

Homersfield Parish Council

PARISH COUNCIL MEETING
Homersfield Black Swan
Tuesday 16th May 2023 at 6.50pm

Present

Chair Angela Stokes, Councillor Ian Duffy and Councillor Lucy Hammond

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: one parishioner

A. To receive Reports from the County & District Councillor

None received

B. Public Forum – for Members of the Public

No questions

MINUTES

All Councillors completed a Declaration of Acceptance of Office form and it was signed by the Clerk before the start of the meeting.

1. To Appoint a Chair

Lucy Hammond was elected unanimously as Chair.

Cllrs thanked Cllr Stokes for all her work as Chair over the last few years.

2. To Appoint a Vice Chair (if required)

All Councillors resolved not to appoint a Vice Chair as such a small council.

3. To Approve Apologies for Absence

Councillor Westgate's Apologies were Approved and Councillors resolved to accept her Declaration of Acceptance of Office form at the July meeting.

4. To Record Declarations of Interests and to Consider Requests for Dispensation

8.h) Cllr Hammond declared a non-pecuniary interest – husband repairing the bus shelter

8.h) Cllr Duffy declared a non-pecuniary interest – repairing the bus shelter

5. To Approve the Minutes of the Meeting held on 7th March 2023

The Minutes from the Meeting held on the 7th March 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.

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

None

7. To Consider Co-option to fill the Vacancy

Councillors resolved unanimously to co-opt Mrs Debbie Bird onto the Council and gave her a warm welcome.

Mrs Bird signed the Acceptance of Office form and joined the meeting.

Signed: _____ Chair

Date: _____

Homersfield Parish Council

8. Finance

- a) **To Approve the End of Year Balance Sheet 2022/23** *(attached)*
Councillors approved unanimously the End of Year Balance Sheet for 2022/23.
- b) **To Approve the Internal Auditor's Report for 2022/23**
Councillors approved the Internal Auditor's Report for 2022/23 and asked the Clerk to draw up an action plan of the recommendations. Action: Clerk
- c) **To Approve the Annual Audit Return Sections 1 & 2**
Councillors agreed unanimously the Annual Audit Return and the Chair and RFO signed the Annual Audit Return Sections 1 & 2.
- d) **To Agree a Certificate of Exemption from a Limited Assurance Review**
Councillors agreed unanimously to certify themselves as exempt from a Limited Assurance Review. The Chair and RFO signed the Certificate of Exemption.
- e) **To Appoint the Internal Auditor for 2023/24**
Councillors resolved unanimously to appoint the Suffolk Association of Local Councils (SALC) as the Internal Auditor for 2023-24.
- f) **To Receive the Financial & Budget Reports and Approve the Income & Expenditure**
Councillors resolved unanimously to approve the following Receipts and Expenditure:

DATE	REFERENCE	DETAILS	RECEIPTS	EXPENDITURE
01/04/2023	credit	East Suffolk Council Precept 2022/23	£5,500.00	
20/04/2023	credit	VAT Reclaim 01/04/2022-31/03/2023	£ 129.97	
28/04/2023	S/O	Clerk's Salary - April		£ 200.00
16/05/2023	100921	SALC Membership Subscription		£ 113.20
16/05/2023	100922	Clerk's Expenses April-May		£ 182.06
16/05/2023	100923	Angela Stokes - Lawnmower petrol		£ 14.00
16/05/2023	100924	Lucy Hammond - Coronation/Litter Picking Expenses		£ 17.13
16/05/2023	100925	SALC - Internal Audit		£ 202.80
		Total	£5,629.97	£ 729.19
		Reserves		
		General Reserves		£ 7,317.53
		Restricted Reserves		£ 2,786.63
		Total		£ 10,104.16

- g) **The King's Coronation Plaque and Celebration – update**
The Coronation Plaque is now on the Village Sign with the Jubilee Plaque. A King's Coronation tea party was held for parishioners and guests at Homersfield Church. It was a friendly afternoon, with some good food, numerous cups of tea and they were very lucky with the sunny weather. Cllrs gave thanks to the organisers from Homersfield PCC and Homersfield Parish Council.
- h) **Bus Shelter Repairs – update**
Despite the repairs being vandalised, the repairs to the bus shelter are going well and it will soon have a new roof and a repaint. The vandalism was reported to the Police and a crime number received. Cllrs gave thanks to Cllr Duffy and Mr Hammond for their time and work.

9. Homersfield's Playing Field - update

Cllr Duffy is still making steady progress in resolving the issues concerning the Playing Field.

10. Planning Applications and Decisions

Cllrs noted the following:

Signed: _____ Chair

Date: _____

Homersfield Parish Council

Applications

a) Reference DC/23/0912/FUL

Proposal Removal of an existing outbuilding on site and the erection of 1no. replacement building to be used as a holiday let.

