

Draft until signed

<b>Westley Parish Council minutes</b>	<b>25 June 2020</b>
<p><b>Present:</b> Chris Anderson (CA); Colin Clayton (CC); Mike Spenser-Morris (MSM). Gary Smith (GS); Steve McClellan (SM);</p> <p>Jen Larner (JL) – Clerk. Karen Soons (Suffolk CC)</p> <p><b>Absent:</b> Alan Green; Jim Sweetman</p> <p>Meeting held via Zoom due to Covid-19 pandemic.</p>	
<p><b>01/2020. Declarations of interest:</b> CA declared an interest in a planning application DC/20/0827/TPO.</p>	
<p><b>02/2020. Minutes:</b> The minutes of the meeting held on 12 March 2020 were approved and signed. It was noted that, due to the Corona virus lockdown, the Love your Village event had not taken place.</p>	
<p><b>03/2020. Reports from County and Borough Councillors:</b> Karen Soons had circulated her monthly report.</p>	
<p><b>04/2020. Dates of meetings for the coming year:</b> The following dates were agreed: 17 September; 12 November 2020; 14 January; 11 March, 20 May 2021 (Annual Meeting of Council at 7pm, Annual Parish Meeting at 7.45).</p>	
<p><b>05/2020 Finance – authorisation of payments:</b> The balance in the bank is £4724 which includes the precept of £2271. The following payments were authorised: JL salary March, April, May each £83.63; JL March expenses £9.45; SALC (payroll to end of March) £54.00; Trevor Brown (internal auditor) £75.00. It was noted that payroll is now being undertaken by the clerk, and it was agreed that her hours of work should increase by 6 hours to 78 per year to reflect this.</p>	
<p><b>06/2020 Changes to financial regulations:</b> the clerk had circulated a paper outlining the changes listed in the new model financial regulations released last year. These were not considered relevant to Westley. The internal auditor had made a recommendation in his report for the year ending March 2020 that the financial regulations should reflect the existing practice of the RFO being authorised to both generate and authorise payments. To this end, regulation 6.5 has been amended. This was agreed by all.</p>	
<p><b>07/2020 Annual Governance Statement for year ending 31 March 2020:</b> this had been circulated prior to the meeting and was agreed by all to be an accurate record.</p>	
<p><b>08/2020 Accounting Statements for year ending 31 March 2020:</b> this had been circulated and was agreed by all as a correct record.</p>	
<p><b>09/2020 Certificate of Exemption for year ending 31 March 2020:</b> this had been circulated and was agreed by all as a correct record.</p> <p>All these documents will be signed by the Clerk and the Chairman.</p>	
<p><b>10/2020 Internal Auditor's report:</b> this had been circulated by the RFO and was approved. It was noted that a recommendation had been made that the earmarked reserves were too high and in danger of exceeding the overall reserves available. To this end the earmarked reserves have been reduced to £3000.</p>	
<p><b>11/2020 Planning applications:</b> DC/20/0897/TPO Cedar House, 168 Westley Road. No objections raised.</p> <p>DC/20/0827/TPO 6 Burrells Orchard, removal of two sycamore branches. No objections raised.</p>	
<p><b>12/2020 Correspondence:</b> Various updates from Collaborative Communities Covid-19 Board had</p>	



been received and circulated throughout lockdown.

**13/2020. Urgent business:** Concern was raised regarding the overgrown footpath, and metal posts sticking out where soil has been washed away. The clerk will raise this with Suffolk County Council.

The road surface by the bridge has still not been resurfaced. MSM will follow this up again with Highways.

The Clerk has given in her notice as clerk/RFO. She and CA will meet tomorrow to plan the next steps towards finding a new clerk.

**Date of next meeting:** 17 September

Jen Larner  
Clerk