

## HOMERSFIELD PARISH COUNCIL

### Minutes of the Homersfield Parish Council Meeting held 6th July at 69, The Green, Homersfield - an open space in compliance with COVID regulations - at 7.00pm

Cllr. Debbie Bird (DB)  
 Cllr. Angela Stokes (AS)  
 Cllr. Jo Westgate (JW)  
 Cllr. Lucy Phillips (LW)  
 Lua Leggett (LL)

Chair, Homersfield Parish Council  
 Vice Chair Homersfield Parish Council  
 Councillor, Homersfield Parish Council  
 Councillor, Homersfield Parish Council  
 Locum Clerk

*Members of the general public were not invited to attend due to COVID restrictions on public meetings. A copy of these minutes will be filed on the website and displayed on the notice board to demonstrate transparency.*

Item	Description
	<b>Welcome by Chairman:</b>
1	<b>To consider apologies for absence</b>
1.1	Cllr Simon Scarfe offered apologies. (2) outstanding ROI submitted via Cllr LP
2	<b>Approve the minutes of the last council Meeting</b>
2.1	The draft minutes of the meeting held 2 March 2020 previously distributed to councillors, were unanimously agreed and signed by the Chair, having been proposed by JW and seconded by AS.
3	<b>To record any declarations of interest from members in any item to be discussed: none</b>
4	<b>Matters arising: none</b>
5	<b>Annual Governance and Accountability Return 2019/20 Part 2 smaller authorities</b>
5.1	Internal Audit: All actions identified to be timetabled and addressed across the coming year. <b>Clerk to action a timetable Signed by Trevor Brown Internal auditor 20/5/20</b>
5.2	<b>Annual Governance Statement page 5:</b> approved unanimously and signed by the Chair
5.3	<b>Accounting Statements page 6;</b> approved unanimously and signed by the Chair
5.3.1	Bank reconciliation and Balance sheet approved and signed - a copy to be held with the minutes
5.4	Electors Rights Notice: date delayed due to COVID but remains in compliance with extended deadlines approved by PKF Littlejohn. Display period to be between Monday 13th July and Monday 17th August inclusive. A copy of this display notice to be placed on the notice board.
5.5	<b>External audit papers</b>
5.5.1	<b>Certificate of Exemption</b> completed and signed by the Chair. Clerk to submit certificate of exemption to the external auditor - deadline 30/6/20 waived under COVID regulations.
6	<b>To receive a report from the Chair</b>
6.1	DB provided an update on the Clerk's progress and all present asked that their good wishes be passed to her for a speedy recovery.
7	<b>To receive reports from Councillors</b>
7.1	JW reported back on the Churchyard: an expert has listed all the wildflowers in the churchyard and advised on 'cutting' only twice a year. The list will be printed in the next magazine.

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7.2	LP reported concerns over MRCT lorries parked irregularly in the layby/slip area at the entrance to Homersfield. LP will provide the clerk with photographic evidence, time and date to enable an approach to the company to speak to their drivers. <b>LP to action</b>
7.3	LP asked that the builders next door to her be approached to moderate their language and be more considerate in their working hours. <b>Clerk to write to householder by email</b>
8	<b>Financials - RFO report</b>
8.1	<b>Contracts due for renewal</b>
8.1.1(a)	Clerk confirmed contracts for renewal confined to the Insurance contract in September
8.1.1(b)	JW proposed and LP seconded to not renew the contract with the ICO. The council holds no personal details and the risks to exposure to GDPR non compliance are so remote as to not need to pay this annual fee. <b>Clerk to pay outstanding invoice of £40 but cancel the contract</b>
8.1.2	<b>Accounts for payment</b>
8.1.3	A number of accounts have been settled between meeting due to the COVID lockdown and a new Locum clerk stepping in. A schedule of these payments is attached to these minutes. appendix 1
8.1.4	Bank reconciliation and Balance sheet approved and signed - a copy to be held with the minutes
9	<b>Clerk Report</b>
9.1	A map was used to identify the following: Protected Hedgerows sign missing Angles Way Finger Post sign missing Damage to Village boundary sign All items to be reported to East Suffolk via their website reporting function> <b>Clerk to action</b>
9.2	ROI details received from Cllr SS to be submitted <b>Clerk to action</b>
9.3	<b>Refurbishment of Phone Box</b>
9.3.1	Clerk has obtained support from East Suffolk Cllr Judy Cloke and details of the Enabling Communities Budget that could provide matched funding <b>Clerk and Chair to complete and submit application</b>
9.4	<b>Homersfield Village Sign</b> - Details of paint and design to be submitted for approval to council BEFORE any further work is conducted on painting or refurbishing the sign <b>Chair to action</b>
10	<b>Homersfield Wood</b>
10.1	DB confirmed that an approach to the Woodland Trust had proved disappointing and a working party is set for Saturday 8th August. Focus on cutting back brambles <b>Cllr LP to encourage volunteers to support</b>
10.1.1	Clerk to research the costs of conducting an Arboriculturalist Survey on the Homersfield Wood <b>Clerk to action</b>
10.2	<b>Dog Bin</b>

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	Clerk to research cost of an additional bin and annual maintenance fee	<b>Clerk to action</b>
11	<b>Register of Interests</b> completed	
12	<b>To consider Planning Applications received since last meeting</b>	
	None received	
13	<b>To receive items for next agenda</b>	
	Signage Dog Bins Parking Homersfield Wood Grass Cutting	
14	<b>Date and time of next meeting</b> - 9th September 2020, venue to be confirmed (COVID)	
15	<b>MEETING CLOSED 8.35PM</b>	

### ACTIONS:

1. Clerk submit ROI form
2. Clerk to compile timetable for Internal Audit actions
3. Clerk to provide display notice for notice board
4. Chair to display Notice of Public Rights on notice board
5. Clerk to submit Certificate of Exemption to External Auditors
6. Cllr LP to provide evidence for parking complaint
7. Clerk to write to householder re builders complaining
8. Clerk to cancel IOC contract
9. Clerk to action signage issues
10. Clerk and Chair to complete the Enabling Communities Budget application
11. Chair to speak to volunteer re Homersfield Village Sign
12. Cllr LP to bring working party together for 8th August Wood
13. Clerk to research arboricultural survey costs
14. Clerk to research cost of additional dog bin
15. Clerk to confirm venue of next meeting to comply with COVID 19

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## APPENDIX ONE: Accounts for Payment and Accounts settled between meetings:

### ACCOUNTS SETTLED BETWEEN MEETINGS April 2020 to May 2020

1.	Locum Clerk 14 hours net pay April	100823	<£100
2.	HMRC Month One PAYE and NI	100824	£ 35.80
3.	Locum Clerk 14 hours net pay May	100825	<£100.00
4.	HMRC Month Two PAYE and NI	100826	£ 35.80
5.	Reimbursed Mileage:69 miles @ 45p Delivery and Collection of Audit Papers to Woodbridge	100827	£ 62.10
6.	D Bird Reimbursed Fuel for Village Mower	100828	£ 5.35
	<b>Total</b>		<b>£472.25</b>

### ACCOUNTS FOR PAYMENT 6TH JULY 2020

1.	Trevor Brown Internal Audit	100829	£100.00
2.	M L Leggett Locum Clerk	100830	<£100
3.	HMRC Month 3 PAYE and NI	100831	£ 35.80
4.	The Information Commissioner Annual renewal fee	100832	£ 40.00
	<b>Total</b>		<b>£319.90</b>

end]

.....Signed

..... Date