

Minutes of the Homersfield Annual Parish Council Meeting held 13 May 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. Lucy Phillips	Councillor, Homersfield Parish Council
Cllr. Angela Stokes (AS)	Councillor, Homersfield Parish Council
Cllr. Jo Westgate (JW)	Councillor, Homersfield Parish Council
Alex Pullen	Clerk to Homersfield Parish Council

Item	Description
1	To elect a Chair and Vice Chair (Declaration of Acceptance to Office)
1.1	Cllr. Addison confirmed he was standing down as Chair for the council. A single nomination was suggested and there being no other nominations Cllr. Debbie Bird was unanimously elected. It was agreed that Cllr. Stokes take the role of Vice Chair. Declarations of Acceptance of Office were signed by all members of the council with the exception of new councillor Simon Scarfe
2	To consider accepting apologies for absence
2.1	Cllrs. Simon Scarfe was unable to attend the meeting. His apologies were accepted by the remaining members
2.2	County Cllr. D Ritchie informed the Clerk he was unable to attend due to commitments elsewhere
3	To approve the minutes of the last council meeting
3.1	The minutes of the meeting held on the 14 January 2019 were signed having been agreed at the 11 March meeting, Item 2.1
3.2	The draft minutes of the meeting held 11 March 2019, previously distributed to all councillors were unanimously agreed and signed by the Chair, having been proposed by (PB) and seconded by (SB) Cllrs. Bird and Westgate
4	To record declarations of interest from members in any item to be discussed - None
5	To consider dispensations from members in any item to be discussed - None received
6	To adjourn the meeting to allow public participation (15 minutes) – Not adjourned
6.1	Parishioners questions or comments - None present
6.2	Reports from District & County Councillor - No report received
6.3	To receive the Police Report – See https://www.suffolk.police.uk/your-area/halesworth
7	To re-convene the meeting – See Item 6
8	To receive a report from the Chair - Nothing to report
9	To receive a report from the Clerk on outstanding matters (for information only)
9.1	The damaged bridge on Limborne Common is being repaired by Suffolk County Council's Rights of Way. The clerk informed the clerk at Wortwell Parish Council
10	To consider new & outstanding planning applications - None
11	To discuss the failing commemorative tree on the village green (relisted item)
11.1	The item was carried forward ⁱ

12	To discuss Homersfield Wood					
12.1	The next working party was agreed for 1 July 2019 at 10.00am					
13	To review/confirm member's Registers of Interests					
13.1	East Suffolk District Council has introduced a new online system. The clerk will action the initial set up and each Member will be emailed separately to register and update their interests ⁱⁱ					
14	To discuss the telephone box refurbishment ⁱⁱⁱ					
14.1	The item was carried forward					
15	To approve the annual subscription to the Information Commissioners Office					
15.1	The sum of £40.00 was PB and SB Cllrs. Westgate and Bird					
16	To review the end of year accounts for 2018/19					
16.1	The clerk explained the structure and presentation of the accounts previously distributed to members and offered to answer any questions					
	The numbering of the agenda and subsequent minutes moves directly from 16.1 to 19					
19	To approve the end of year accounts for 2018/19					
19.1	There being no questions, the end of year accounts were unanimously agreed, having been PB and SB by Cllrs. Westgate and Stokes. A further meeting is convened on 20 May 2019 for the Members to complete and sign the required documentation					
20	To receive and discuss items from Parish Councillors					
20.1	The clerk contacted Suffolk County Council (SCC) in March 2018 to report the village sign which requires repair. In July 2018, SCC replied to confirm that this type of work takes a low priority. The clerk was asked to follow up ^{iv}					
21	Finance – Bank balances & accounts payments – Bank balances noted					
21.1	Barclays	Current Account				£6,858.51
	Barclays	Reserve Account				£2,714.15
22	Payments					
22.1	Date	Payee	Description	Cost	VAT	Comments
	25/4,5&6/19	A Pullen	Salary	>£100		April, May & Jun Confidential
	25/4,5&6/19	A Pullen	Expenses	<£100		April, May & Jun Confidential
	25/4,5&6/19	HMRC	PAYE	£81.00 (TBC)		April, May & Jun
	01/06/19	ICO	Subscription	£40		Annual payment
	The bank balances and schedule of payments were unanimously approved, having been PB and SB Cllrs. Bird and Westgate. A cheque for £11.47 was signed for Mick Pellatt for fuel and oil; the payment will be ratified at the meeting in July					
23	Correspondence received					
23.1	Items of interest were noted and the file was circulated to members					
24	To receive items for the next Agenda					
24.1	To consider a donation to the Homersfield Playing Field charity					

24.2	To discuss the failing trees on the village green
24.3	To discuss the telephone box
24.4	To receive an update for the Registers of Interest
24.5	To ratify a payment to Mick Pellatt for fuel and oil required for village maintenance
25	Date and time of time of next meeting
25.1	20 May 2019, 7.00pm, Black Swan, IP20 0ET
26	Meeting Close
26.1	The meeting closed at 8.15pm

ⁱ Clerk - To discuss the failing commemorative tree on the village green – c/fwd

ⁱⁱ Clerk - Action the initial registration for the online ROIs for Members

ⁱⁱⁱ Clerk - To discuss the telephone box refurbishment – c/fwd

^{iv} Clerk - To follow on the report to SCC about the village sign which requires repair

Draft, awaiting approval

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Item	Description
1	To sign the annual return for 2018/2019
1.1	Further to member approval of a sound system of internal control including preparation of the accounting statement, the governance statement was unanimously agreed and the documentation was signed and dated at the meeting by the Chair and Clerk
1.2	The Accounting Statement figures were unanimously agreed; the Chair and Responsible Finance Officer (RFO) signed and dated the documentation at the meeting