

# Homersfield Parish Council

## PARISH COUNCIL MEETING

*held by Zoom*

**Monday 1st March 2021 at 6.00pm**

### **Present**

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

**Clerk/Responsible Financial Officer:** Lua Leggett (LL) Locum Clerk

**Also Present:** Sally Chapman

## **MINUTES**

### **1. Welcome by the Chair**

The Chair gave a warm welcome to everyone at the meeting

### **2. To Receive and Accept Apologies from Members unable To Attend**

2.1 No apologies were received.

2.2 Councillor Lucy Phillips tendered her resignation and said she would leave the meeting after her Point 6 Report. The Chair and Cllrs thanked her for all her work for the council.

**Action:** Clerk to inform ESC Monitoring Officer and Cllr Hammond to advertise for a Councillor.

### **3. To approve the Minutes of the meeting held on 11th January 2021**

The Minutes from the Meeting held on 11th January 2021 were confirmed unanimously as a true and accurate record.

### **4. New Clerk**

The Chair and Cllrs welcomed Sally Chapman to the Council and asked questions.

Cllrs agreed unanimously to appoint Mrs S Chapman to the position of Clerk to Homersfield Council with immediate effect, hours and salary as agreed in the circulated contract.

The Locum Clerk Ms Leggett will step down from 31<sup>st</sup> March 2021 and Ms Chapman took the minutes for the remainder of the meeting.

**Action:** Chair and Clerk to sign the Clerk's contract

### **5. Adoption and Review of Policies & Documents (circulated prior to meeting)**

5.1. Asset Register (*updated*) – Amend tables to 3 not 4 and add a marquee.

5.2. Code of Conduct Policy (*new*) – Amendment to name.

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. General Data Protection Regulations (*new*)

Cllrs agreed unanimously to adopt the new policies and revisions as above.

**Action:** Clerk to upload policies on the website

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

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

# Homersfield Parish Council

## 6. Update from Lucy Phillips Trustee of the Playing Field Charity 1066181 - Status and Outstanding Charity Commission Requirements

- 6.1. To discuss implications to the Council of taking 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.

Cllrs discussed the Playing Field Charity, the difficulties and the options available with Lucy Phillips.  
Cllrs resolved:

1. They would not progress with the Playing Field until the Playing Field Charity 1066181 was dissolved properly.
2. They would prefer the Playing Field to become an asset of Homersfield Parish Council.

Lucy Phillips agreed to contract the other trustees to action dissolving the trust and signing the playing field and land title to Homersfield Parish Council.

*Lucy Phillips left the meeting.*

## 7. Councillor Reports - none received prior to meeting

7.1 Cllr Westgate reported the grass need cutting near the sign slip-road triangle and near the Millennium sign, this is done by ESC and Clerk will contact. Action: Clerk

7.2 The Chair reported both posts on the signs in Church Wood had rotted and fallen over. She had purchased two met posts and Cllr Hammond's husband and son kindly replaced the posts.

*Cllrs thanked the Chair and Mr. Lawrie Hammond and his step-son for their actions.*

7.3 The Chair reported the plate on a post on the edge of Church Wood were missing which identify where the pepperpot earthstar mushrooms and orchids grow. The Chair believed they were being replaced. Action: Clerk

## 8. Clerk/RFO Report

**The Clerk reported on the following outstanding matters:**

### 8.1. Posts on Concrete Bridge

The Clerk had received a quote for oak posts at £80.00 each. The (new) Clerk said she would obtain further quotes and pursue a grant. Action: Clerk

### 8.2. Phone Box

Cllrs discussed designs and ideas to be carried forward to the next meeting.

### 8.3 Village Gateway Sign

The Clerk had obtained a quote for £183.99 for a new village gateway sign. The (new) Clerk said she would obtain further quotes and pursue a grant. Action: Clerk

## Responsible Financial Officer (RFO) report:

### 8.4 Precept Request

Cllrs noted the Precept had been delivered to East Suffolk Council.

### 8.5 Accounts for Payment in the Period

Councillors agreed unanimously the following financial record.

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

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

# Homersfield Parish Council

Date	Ref	Receipts	
		None	
		<b>Total</b>	£ -
Date	Ref	Expenditure	
25/02/2021	100891	CAS - Website Hosting	£ 60.00
02/02/2021	100892	Sally Chapman - Website & Policies Update	£ 155.25
25/03/2021	100893	Locum Clerk - March	£ 151.34
25/03/2021	100894	Locum Clerk HMRC - Month 12	£ 37.80
		<b>Total</b>	£ 404.39

**8.6 Allocate Funds to Restricted Reserves** (*The general reserve should be approx. 50% of the precept*)  
 Cllrs discussed the Finances and agreed the RFO to allocate some of the General Reserve to Restricted Reserves. Action: RFO

## 9. Church Wood - Arboriculture Report

To agree next steps including Homersfield Working Maintenance Party activities - dates to be agreed. Cllrs suggested having a working party group in May and to advertise in the parish magazine and noticeboard. Cllr Hammond agreed to write editorial for the above. Action. Cllr Hammond

## 10. Planning Applications

None

## 11. The meeting will be adjourned for public participation (*maximum 10 Minutes*)

None present

## 12. Next Meeting Dates:

- **Tuesday** 4th May 2021 at 6.00pm & Annual Parish Meeting
- Monday 5th July 2021 at 6.00pm
- Monday 6th September 2021 at 6.00pm
- Monday 1st November 2021 at 6.00pm

## 13. Close of Meeting

*The meeting ended at 8.05pm*

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

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