

# Homersfield Parish Council

## ANNUAL PARISH COUNCIL MEETING

*held by Zoom*

**Monday 4<sup>th</sup> May 2021 at 6.50pm**

### Present

Chair Angela Stokes, Councillor Lucy Hammond, (LH), Councillor Jo Westgate (JW)

**Clerk/Responsible Financial Officer (RFO):** Sally Chapman

### Also Present:

#### A. To receive Reports from the District and County Councillor

None received as an election period.

#### B. Public Forum – for Members of the Public

None

## MINUTES

#### 1. To Appoint a Chair

*Councillor Angela Stokes was elected unanimously as Chair.*

Cllr Stokes signed the Declaration of Acceptance of Office form and Chaired the meeting.

#### 2. To Appoint a Vice Chair

*Cllrs resolved not to appoint a Vice Chair.*

#### 3. To consider Apologies for Absence

None received.

#### 4. To record Declarations of Interests and to consider Requests for Dispensation

None

#### 5. To Approve the Minutes of the Meeting held on 1st March 2021

*The Minutes from the Meeting held on 1st March 2021 were confirmed unanimously as a true and accurate record.*

#### 6. Matters Arising from the Minutes above and not on the Agenda

None

#### 7. Finance

##### a) To Approve the End of Year Balance Sheet 2020/21 (attached)

*Councillors approved unanimously the End of Year Balance Sheet 2020/21.*

##### b) To Approve the Internal Auditor's Report for 2020/21 (on website)

The Chair and Cllrs thanked the Clerk for the excellent internal audit.

*Councillors approved the Internal Auditor's report for 2021/21.*

##### c) To Agree the Annual Audit Return Sections 1 & 2 and a Certificate of Exemption from a Limited Assurance Review (on website)

*The Chair signed the Annual Audit Return Sections 1 & 2 and Councillors agreed unanimously to apply for a Certificate of Exemption from a Limited Assurance Review.*

##### d) To Appoint the Internal Auditor for 2021-22

*Councillors resolved unanimously to appoint the Internal Auditor Mr Trevor Brown for 2021-22.*

Signed: \_\_\_\_\_ Chair

Date: \_\_\_\_\_

# Homersfield Parish Council

- e) **To Receive the current Financial & Budget Reports and Approve the Income & Expenditure**  
 Councillors resolved unanimously to approve the following Receipts and Payments.

Date	Ref	Receipts	
07/04/2021	credit	VAT Reclaim 01/02/19-31/03/2021	£ 34.07
April	credit	ESC Precept	£ 2,229.00
		<b>Total</b>	<b>£ 2,263.07</b>
Date	Ref	Expenditure	
04/05/2021	100898	Clerk's Salary - April	£ 147.68
04/05/2021	100899	Clerk's Expenses	£ 51.84
		<b>Total</b>	<b>£ 199.52</b>

- f) **Bank Mandate – update**  
 The Chair is still chasing the bank to update the mandate.
- g) **To Agree Membership to the Suffolk Association of Local Councils (SALC) and/or Norfolk Parish Training and Support (NPTS)**  
 Councillors resolved unanimously to subscribe to the Suffolk Association of Local Councils (SALC).
- h) **To Consider Replacing the Concrete Bridge’s Oak Posts**  
 The Chair thanked Mr. Hammond and his stepson for the work on the oak posts.  
 Councillors agreed unanimously to replace the missing Oak Posts and asked the Clerk to obtain quotes and find any available grants.
- i) **To Consider Phone Box Refurbishment Quotations**  
 Cllrs discussed the three quotes and options for the phone box’s refurbishment.  
 Councillors agreed unanimously the quote from Joe Coates for £775 and to purchase the materials separately as required.

## 8. Planning Applications and Decisions

### Applications

None

### Decisions

None

## 9. Village Maintenance

### a) Grass Management surrounding the Man in Boat Sculpture

Cllrs discussed the Suffolk County Council (SCC) grass mowing and were happy to continue with a complete cut.

