

Minutes of the Homersfield Parish Council Meeting held 7th September 2020 at Wortwell Community Centre due to CoVid restrictions the Homersfield Swan would not permit social distancing.

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

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

No Members of the general public attended.

Item	Description
	Welcome by Chairman:
1	To consider apologies
1.1	No apologies
2	Approve the minutes of the last council Meeting
2.1	The draft minutes of the meeting held 6 July 2020 previously distributed to Councillors, were unanimously agreed and signed by the Chair, having been proposed by JW and seconded by AS.
3	To record any declarations of interest from members in any item to be discussed: none
4	Matters arising: none
5	Annual Governance and Accountability Return 2019/20 Part 2 smaller authorities
5.1	External: PKF Littlejohn confirmed acceptance of the Exemption Certificate. Audit is now complete for 2019/20 financial year
6	To receive a report from the Chair
6.1	DB reported that a request for more visibility of Councillors would be useful. Clerk to explore a dedicated domain for emails. Meanwhile a list of contact details will be compiled and posted on the website and notice board. Clerk to action
	DB provided an update on the Woodland working party. Disappointed that only six members of the village turned up to support
7	To receive reports from Councillors
7.2	SS reported that the Roman Soldier sign can be taken back to its bronze base and the steel surrounds painted black. He has offered to do this and Council approved the work asking that SS submit invoices for cost of materials. SS to action
7.3	AS reported a missing post or maybe more at Homersfield Bridge. Photos passed to the clerk to explore their replacement and speak to Alburgh PC as they have recently replaced posts on their side of the bridge. Clerk also to speak to the team that originally restored the bridge. Clerk to action

7.4	SS will speak to a villager about cutting back the hedges and trees overhanging the bridge. SS to action
7.5	JW reported that DC has now retired and half the churchyard has been left to go wild. PCC would like to ask HPC for financial support. Agreed this will go on next month's agenda Clerk to add to agenda
7.6	Clerk to order a memorial wreath for Remembrance Day Clerk to action
7.7	LF reported that too much vegetation has been taken by the river and the banks are compromised risking flooding and breakage of soil. Clerk to speak to Alburgh Council
8	Financials - RFO report
8.1	Council unanimously consented to renewal of annual insurance with Came and Company at a cost of £218.00
8.2	The Clerk has partially completed the 'Enabling Communities Budget' application and Council agreed that it be passed to the Chair to add comments and approve prior to submission to ESDC Clerk and Chair to complete and submit application
8.3	Precept has not been increased for many years leaving the purchasing power of the monies received weak, and reserves badly depleted. For the village to maintain assets such as refurbishing the phone box, repairing the bus shelter, providing additional dog bins then monies can only be found from precept. Budget setting will be prepared based on quotes for some of these items to explore the impact on Precept. Clerk RFO to prepare
8.4	Accounts for payment
8.4.1	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 the end of these minutes as appendix 1 page
8.4.1	Clerk to establish how much East Suffolk will charge for contested elections. Clerk to action
9	Clerk Report
9.1	Policies and Procedures to be reviewed and presented to Council at November meeting. Clerk to action
10	Homersfield Wood
10.1	Council agreed to the recommendation to pursue a Woodland Survey with an identified Arboriculturalist. Once the survey has been conducted Council will explore further steps including the possibility of an ecology plan. Chair to action
10.2	A working party will meet on Saturday 26 September at 10.00 am to cut back brambles and other loose branches.
10.2	Dog Bin
	Clerk to research cost of an additional bin and annual maintenance fee Clerk to action

11	Powers Duties and Training of Councillors. Clerk to look into cost of a dedicated 2 hour training session for the whole council. JW suggested sharing the training/costs with another local council.	Clerk to action
12	To consider Planning Applications received since last meeting	
	Council formally Minuted the previously agreed approval, of the Chairman's response to a planning enquiry.	
13	Confidential item – discussed regarding the long term absence of the clerk, due to ill health and payment of salary. To be further reviewed at November meeting.	
14	Date and time of next meeting – 2 November 2020, venue to be confirmed (COVID)	
15	Items for next meeting Dog Bin, Phone box, Woodland, Clerk, Training and Budgets for 2021/22	
16	Meeting closed at 8.17pm	

Appendix 1

ACCOUNTS FOR PAYMENT 7 September 2020

1.	Locum Clerk	100840	
	14 hours net pay August		+£100
2.	HMRC	100841	
	Month 5 PAYE and NI		£ 35.80
3.	Came and Company Insurance	100842	
	Annual insurance renewal		£218.00
4.	Locum Clerk	100845	
	14 hours net pay September (in advance due to next mtg November)		+£100
5.	HMRC	100846	
	MONTH 6 PAYE and NI		£ 35.80
6.	Locum Clerk	100847	
	14 hours net pay October (in advance due to next meeting November)		+£100
7.	HMRC	100848	
	MONTH 7 PAYE and NI		£ 35.80

All items approved by council and cheques signed under financial regulations.

End]