

# Homersfield Parish Council

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## AGENDA

**To Parish Councillors: you are summonsed to attend the meeting below**

**There will be a meeting of Homersfield Parish Council on Monday 1 March 2021  
at 6.00pm**

**THIS WILL BE VIA a ZOOM meeting due to the COVID Lockdown restrictions**

### **Join Zoom Meeting**

<https://zoom.us/j/96567417774?pwd=M1paQWxRV0xKOHFXtkJtc3IkUjZYUT09>

**Meeting ID: 965 6741 7774**

**Passcode: 538418**

Members of the public are welcome to attend the ZOOM conference call/or meeting and there will be an opportunity for

*In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meetings lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.*

1. **Welcome** by the Chairperson
2. To receive and accept **apologies** from members unable to attend

To receive any declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting (Note: A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates and in this case the member may speak and vote, however if it is a prejudicial or pecuniary interest, the member should withdraw from the meeting whilst the matter is discussed.

**The meeting will be adjourned for public participation (maximum 10 minutes) for items to be discussed on the Agenda only**

3. **To approve the Minutes** of the meeting held on 11 January 2021
4. **New Clerk**
  - 4.1. Opportunity for Councillors to ask questions of Mrs Chapman
  - 4.2. To appoint Mrs S Chapman to the position of Clerk to Homersfield Council with immediate effect.
  - 4.3. Locum Clerk L Leggett to step down with effect from 31/3/21 to effect a clean handover.
  - 4.4. Mrs S Chapman to take the Minutes for the remainder of the meeting.
5. **Adoption and Review of Policies & Documents (circulated prior to meeting)**
  - 5.1. Asset Register (*updated*)
  - 5.2. Code of Conduct Policy (*new*)
  - 5.3. Financial Regulations Policy (*updated*)

- 5.4. Internal Control Statement (*new*)
- 5.5. Planning Procedure Policy (*updated*)
- 5.6. Publication Scheme Policy (*new*)
- 5.7. Risk Assessment (*new*)
- 5.8. Standing Orders Policy (*updated*)
- 5.9. GDPR
6. **Update from Councillor Phillips on Playing Field Charity 1066181 - Status and Outstanding Charity Commission Requirements**
  - 6.1. To discuss implications to whether or not the Council can take over the land and/or charity and the matters outstanding.
  - 6.2. Requirements of the Existing Trustees before any handover can take place.
  - 6.3. To agree next steps and actions required.
7. **Councillor Reports** - none received prior to meeting
8. **Clerk and RFO Report**
  - 8.1. Clerk report: outstanding matters -
    - 8.1.1. Posts on concrete bridge
    - 8.1.2. Phone box - new quotes required from supplier
    - 8.1.3. Village sign
  - 8.2. RFO report:
    - 8.2.1. Precept delivered to ESDC
    - 8.2.2. Accounts for Payment in the period see appendix attached to this agenda
    - 8.2.3. Allocate Funds to Restricted Reserves (General Reserves 50% of Precept)
9. **Homersfield Wood - Arboriculture Report** - to agree next steps including Homersfield Working Maintenance dates to be agreed.
10. **Planning Applications** - none received
11. **The meeting will be adjourned for public participation (maximum 10 Minutes)**
12. **Next meeting dates: Tuesday 4th May 2021** Venue to be agreed dependent on Covid restrictions and regulations
13. **Close of Meeting**

APPENDIX: **Accounts for payment:**

Issued:

Lua Leggett - Parish Clerk

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|---|---|---------|
| 1. Community Action Suffolk             | 100891  |         |
| Hosting of website - annual licence fee |   | £60.00  |
| 2. Locum Clerk                          | 100892  |         |
| Salary                                  |   | £151.34 |
| 3. Mrs S Chapman                        | Invoice due for payment   |         |
|   | Review and update of Homersfield Parish Council Website - Gross payment due | £155.25 |
|   | Payment to be taken via Basic PAYE in addition to month one salary.         |         |