Wortwell Mill House Low Road Homersfield Harleston Suffolk IP20 0HJ

Status: Awaiting decision

b) Reference: DC/22/3007/LBC

Listed Building Consent - The erection of two ground floor extensions to a listed building

Wortwell Mill Low Road Homersfield Harleston Suffolk IP20 0HJ

Validated: Thu 28 Jul 2022 | Status: Awaiting decision

At HPCs 17th August 2022 meeting Councillors resolved NO COMMENT.

c) Reference: DC/22/2522/FUL

Proposal: Construction of two ground floor extensions

Wortwell Mill, Low Road, Homersfield, Harleston, Suffolk, IP20 0HJ

Validated: Thu 28 Jul 2022 | Status: Awaiting decision

At HPCs 17th August 2022 meeting Councillors agreed NEUTRAL and added comments to the planning application.

Decisions

d) Reference: DC/23/0271/FUL

Proposal: Garden Timber Structure

Site address: Wortwell Mill, Low Road, Homersfield, Harleston, Suffolk, IP20 0HJ

At HPCs 14th February 2023 meeting Councillors resolved to OBJECT with comments.

Status Permitted

11. Homersfield Phonebox

The current display in the phonebox is the village footpath map and nature posters.

Parishioners are encouraged to host their own display of anything of interest.

12. Homersfield Wood

a) Wood – update

- Tree Surgery booked for 23rd May 2023.

- Memorial Bench

Councillors resolved unanimously that a memorial bench could be placed in the wood, as long as it was secured and then risk assessed by the PC.

The tree warden to be notified.

Action: Clerk

a) Wood Working Parties – dates TBC

b) Permissive Path Signs

CLRs discussed and the signs will be reviewed and agreed at the next meeting.

Action: LH & DB

13. Village Maintenance

a) Ride on Lawnmower – update

CLr Stokes and CLr Duffy will photograph for selling.

Action AS & ID

b) Nature Reserve White Posts – update

The Clerk reported the missing posts to ESC and they advised no action was required.

Clerk to report again.

Action: Clerk

14. Correspondence

CLRs noted the following:

Signed: _____ Chair

Date: _____

Homersfield Parish Council

- a) Clerks & Councils Direct Magazine
- b) Police letter and crime number for the bus shelter vandalism.

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

a) East Suffolk Council Daffodil Offer Autumn 2023 – update

The Clerk confirmed she had ordered 500 free Daffodils for the village, which will be available in November.

b) Harleston Information Plus Meeting - 19th April 2023

This meeting was attended by Cllr Hammond and Cllr Westgate who learnt of the range of services offered. Harleston Information Plus (HIP) is applying for future funding and would like to know what further services and activities local people would like. Email suggestions to: hip@harleston-norfolk.org.uk

16. To Receive items for the next Agenda

None

17. To Confirm the Future Meeting Dates:

Cllrs changed some of the following dates:

- Tuesday 4th July 2023 at 6.00pm
- Tuesday 26th September 2023 at 6.00pm
- Monday 6th November 2023 at 6.00pm

Action: Clerk to update notices & website

The meeting ended at 8.10pm

Signed: _____ Chair

Date: _____

Homersfield Parish Council

8.a) Finance

End of Year Balance Sheet 2022/23

Homersfield Parish Council Balance Sheet Year ended 31st March 2022-23

Receipts and Payments		
2021/22		2022/23
£	Receipts	£
4,458.00	Precept	4700.00
34.07	VAT reclaim	383.59
922.00	Grants/CIL Payments	427.00
0.28	Business Saver Interest	6.07
50.00	Bank Credit	-
-	Petty cash	-
<u>5,464.35</u>		<u>5,516.66</u>
Payments		
2,698.02	Clerk's Salary	2403.84
168.00	Clerk's Office Costs	168.00
38.07	Clerk's Expenses	118.52
35.00	ICO Data Protection	35.00
469.80	Insurance	474.67
100.00	Internal Audit	150.00
70.69	Maintenance	66.19
69.92	Miscellaneous	95.83
50.00	S137 Grants/Donations	126.50
138.10	Subscriptions	138.49
50.00	Training	25.00
-	Future Projects	0.00
350.00	Homersfield Wood	1295.00
-	Village Projects	0.00
50.00	Website Hosting	50.00
2,370.20	Phonebox refurbishment	0.00
690.00	Oak Posts	0.00
383.59	Vat to reclaim	129.97
-	Village Map	250.00
<u>7,731.39</u>		<u>5,527.01</u>
(2,267.04)	Surplus income over expenditure	(10.35)
7,480.77	Balance b/f	5,213.73
-	Transfer to reserves	-
<u>5,213.73</u>	Balance c/f	<u>5,203.38</u>
Balance Sheet		
Cash at Bank		
3,611.17	Current Account	2,416.75
2,780.56	Business Saving Account	2,786.63
-	Petty Cash (none held)	-
-	Uncleared receipts	-
1,178.00	Uncleared cheques	-
<u>5,213.73</u>		<u>5,203.38</u>
2,101.93	General Reserves	2,350.58
3,111.80	Earmarked Reserves	2,852.80
<u>5,213.73</u>		<u>5,203.38</u>

The above statement represents fairly the financial position of the Authority as at 31st March 2023 and reflects its receipts and payments during the year.

Signed **Angela Stokes - Chair**

Signed **Sally Chapman - Responsible Financial Officer**

Signed: _____ Chair

Date: _____