

LITTLE GLEMHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on 7 July 2020 over video conferencing

This was a limited agenda meeting limited to 40 minutes owing to technology restrictions and covering annual governance authorities

Attendees

From the Council

Eric Gore
Lynne Gibbs
Frank Hilder
Stephen Bayfield
Alistair Besly [Clerk]

From the Public

None

Apologies

Philip Hope-Cobbold, Claire Peck, Emma Angell

Quorum

As there were four of the seven councillors present, the clerk declared the meeting Quorate

Declaration of Interest

None

Minutes

Notes and Actions

Agenda Item	Description	Actions and Agreements	Owner	Complete by date
1	Appointment of Deputy Chair			
		There were two nominations for deputy chair: Frank nominated Stephen and Eric nominated Frank. Lynne seconded Frank's nomination of Stephen and it was agreed unanimously that Stephen is appointed Deputy Chair		
2	Year End Audit Requirements			
	AP01 - 07/20	Review of Earmarked reserves (general reserve should be no more than 9 months budget) It was unanimously agreed that a revised statement of earmarked reserves is to be submitted with the accounts based on better knowledge of upcoming commitments for 2020/21. (attached as Annex 1)		
	AP02 - 07/20	Approval of Annual Governance Statement (P5 of the Annual Governance and Accountability Return) The annual Governance Statement was reviewed and unanimously agreed		
	AP03 - 07/20	Approval of Year End Accounts (R and P Summary) The 2019/20 year end accounts were presented and were unanimously approved following a proposal from Frank, seconded by Lynne		
	AP04 - 07/20	Approval of the Accounting Statement (P6 of the Annual Governance and Accountability Return) Figures from the R&P Summary The 2019/20 accounting statement was presented and unanimously approved following a proposal from Lynne, seconded by Stephen		
3	Ratification of Authority to pay Mills and Reeve Invoice of £3,600			

	AP05 - 07/20	The Mills and Reeve invoice had previously been agreed for payment over email communication and this payment was unanimously ratified following a proposal from Stephen, seconded by Lynne. Clerk to arrange payment	Clerk	
4	Agree additional cheque signatory. Currently it is only Claire, Frank and Phillip			
	AP06 - 07/20	It was unanimously agreed that as Stephen is now Deputy Chair, he should be added as a cheque signatory. Clerk to arrange mandate change with the bank	Clerk	Next Meeting
5	Approval to pay ICO (Information Commission Office) Data Protection Fee £40			
	AP07 - 07/20	It was unanimously agreed to pay the ICO fee following a proposal from Lynne, seconded by Eric. Clerk to arrange payment	Clerk	
6	AOB			
	AP08 - 07/20	The E-On bill for unmetered electricity for street lighting of £35.48 was presented. It was unanimously agreed to pay this following a proposal from Stephen, seconded by Frank. Clerk to arrange payment	Clerk	
	AP09 - 07/20	The Heelis and Lodge scope of Audit document was reviewed and unanimously agreed following a proposal from Stephen, seconded by Frank		
	AP10 - 07/20	The community area lease was discussed briefly acknowledging a number of email communications over the past weeks. The new lease now covers the playing field, the wooded area and the car parking area to the south of the playing fields as shown on the latest plan circulated to councillors on 9 June 2020. It was unanimously agreed to sign this lease following a proposal from Stephen, seconded by Lynne. Clerk to arrange for lease to be signed	Clerk	
	AP11 - 07/20	The Next Meeting was discussed. As the council has not met since March it was agreed to have a second meeting in July to cover regular business. It was agreed that a face to face meeting outside would be appropriate and that the Playing Field would be an acceptable venue. If the weather was bad it was agreed that the meeting could take place under cover of Stephen's Gazebo roof at 18 Shop Lane, which is an out door space as it has no walls. The council recognise the need to follow appropriate out door social distancing measures. Clerk to arrange	Clerk	

Date of next meeting: Tuesday 21 July 2020 at 7.00 pm

Signed as a correct record

Stephen Bayfield

21-Jul-20

Annex 1

Little Glemham Parish Council

Statement of Reserves Earmarked for upcoming projects

Community area lease arrangement fees	3,600
Community area fencing	1,900
Website rebuild	800
Total earmarked reserves 2019/20	6,300