

Minutes of the Homersfield Parish Council Meeting held 14 January 2019 at The Black Swan, Homersfield at 7.30pm

Attendees:

Cllr. Steve Addison (SA)	Chair, Homersfield Parish Council
Cllr. Debbie Bird (DB)	Vice Chair, Homersfield Parish Council
Cllr. Mick Pellatt (MP)	Councillor, Homersfield Parish Council
Cllr. Angela Stokes (AS)	Councillor, Homersfield Parish Council
Alex Pullen (AP)	Clerk to Homersfield Parish Council

Item	Description
1	To consider accepting apologies for absence
1.1	Cllr. J Westgate - accepted
2	To approve the minutes of the last council meeting
2.1	The minutes, having been previously distributed to all councillors were unanimously agreed and signed by the Chair, having been proposed by (PB) and seconded by (SB) Cllrs. Pellatt and Bird
3	To record declarations of interest from members in any item to be discussed
3.1	Cllr. Pellatt, Item 15.2 & 15.3, pecuniary interest, Payee
3.2	Cllr. Bird, Item 12, non pecuniary interest, Trustee of Homersfield Playing Field Charity and Item 13, pecuniary interest, Payee
4	To consider dispensations from members in any item to be discussed
4.1	None received
5	To adjourn the meeting to allow public participation (15 minutes) – No members of the public present
5.1	Parishioners questions or comments
5.2	Reports from District & County Councillor
5.3	To receive the Police Report
6	To re-convene the meeting – See item 5
7	To receive a report from the Chair
7.1	Nothing to report
8	To receive a report from the Clerk on outstanding matters (for information only)
8.1	Outstanding actions were reviewed or closed
9	To consider new & outstanding planning applications
9.1	Adverse possession claim for small area of land on the Mendham Lane road, adjacent to the River Waveney; paperwork distributed in the Information File
10	To discuss Homersfield Wood
10.1	Working party agreed for the first Saturday in April at 10.00am
11	To discuss the phone box
11.1	There are various options for the refurbishment of the phone box with full or partial replacement of the glass and or iron. Costs vary from a few pounds to a few hundred depending of the type of phone box you have. The clerk will ascertain the box on the green as a priority and bring prices to the next meeting. ⁱ
12	To discuss and agree the budget for 2019/2020
12.1	The draft budget and notes prepared by the Clerk were distributed and reviewed by the members. The Clerk proposed that the draft budget for 2019/20 should be slightly decreased subject to any plans not previously discussed or considered by the members. Following a lengthy discussion, it

	was unanimously agreed to freeze the precept for the forthcoming year at £3,514 and a request will be submitted for the same. ⁱⁱ																								
13	To ratify the following payment, made at the meeting held 12/11/18 a) Cllr. D Bird, Materials for the memorial box - £7.97 b) Cllr. Pellatt, Village maintenance costs – £11.25 c) Alex Pullen, Commemorative wreath - £25.00																								
13.1	PB and SB Cllrs. Pellatt and Bird																								
14	To receive and discuss items from Parish Councillors																								
14.1	Cllr. Bird mentioned the sad passing of Bill Holdridge and the service he gave to Homersfield during and after his time as a member of the parish council																								
15	Finance – Bank balances & accounts payments																								
15.1	Barclays Current Account £5,699.45 Barclays Reserve Account £2,712.80																								
15.1.1	The bank balances were noted																								
15.2	Payments																								
	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Description</th> <th>Cost</th> <th>VAT</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>25/01/19 & 25/02/19</td> <td>A Pullen</td> <td>Salary</td> <td>>£100</td> <td></td> <td>January and February Confidential</td> </tr> <tr> <td>25/01/19 & 25/02/19</td> <td>A Pullen</td> <td>Expenses</td> <td><£100</td> <td></td> <td>January and February Confidential</td> </tr> <tr> <td>25/01/19 & 25/02/19</td> <td>HMRC</td> <td>PAYE</td> <td>£54.00</td> <td></td> <td>January and February</td> </tr> </tbody> </table> <p>The bank balances and schedule of payments was noted and unanimously approved, having been PB and SB Cllrs. Bird and Addison. Payment of a printer cartridge (£24.95) and an increase in a proportion of the broadband charges from £9.52 to £13.12 monthly was also agreed, having been PB and SB Cllrs. Addison and Stokes</p>	Date	Payee	Description	Cost	VAT	Comments	25/01/19 & 25/02/19	A Pullen	Salary	>£100		January and February Confidential	25/01/19 & 25/02/19	A Pullen	Expenses	<£100		January and February Confidential	25/01/19 & 25/02/19	HMRC	PAYE	£54.00		January and February
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16	Correspondence received																								
16.1	The clerk highlighted item of interest; the file was distributed to members																								
17	To receive items for the next Agenda:																								
17.1	Internal control and risk management review																								
17.2	Following the clerks operation last year, the review will take place prior to the March meeting at 6.45pm attended by Cllrs. Addison and Stokes and the clerk in her capacity as Responsible Finance Officer (RFO)																								
18	Date and time of next meeting – 11 March 2019																								
19	Meeting Close – the meeting closed at 8.25pm																								

ⁱ Clerk – Confirm the type of phone box on the green and ready prices for the next meeting

ⁱⁱ RFO – Submit the precept request for 19/20 for £3,514.00