

**MINUTES OF THE MEETING OF CONEY WESTON PARISH COUNCIL**

**HELD ON THURSDAY 9<sup>TH</sup> JULY 2020 AT 7PM VIA VIDEO CONFERENCING**

PRESENT: Councillors: P. Clarke (Chair), C. Flood, D. Haycock, S. Hindry (Vice Chair), J. Ladell, B. Hogg, G. Mihr, R Salter (Clerk), County Councillor J. Spicer (part), District Cllr A. Smith (part) and 2 members of public.

	<b>ACTION</b>
1. Apologies: None	
2. Declaration of Interest - None	
3. 3.1 The draft minutes of the last Parish Council meeting (June 15 <sup>th</sup> ) had been pre-circulated and were unanimously approved. 3.2 The draft minutes of the last Parish Council meeting (June 17 <sup>th</sup> ) had been pre-circulated and were unanimously approved. 3.3 Amendment to January 2020 minutes to remove Annual from the heading, unanimously approved. 3.4 Amendment to May 14 <sup>th</sup> minutes to change financial year in the payments section 7.5 from 2018/19 to 2019/20, also amending the title of the meeting to the Annual Meeting of the Parish Council, unanimously approved.	
4. No members of public to speak	
5. 5.1 & 5.2 County Councillor Spicer would join the meeting later and provide her report then. District Councillor Smith would provide his update at the same time.	
6. 6.1 The online bank account is setup with the three signatories all able to access the account. The RFO will need administration access and this needs to be setup. It was agreed money be transferred across and to run both bank accounts in parallel for a few months to ensure transactions are going through ok.	<b>SH/BH</b>
6.2 The Annual Return (AGAR) pages 3,5 & 6 for year ended 31 <sup>st</sup> March 2020 were completed. The Chair went through the questions and qualifying criteria at Section 1 of the Annual Governance Statement. These were answered as follows for each question: 1. Yes, 2. Yes, 3. Yes, 4. Yes, 5. Yes, 6. Yes, - agreed. 7. Yes, 8.yes, 9. n/a - unanimously agreed. This will be signed by Chair and RFO. The Section 2 Accounting Statements were unanimously agreed and will be signed by Chair and RFO. As both gross income and gross expenditure were below the threshold of £25,000 and all other conditions of the Certificate of Exemption had been met; it was resolved that the Council qualifies to certify itself exempt from external audit. This was unanimously agreed. The completed AGAR will be submitted.	<b>RS/PC</b>
6.3 The Internal Audit Recommendations and Actions Plan had been previously circulated and was unanimously agreed. This will be published on the website.	<b>RS</b>
6.4 Exercise of Public Rights time period and publication. Cllr Hindry will be the contact for this. RS outlined the Exemption notice dates for inspection of	<b>RS</b>

accounts is 14 <sup>th</sup> July -24 <sup>th</sup> August. This will be published on the website and placed on the village hall noticeboard.	
6.5.1 Financial Regulations - the document had been circulated and a number of comments were raised. These were clarified at the meeting and an updated version would be circulated. Councillors agreed the document with these changes made.	<b>RS</b>
6.5.2 The Asset Register had been circulated and a number of queries raised. RS had clarified with the pond team that the bench at the pond could stay on the asset register. It was agreed no amendments were needed for the noticeboards. The bench outside the Thetford Road bungalows had been provided by Cllr Spicer so is the Parish Council's responsibility to maintain and this will be added to the register as a gift. The playing field items had been removed as the Playing Field Committee has responsibility for those. It was agreed a total amount would be put at the bottom of the value columns and a note to say the proxy figures used where the purchased cost is not known are the previously used insured amounts. The asset register would be recirculated with these updates for approval. proxy figures used where the purchased cost is not known are the previously used insured amounts	<b>RS</b>
At this part of the meeting Cllr Spicer joined the meeting. 5.1 County Councillor Spicer advised there had been progress with the possibility of a kick fence at the Thetford Road bungalows. There are two outstanding queries for Cllr Smith to follow up which are to confirm the space needed for the mowers to get onto the grass and emergency services access if required. Havebury have given conditional approval for the scheme dependent on a consultation taking place. Cllr Spicer advised she hopes to fund a significant part or possibly all of this. Cllr Clarke advised that the spec was being drawn up and then 3 contractors would be asked to quote. A consultation would be planned, probably something posted through the door of the bungalows followed up by a visit. It was proposed a plan, price and consultation is brought to the September meeting. Cllr Spicer advised she had provided £1000 to the Bowls Club towards their purchase and £500 towards the bark chippings for the playground. Cllr Spicer also flagged up the incidents that have been occurring at Knettishall Heath. The fly tipping has been dealt with. There is anti social behaviour in the evenings and the Police are aware. There is a security firm being used to monitor the area in the evenings. There have been concerns about speeding vehicles but it was not felt the Parish Council could comment on this. 5.2 District Councillor Smith advised he had also given £500 to the Bowls Club purchase. He was aware that the Civil Parking Enforcement team had visited Ixworth and Honington so it appears they are covering a wide area.	<b>AS</b>          <b>PC</b>
6.5.3 The RFO had circulated the cashbook which agrees with the bank statement of £11914.07. The budget is on track, there is likely to be a saving on salary for the next couple of months. The subscriptions are the only part of the budget that has been spent but no additional expenditure is expected here unless zoom payments move to this item in the future.	
6.5.4 The payment schedule and cheques were authorised for signature:	

<p>Cheque for Village Hall Car Park rent £150</p> <p>R Salter – Zoom Monthly Payment for June &amp; postage £16.84</p> <p>R Salter salary £391.16</p> <p>Income received Village Hall Car Park rent £150</p> <p>There was a query regarding the village hall car park lease and why payment was made by the Parish Council. This was at the request of the owner of the car park when the lease was last drawn up, the lease is for 14 years and is halfway through.</p>	
<p>6.5.5 It was agreed the Parish Council will continue with the subscription to Zoom. The payment details will need to be changed. Cllr Hogg will see if this can be done as a bank transfer, if not he will provide payment details and claim the money back.</p>	<b>BH</b>
<p>7.1 Consider a request to West Suffolk Council to register the Bowls Club/the adjacent land (not sure of the exact definition needed here) as an Asset of Community value – this item was withdrawn.</p>	
<p>7.2 Planning Application DC/20/0909/TPO. There was a short discussion about this and the following response agreed – ‘Based on the information received the Parish Council has no objection’.</p> <p>Cllr Hindry proposed this and Cllr Hogg seconded and it was unanimously agreed.</p>	<b>RS</b>
<p>7.3 As the Clerk/RFO was leaving at the end of July it was agreed Cllr Haycock would prepare the agenda and minutes for the next meeting, Cllr Clarke would take on responsibility for the laptop and Cllr Hindry would be RFO, a Section 151 Officer. This was unanimously agreed.</p> <p>It was agreed the vacancy for role of Clerk/RFO would be advertised through the website, SALC, noticeboards and Parish News. Cllr Clarke will lead on this. A few amendments would be made to the job description – Cllr Flood would take on website updating so this could be removed, where it mentions attending Parish Council meetings, remove the frequency. SID data can be removed from the quarterly tasks.</p> <p>The advert used 2 years ago will be adapted and used.</p> <p>Cllr Hogg proposed a vote of thanks to the Clerk/RFO for her work over the period of her employment and this was unanimously supported.</p>	<b>PC</b>
<p>8. Correspondence – none received.</p>	
<p>9. Date of next meeting confirmed as Parish Council Meeting on Thursday 3<sup>rd</sup> September. There being no other business the meeting was closed at 20.40 hrs.</p>	