

**Great & Little Whelnetham Parish Council**

**Minutes of Parish Council meeting held Saturday 5 December 2020 at 2pm at the Community Centre (outside). Risk assessment undertaken to comply with Covid 19 guidance.**

**Present**

**Cllr Peter Royce, Chairman, PR**

**Cllr Howard Singh, HS**

**Cllr Tim Webber, TW**

**Cllr June Attwood, JA (via telephone)**

**CC Karen Soons, KS**

**Clerk Elaine Gorman, EG**

1. **OPENING** – The Chairman declared the meeting open at 2pm explaining that this was an extraordinary meeting held in person as other methods of holding a meeting either virtually or via telephone conferencing had not worked. A risk assessment had been undertaken prior to the meeting to ensure reasonable measures were taken to limit the risk of transmission of Covid-19 in accordance with guidance from NALC. As it was uncertain when the parish council would be able to meet in person it was agreed to review several financial items at this meeting in case a March meeting could not go ahead.
2. **DECLARATIONS OF PECUNIARY & LOCAL NON-PECUNIARY INTERESTS** – HS reported he had stepped down from his SALC position.
3. **MINUTES FROM THE PARISH COUNCIL MEETING DATED 23 JULY 2020.** The minutes were approved and signed by the Chairman as a true and accurate record, proposed TW, seconded HS.
4. **PUBLIC FORUM** – Chairman’s report circulated prior to meeting, CC KS’ report circulated prior to meeting. There were no questions from the public. Clerk had noted on agenda placed on website and noticeboards email contact to submit questions. Clerk’s report circulated prior to the meeting. CC KS left the meeting.
5. **STANDING ORDERS & FINANCIAL REGULATIONS**
  - a) To review and approve updated Standing Orders & Financial Regs, circulated prior to meeting. Unanimously approved.
  - b) To review, consider and approve the statutory legal power identified in LGA 1972, s137, circulated prior to meeting. S137 Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which there is no other specific statutory power. The limit of expenditure under this provision for 20/21 is £8.32 x 1064 (per head of population) is £8,852.48. Reviewed and approved.
  - c) To review the Risk Management documents to ensure all risks identified. Circulated prior to meeting. Reviewed and approved,
  - d) To review and consider the effectiveness of the Internal Controls, circulated prior to meeting. Reviewed and agreed the internal controls are effective for this parish council’s purposes. Approved.
  - e) To review and consider the effectiveness of the Internal Audit, circulated prior to the meeting. Considered and approved.
  - f) To review and approve the Asset Register and approve cross checking with the insurance cover. The terms of the insurance renewal on 1<sup>st</sup> October 2020 (CAS £320.32), which is the same cost as 19/20, were considered to meet the council’s needs and were approved. The review of the Asset Register as at Dec 2020 was approved.
  - g) Review reserves as per audit recommendation. Council agreed to look at splitting general reserves between restricted (capital) reserves, earmarked and general reserves. Clerk to work with Chairman, PR on this.

## 6. FINANCE

- a) Payments since last meeting & bank reconciliation – balances: current £23,907.48, instant access account £1,135.33, total in bank £25,042.81 less cheques to be approved and issued.
- b) The following payment was approved.

Detail	Cheque No.	Net (of VAT)	VAT	Total
E Gorman – Exps	816			145.95
Total				145.95

- c) To approve bi-monthly financial statements for Mar – May 2020, May – July 2020, July – Sept 2020 and Sept – Nov 2020, circulated via email prior to meeting. All approved.
7. **PRECEPT** – To receive and approve the draft budget and precept proposal for 21/22. Council considered the attached proposal and agreed to a 3% increase, a figure of £11, 685 to ensure sufficient funds to maintain its current and future liability. Chairman, PR, signed the precept application form for the clerk to return to WSC.
  8. **PLAY EQUIPMENT REPAIR QUOTE** – the Clerk had obtained a quote, circulated via email to all prior to meeting, for the repair, rust treatment and painting of the Wicksteed children’s play equipment. Quote approved. Clerk to contact Wicksteed to arrange for work to start. The monthly children’s play area report for November was also circulated prior to the meeting.
  9. **PARKING – STANNINGFIELD ROAD & RAYNSFORD ROAD** – Chairman, PR, as outlined in his report mentioned the recent parking issues. Enquiries were made with Suffolk CC to apply for a Traffic Regulation Order to obtain yellow lines along Stanningfield Rd from the junction with Sicklesmere Road.
  10. **RAILWAY WALK** – Council received an enquiry from a member of the public about the possibility of opening the Railway Walk to cyclists. The deeds specify that the land is to be used solely for pedestrians so this is not a viable option. Details have been emailed to the individual.
  11. **QUIETER LANES** – A Suffolk CC initiative investing £235,000 into Quiet Lanes, to support more active forms of travel as the county lives with Covid as well as contributing to the climate emergency. Details circulated via email prior to meeting. A Quiet Lane is a nationally recognised designation of a single-track road (i.e., no line markings) typically with less than 1,000 cars per day. Quiet Lanes are used by a variety of people and transport modes including walking, cycling and horse riding. Motorised vehicles can use Quiet Lanes but need to drive with caution. Council agreed to register an interest of Bell’s Lane and Hawstead Lane to be explored by the Quiet Lanes Suffolk team.
  12. **ADULT GYM EQUIPMENT** – details circulated by email prior to meeting. Equipment is like that on the Moreton Hall in Bury St Eds with more gym style items. Council agreed that people of all ages would be able to use this equipment so is accessible for the whole population excluding young children who have access to the children’s play area. S106 money is available for this. Council agreed next step is to ask residents if they are in favour. Clerk and Chairman to work on this to devise flyer to go to every household.
  13. **CLOSE OF MEETING 3.45pm**
  14. **DATE OF NEXT MEETING. Early March 2021, date to confirmed.**

Signature.....Date.....

