

Minutes of the Homersfield Parish Council Meeting held 11 March 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	None
2	To approve the minutes of the last council meeting
2.1	The minutes, having been previously distributed to all councillors were unanimously agreed having been proposed by (PB) and seconded by (SB) Cllrs. Bird and Westgate. They will be signed at the next meeting ⁱ
3	To record declarations of interest from members in any item to be discussed
3.1	None
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)
5.1	Parishioners questions or comments - No members of the public present
5.2	Reports from District & County Councillor – None received
5.3	To receive the Police Report – None received
5.4	Election papers were distributed to those standing for re-election. Cllr. Addison arranged to collate and deliver the papers to Lowestoft for the members ⁱⁱ
6	To re-convene the meeting – See Item 5.1 – 5.3
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	The clerk located a document confirming the parish council purchased Church Wood in 1998. The clerk will update the Asset Register and amend the wording for the annual resolution at the Annual Parish Meeting ⁱⁱⁱ
9	To consider new & outstanding planning applications
9.1	DC/19/0160/FUL – Clare Cottage was briefly discussed; no submission was made to the district council
10	To discuss Homersfield Wood
10.1	Nothing to report
11	To discuss the phone box
11.1	The cost of glazing is £495 (excluding VAT and delivery).
11.2	Cllrs. Addison and Pellatt have offered to paint the box but Members were concerned about the fitting the glass and the clerk was asked to obtain a quote for doing this ^{iv}
11.3	The clerk added information on how to refurbish a K6 telephone box that she had obtained from researching information the internet to the Information File
12	To discuss the failing commemorative tree on the village green (relisted item from Nov 18)

12.1	Carried forward the May meeting ^v																										
13	To confirm the meeting dates for 2019/20																										
13.1	It was unanimously agreed to hold the meetings on the first Monday in the month, except for bank holidays, when an alternative date would be agreed																										
14	Parish & Town Elections - 2 May 2019																										
14.1	The Chair visited the Lowestoft office and noted there is an appointment system for the receipt of papers																										
15	To receive and discuss items from Parish Councillors																										
15.1	Vehicles are using the bridge. The clerk was asked to write to both Norfolk and Suffolk County Highways for action ^{vi}																										
15.2	There is some speculation about future work at the quarry. It is understood that no decisions have been made and the council will monitor the situation																										
16	Finance – Bank balances & accounts payments																										
16a	Review of Risk Management and Internal Control - The review of risk management and internal control usually takes place half way through the accounting year. The clerk was not at work for a number of months following surgery and the review was undertaken just prior to year end. It is intended to hold the next review in and around September next year																										
16b	The Chair, Cllrs. Addison and Pellatt and the Responsible Finance Officer (RFO) met prior to the scheduled parish council meeting. The RFO had prepared, printed and distributed copies of the accounting documentation as well as recommendations for updates to the Risk Management Policy. Following completion of the internal control checklist and associated actions, the Chair reported on the satisfactory findings. These were noted by the other members																										
16c	A checklist, summarising all aspects of the council's accounts for internal control was completed including: a) Proper bookkeeping – All areas are undertaken correctly b) Standing Orders - All in order c) Financial Regulations - All in order d) Payment controls – Two payments were checked satisfactorily e) Financial Risk Management – Several updates were made which included changes to policy numbers and dates. Policy details were reviewed for accuracy f) Budgetary Controls – All in order g) Income Controls - The precept recorded agrees with Waveney District Council's notification h) Asset Controls – All correct and no unexplained balancing entries i) Year End Procedures – All in order																										
16.1	Barclays	Current Account	£5,667.26																								
	Barclays	Reserve Account	£2,714.15																								
16.2	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>25/03/19</td> <td>A Pullen</td> <td>Salary</td> <td>>£100</td> <td></td> <td>March Confidential</td> </tr> <tr> <td>25/03/19</td> <td>A Pullen</td> <td>Expenses</td> <td><£100</td> <td></td> <td>March Confidential</td> </tr> <tr> <td>25/03/19</td> <td>HMRC</td> <td>PAYE</td> <td>£27.00</td> <td></td> <td>March</td> </tr> </tbody> </table> <p>The bank balances and schedule of payments was noted and unanimously approved, having been PB and SB Cllrs. Addison and Bird</p>			Date	Payee	Description	Cost	VAT	Comments	25/03/19	A Pullen	Salary	>£100		March Confidential	25/03/19	A Pullen	Expenses	<£100		March Confidential	25/03/19	HMRC	PAYE	£27.00		March
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17	Correspondence received																										
17.1	To discuss a footbridge at the site of the river																										
17.1.1	A footbridge on Limbourne Common requires repair. Wortwell Parish Council approached Cllr. Westgate suggesting that Homersfield PC pursue the required works. The common is not																										

Homersfield Parish Council

	owned by Homersfield PC and no further action will be taken in this respect as any repair will be the responsibility of the landowner. After note – The Commons Commissioner held a meeting on 27 February 1980 (Reference 234/U/154) to identify an owner; none was forthcoming and the land was protected under Section 9 of the 1965 Act
18	To receive items for the next Agenda:
18.1	Annual Parish meeting
18.2	Elections and documentation
18.3	Election of the Chair and Vice Chair
18.4	Registers of Interests
18.5	Phone box update
19	Date and time of next meeting – 13 May 2019
20	Meeting Close
20.1	The meeting closed at 8.44pm

ⁱ Clerk – Print a copy of the January minutes for signature

ⁱⁱ Cllr. Addison - Cllr. Addison arranged to collate and deliver the papers to Lowestoft for the members

ⁱⁱⁱ Clerk – Update the Asset Register with Church Wood and amend the wording on the Annual Parish Meeting agenda

^{iv} Clerk – Obtain a quote for fitting for phone box glass

^v Clerk – Relist “To discuss the failing commemorative tree on the village green”

^{vi} Clerk - Write to both Norfolk and Suffolk County Highways about vehicles on the bridge