etc. following Covid.   **ANNUAL COUNCIL BUSINESS**  **Election of Chairman:**  Cllr. S. Boyce proposed Cllr. L. Marchington, this was seconded by Cllr. G. Hicks. All voted in favour and Cllr. Marchington accepted and signed her Declaration of Acceptance to Office as Chair.  **To Receive the Chair’s Declaration of Acceptance of Office:**  Cllr. L. Marchington signed the declaration of office of Chair for the year 2021-2022 and this was witnessed and countersigned by the Clerk.  **Chair’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):**  The Chair welcomed everyone.  **Apologies:** None. **Absent:** None.  **Election of Vice Chairman:**  Cllr. G. Hicks proposed Cllr. S. Boyce, this was seconded by Cllr. L. Marchington. All voted in favour. Cllr. Boyce accepted and signed her Declaration of Acceptance of Office as Vice Chair.  **To Receive the Vice Chair’s Declaration of Acceptance of Office:**  Cllr. S. Boyce signed the declaration of office of Vice Chair for the year 2021-2022 and this was witnessed and countersigned by the Clerk. |  |
| **21/05/4**  **21/05/5**  **i)**  **ii)** | **To Receive the Declarations of Office by Members:**  All members signed their declaration of office as Councillor for the year 2021-2022 and these were witnessed and countersigned by the Clerk.  **Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**  None.  The Clerk asked all Councillors to check their Register of Interests Forms on the WSC website, to be updated, if necessary, and countersigned by Clerk. |  |
| **21/05/6**  **21/05/7**  **21/05/8** | **Appointment of Councillor Responsibilities & Representatives on Outside Bodies:**  Representative on Village Hall Committee – Cllr. Gloria Hicks & Cllr. Liz Marchington.  SALC Liaison – Clerk.  WSC Parish Forum Liaison – Clerk & Chair (Cllr. L. Marchington).  **Appointment of the Responsible Financial Officer:**  **Resolved 21/05/07.01**  It was agreed by full Council that the Clerk would hold the role as Responsible Financial Officer for the year 2021-22.  **Adoption of the Annual Governance Statement (Section 1 AGAR) 2020-2021:**  **Resolved 21/05/8.01**  The Annual Return for 2020-2021 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor’s present and signed as such by the Chair (LM) and the RFO.  **Resolved 21/05/8.02**  The Clerk presented the Internal Audit report for 2020-2021;   * It was highlighted that the Standing Orders and Financial Regulations need review and adoption of the most recent NALC Models, * A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised, * The Council needs to review its VAT position and reclaim what is due, with annual VAT reclaims being submitted annually going forward, * No Annual Financial Risk Assessment was carried out by the Council for this financial year 2020/21, * The Budget needs to be reviewed and adopted ideally twice annually, * The Employment contract and salary details for the previous Clerk are not adequate, * The Council needs to review its assets and update and adopt the Asset Register accordingly, * The Council have omitted to publish financial and AGAR information on the Councils website for the last 3 years.   As such, the Internal Audit Report for 2020-21 was adopted and the Clerk/RFO is to address each point raised. It was agreed to appoint Mijan Ltd as the Internal Auditor for 2021-22. |  |
| **21/05/9**  **21/05/10**  **21/05/11**  **i)**  **21/05/12**  **21/05/13**  **21/05/14**  **21/05/15**  **21/05/16**  **i)**  **ii)**  **iii)**  **21/05/17**  **i)** | **To Approve the Final Accounts for the Financial Year ended 31st March 2019:**  The Income for 2020/21 was £10,260.00, the Expenditure was £4,166.02. The balance of 2020/21 carried forward £10,353.73.  **Resolved 21/05/9.01**  The final accounts and Bank Reconciliations for the financial year ended 31st March 2021 were scrutinised and approved by all Councillor’s. The accounts were signed as a true statement by the Chair (LM) & the RFO.  **Resolved 21/05/9.02**  Section 2 Accounting Statements (AGAR) 2020/21 were approved and accepted by all Councillor’s and signed as such by the Chair (LM).  **Resolved 21/05/9.03**  The Certificate of Exemption for the financial year 2020/21 was approved and adopted and signed by the Chair (LM) and the RFO.  **To Review & Adopt the Budget for 2021/2022:**  It was agreed to defer the item to the next meeting, to allow the new Clerk to review and update the Budget.  **Review & Adoption of Financial Risk Assessment 2021/2022:**  **Resolved 21/05/11.01**  The Financial Risk Assessment for the financial year 2021/22 was reviewed and adopted by the Full Council and signed by the Chair (LM).  **Review Effectiveness of Internal Audit Procedure:**  **Resolved 21/05/12.01**  The Internal Audit Procedure was fully reviewed and it was agreed to appoint, the Internal Auditor, Mijan Ltd for the financial year 2021-22.  **Approve & Authorise Annual Standing Payments & Direct Debits:**  **Resolved 21/05/13.01**  The following standing payments and direct debits were approved;   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Mrs V Bright | Clerks Monthly Salary | Local Government Act 1972ss. 101, 111 and 112 | SO | PCM | £63.65 | | 1&1 Internet | Website/Email Provision | Local Government Act 1982, s. 142 | DD | PCM | £2.40 |   **To Consider any Annual Donations:**  **Resolved 21/05/14.01**  Village Hall Committee = Annual Insurance Premium and £30 pcm for Grass-cutting & maintenance (LGA 1976 (Miscellaneous Provisions) s19).  Church (Churchyard Maintenance monthly) (Local Government Act 1972, s. 214(6&8)).  **ORDINARY COUNCIL BUSINESS**  **Minutes of the meeting held on 19th January 2021 - LGA 1972, Schedule 12, para 41(2):**  **Resolved 21/05/15.01**  The minutes of the meeting held on 19th January 2021 were adopted as a true statement and signed by the Chair (LM).  **Planning Applications**  **DC/21/0854/FUL - Retention of converted outbuildings for use as two independent residential dwellings. Location: Adjacent to Triangle Wood, Kennett Road, Herringswell IP28 6SS**  **Resolved 21/05/16.01**  It was agreed to submit No Objections to application DC/21/0854/FUL.  **Boundary Commission Consultation – SCC Divisions (21st June 2021)**  Cllr. Hicks is to email the previous comments/submission to the Clerk and this will be emailed to all Councillors for them to agree whether any changes are needed.  **White Horse Lodge Application Update**  It was confirmed that James Hockney will attend the next PC meeting and give a presentation to members. The Clerk is to confirm the next meeting date with James following tonight’s meeting.  **Highways/Footpaths & Trees**  **Street Repairs (Outside The Beehive) Update**  It was confirmed that works are due to start on 7th June 2021, and will mean The Street will be closed for 4 weeks. The Clerk is to ensure after the works are completed that it is added to the Highways Drainage Cyclic Program. The Clerk is also to check that the street sweeping is on the program for 6-8 week cycles. |  |
| **21/05/18**  **i)**  **ii)**  **iii)**  **21/05/19**  **i)**  **ii)**  **21/05/20**  **i)**  **ii)**  **iii)**  **iv)** | **Parish Matters**  **Discuss Defibrillators Project for the Village & County Council Funding**  The Clerk is to follow up on the Locality Grant application with Cllr. Drummond. The Clerk is also to seek information and costs from Community Heartbeat Trust. It was discussed that consultation with the village should be carried out before the scheme proceeds.  **Discuss Notice Boards & Funding**  The Clerk presented the options for the final design of the notice boards from Greenbarnes Ltd.  **Resolved 21/05/18.01**  It was agreed to go with the Straight Header Option, light Oak stain 2-bay, lockable to be sited on posts (Text: HERRINGSWELL PARISH COUNCIL), for the Parish Council board and the Straight Header option, light Oak stain single bay, lockable to be sited on the Village Hall wall (Text: VILLAGE HALL); at a cost of £2,359.14 incl. VAT.  Thanks were extended to Cllr. Dawn Dicker for the Locality Grant which will pay for the notice boards.  **Bottle Bank Update**  The site visit with Shane, confirmed that the best option would be a ‘French Drain’; dig out a trench and add drainage (hardcore/shingle). Cllr. Brown is to instruct Shane to proceed.  **Resolved 21/05/18.02**  It was agreed to instruct Shane to proceed with the ‘French Drain’ option.  **Correspondence**  **Suffolk Community Restart Fund – SCC**  The Suffolk Community Restart fund, funded through Suffolk County Council, is a grant fund totalling £300,000 and each District and Borough Council within Suffolk have been given £75,000 each to offer voluntary, community and social enterprise (VCSE) groups a grant to help them resume their previous activities safely and/or to support them to transition to new ways of working. This scheme offers grant of between £250 and £2,500 to voluntary, community and social enterprise (VCSE) organisations in Suffolk.    The aim of the fund is to enable VCSE organisations to restart previous activities safely and/or to support them to switch to new ways of working.  All VCSE groups are eligible to apply, provided funding requested is for equipment, adaptations or staffing (but these need to additional and not part of your core costs) to enable an existing/previous activity to resume safely or to enable a new activity/service to be developed/launched.    **Key information:**  Before applying, please note that this funding is not intended to replace lost income/hardship experienced by VCSE organisations as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19.  We cannot provide retrospective funding for projects, unless it was something that has had to ‘pause’ due to COVID-19.    **What can be funded/Criteria:**  The attached criteria provide examples of the types of activity the fund can be used for:   * **Minor facility alterations –**i.e. Reconfiguration/refurbishment to meet social distancing requirements * **Service alterations –**i.e.Volunteer training, e.g. health and safety requirements, risk assessments, etc. * **Operational alterations -**i.e. Signage/floor markings – maintaining social distance and avoiding congestion     **Process:**  Applicants will first contact Community Action Suffolk by email at [vcsesupport@communityactionsuffolk.org.uk](mailto:vcsesupport@communityactionsuffolk.org.uk) or telephone 01473 345400 to discuss their project and to ensure that it meets the attached criteria.    **How to apply:**  If you would like to access funding through the scheme, please complete the application form online <https://forms.office.com/r/hYXMsYNkrK>   For further information please visit [Suffolk Community Restart - Community Action Suffolk](https://www.communityactionsuffolk.org.uk/suffolk-community-restart/)  The Clerk has forwarded the information to the Hall Committee for their information.  **Fly Tipping Campaign 2021/22- WSC**  Suffolk’s SCRAP fly-tipping campaign will launch next Tuesday the 25th of May and last approximately one year. The campaign we ran in 2020, with your help, we were able to reach hundreds of thousands of people across Suffolk with our messaging against fly-tipping. Unfortunately, fly-tipping remains a serious issue of which I am sure you are aware, so we have developed a second phase of the campaign with funding from the Suffolk Waste Partnership. It will be run the same way as before with Facebook and Twitter posts posted on the ‘Suffolk Recycling’ Facebook/Twitter pages so please have a look, hit the follow button and share as widely as you are able.  **Finance & Policies**  **Parish Council Bank Reconciliation from list of payments/receipts**  The Payments and receipts were scrutinised and approved. The account balance was confirmed as £17,050.86 as of 18th May 2021.  **Resolved 21/05/20.01.**  That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chair of the meeting (LM).  **Payment Schedule for signing and approval for payment of outstanding invoices**  No outstanding payments to be approved at this time.  **VAT Reclaim Report**  The Clerk is to follow up with HMRC regarding the recent VAT reclaim for the Laptop, and is to secure a new Unique Reference number for future reclaims. The Clerk is to review the Councils recent VAT payments and submit a reclaim, as needed.  **Review & Adopt the Asset Register and Risk Assessment Procedures 2021/22**  The Clerk presented an update Asset Register for review, it was agreed that the Clerk would begin carrying out Quarterly Asset Risk & Maintenance Inspections.  **Resolved 21/05/20.02**  It was agreed to adopt the updated Asset Register for 2021/22 at a value of £7,499.99 and it was duly signed by the Chair (LM). |  |
| **21/05/21** | **Items for next Meeting to be held on Monday 19th July 2021 at 7pm, in the Village Hall.**  It was agreed in future to hold the Parish Council meetings on the third Monday Bi-Monthly at 7pm.  **Signed: Date:** 19th July 2021  **Chair, Herringswell PC** |  |