### b) Homersfield Village Gateway Entrance Sign

The Clerk has reported the poor condition and SCC will replace.

### c) Homersfield Wood - C/F

- Aims for the Wood
- Working Parties
- Disclaimer Signs

### d) Phone Box Future Use - C/F

### e) Village Litter Picking Dates - C/F

### f) Village Sign Refurbishment - C/F

## 10. Homersfield Playing Field Charity – update - C/F

## 11. Correspondence

Signed: \_\_\_\_\_ Chair

Date: \_\_\_\_\_

# Homersfield Parish Council

**a) Community Woodland Group Request**

Cllrs discussed the request to have groups of up to 6-8 people to meet each week for a month for a 3-hour therapeutic session together in nature in Homersfield Wood.

Councillors agreed they could hold sessions if the group were respectful of the wood, parking was in the slip road off the B1062, a public liability insurance certificate was provided and suggest a donation was given for the wood's maintenance.

**12. AOB** *(For discussion only – the Council cannot make decisions on these items unless on the agenda)*

**a) Future Meeting Place - C/F**

**b) Councillor Training - C/F**

**c) Working Party Meeting** - Cllrs agreed on 12<sup>th</sup> May 2021 at 6.00pm.

**13. To receive items for the next Agenda**

None

**14. To confirm the Next Meeting Dates:**

- Monday 5th July 2021 at 6.00pm
- Monday 6th September 2021 at 6.00pm
- Monday 1st November 2021 at 6.00pm

*The meeting ended at 7:55pm*

DRAFT

Signed: \_\_\_\_\_ Chair

Date: \_\_\_\_\_

# Homersfield Parish Council

## End of Year Balance Sheet 2020/21

Homersfield Parish Council Balance Sheet			
Year ended 31st March 2020-21			
<b>Receipts and Payments</b>			
<b>2019/20</b>		<b>2020/21</b>	
<b>£</b>	<b>Receipts</b>	<b>£</b>	
3,514.00	Precept	3,514.00	
25.76	VAT reclaim	-	
	Various	-	
5.04	Business Saver Interest	1.26	
-	Petty cash	-	
<b>3,544.80</b>		<b>3,515.26</b>	
<b>Payments</b>			
1,619.52	Clerk's Salary	958.82	
-	Locum Clerk's Salary	1,778.22	
-	HMRC	729.40	
204.32	Clerk's Office Costs	105.84	
229.40	General Expenses	62.10	
40.00	ICO Data Protection	40.00	
218.00	Insurance	218.00	
135.00	Internal Audit	100.00	
30.33	Maintenance	-	
4.40	Miscellaneous	160.60	
50.00	Website Hosting	50.00	
600.00	S137 Grants/Donations	36.93	
-	Subscriptions	-	
-	Training	-	
-	Playing Field	-	
-	Church Wood	-	
-	Village Projects	-	
14.07	Vat to reclaim	10.00	
<b>3,145.04</b>		<b>4,249.91</b>	
399.76	Surplus income over expenditure	(734.65)	
7,815.66	Balance b/f	8,215.42	
-	Transfer to reserves	-	
<b>8,215.42</b>	<b>Balance c/f</b>	<b>7,480.77</b>	
<b>Balance Sheet</b>			
<b>£</b>	<b>Cash at Bank</b>		
5,597.47	Current Account	4,809.16	
2,744.95	Business Saving Account	2,746.21	
-	Petty Cash	-	
(127.00)	Uncleared cheques	74.60	
-	Uncleared receipts	-	
<b>8,215.42</b>		<b>7,480.77</b>	
5,215.42	General Reserves	1,680.77	
3,000.00	Earmarked Reserves	5,800.00	
<b>8,215.42</b>		<b>7,480.77</b>	
The above statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its receipts and payments during the year.			
<b>Signed</b>	<b>Angela Stokes - Chair</b>		
<b>Signed</b>	<b>Sally Chapman - Responsible Financial Officer</b>		

Signed: \_\_\_\_\_ Chair

Date: \_\_\_\_\_