

BEYTON PARISH COUNCIL

Chairman: Graham Jones
Locum Clerk: Tina Newell
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Minutes of the Parish Council Meeting held on Tuesday 27 April 2021 held remotely via Zoom

Councillors Present by video: Graham Jones (Chairman) (GJ), Ann Alderton (AA), John Clark (JC), Adele Newberry (AN) and Peggy Orsler (PO).

In Attendance by video: Tina Newell (Clerk) (Parish Council Clerk), Harry Richardson (HR) (District Councillors), Penny Otton (PO CC) (County Councillor) and three members of the public.

270421/01 Apologies for absence: None received.

270421/02 Declarations of Interest and Dispensations considered: None received

270421/03 All Cllrs confirmed receipt of the draft minutes for the meetings held on 1 March and 6 April 2021 prior to the meeting and agreed to accept these as a true record of the decisions made at the meeting. All Cllrs agreed these minutes would be signed electronically.

Public Forum

270421/04 A previous report was received prior to the meeting from HR which is appended in full to these minutes. Cllrs had no questions.

270421/05 Cllrs received a report from WT which is appended in full to these minutes with no comments.

270421/06 All Cllrs acknowledged receipt of PO CC report prior to the meeting, which is appended in full to these minutes, and received confirmation the flood relief work to Thurston Road appeared satisfactory.

270421/07 A member of the public confirmed a section of road under the village green has been cleared; the ditch has been dug out from the village green to the southern side of the A14 and the northern side. The culvert under the A14 has not been cleared; Suffolk Highways have received confirmation Highways England have taken responsibility for this although no date for the work to comments has been given. Suffolk Highways have confirmed with the Chairman of the Parish Council they will take future responsibility for works on Thurston Road, Beyton.

Planning:

Councillors considered the following planning applications relating to Beyton:

270421/08 DC/21/01539 Householder application erection of a single storey front extension Old Flinthaven, Church Road, Beyton IP30 9AA. After discussion all Cllrs agreed to offer **SUPPORT** to this application with no further comment.

- 270421/09 DC/21/01082 Householder application erection of extension to car port to accommodate an extra vehicle bay for use as a garage Little Court, The Green, Beyton, IP30 9AD. After consideration all Cllrs resolved to **SUPPORT** this application.
- 270421/10 Councilors noted there were no planning determinations to receive
Finance
- 270421/11 All Cllrs confirmed receipt of the finance report for the year ended 31 March 2021 prior to the meeting and confirmed the bank reconciliations for both accounts, as presented, agreed to the bank statements as at 31 March 2021 showing available cash of £27,091.08.
- 270421/12 The reserves for year ended 31 March 2021 as presented were agreed by all Cllrs with general reserves of £12,518.27 (75.3% of Precept) and earmarked reserves of £16,309.60. All Cllrs agreed this was appropriate for the Councils needs.
- 270421/13 All Cllrs agreed the asset register as at 31 March 2021 with a total acquisition value of £48,427 and an insurance value of £63,142.00 and understood the reason for the difference in valuations.
- 270421/14 Cllrs noted the CIL return to BMSDC and agreed the balance available of £7,314.35.
- 270421/15 The Clerk advised Cllrs there is an outstanding CIL liability from 2019 relating to application DC/19/00782 and will continue to progress this; the liability due to the Parish Council is £12,170.06.
- 270421/16 All Cllrs accepted the budget to actual receipts and payments report for the year ended 31 March 2021 noting total receipts in the year of £30,287.23 and total payments of £17,088.72.
- 270421/17 All Cllrs considered the revised budget agreeing the total projected payments now equal the total projected receipts resulting in a budget of £16,813.00 with no change to the Precept of £16,622.00. Cllrs agreed the budget for all payments and receipts line by line and resolved to adopt this revised budget of 316,813.00. The revised budget is appended to these minutes.
- 270421/18 The Clerk confirmed the Neighbourhood Plan payments and receipts are reported on separate account lines and can therefore easily be reconciled.
- 270421/19 Councillors recognised the need for a Parish Council laptop and agreed to pursue this when a permanent Clerk is appointed.
- Governance**
- 270421/20 After discussion all Councillors resolved to accept the Internal Auditors report for year ended 31 March 2021 noting the Clerk has asked the internal auditor to be more explicit in what is required for all sections to be answered in the affirmative for future audits.
- 270421/21 All statements from Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) were read out to Councillors who in turn agreed to answer statements 1 – 3 and 5 -8 in the affirmative; statement 4 answering no; statement nine not applicable.

- 270421/22 All Cllrs agreed that Section 1 of the AGAR be signed by the Chairman in the presence of all in attendance at the meeting.
- 270421/23 All Cllrs resolved for the Clerk have delegated authority to sign this outside of the meeting with all Cllrs in favour the Chairman agreed to forward to the Clerk for signing outside of this meeting.
- 270421/24 Section 2 - Accounting Statements 2020/21 were backed up by supporting documentation and Councillors agreed these figures as transposed were a true reflection of the Councils transactions for the year ended 31 March 2021. It was noted the Clerk had signed this statement. With all Cllrs in agreement GJ signed Section 2 of the AGAR during the meeting. GJ will post the AGAR back to the Clerk for signing before sending to the external auditor with supporting documentation as required.
- 270421/25 Councillors agreed to the dates for when members of the public can inspect the accounts, as suggested by the external auditors, to be from June 14 2021 up to and including July 23 2021.
- 270421/26 After consideration all Cllrs agreed to adopt the Policy and Procedure for Co-option to the Parish Council and agreed for the Clerk to update the website.
- 270421/27 Cllrs noted co-option for one Parish Councillor vacancy could be considered at the May meeting. With the second vacancy only now being advertised, if no election is called before 17 May 2021 the Council could consider co-option for this vacancy earliest at the June meeting. It was agreed the Clerk would send the policy and procedure to anyone interested in the position.
- 270421/28 Any other business for information, to be noted or for inclusion in a future agenda:
- 270421/29 **Date of the next meeting:** Councillors noted the next meeting is the Annual meeting of the Parish Council on Tuesday May 4 2021 at 8pm which immediately follows the Annual parish meeting being held from 7pm. Both meetings are being held on Zoom and invitations to attend the Annual Parish Meeting have been sent.
- 270421/30 All Cllrs resolved to exclude temporarily the Public and Press under the Public Bodies Admission to Meetings Act 1960 due to the confidential nature of the business to be discussed concerning the Clerk.
- 270421/31 Members of the public were thanked for their attendance and left the meeting.
- 270421/32 Cllrs agreed for GJ and AA to host interviews for the post of Parish Clerk before bringing back a recommendation to the May meeting for full Council to consider.
- 270421/33 The County Association have agreed to contact the outgoing Clerk regarding the Parish Councils paperwork and assets which have yet to be returned.
- 270421/34 All Cllrs agreed to make the final salary payment to the outgoing Clerk of £336.91 and resolved for the cheque to be sent via recorded delivery. The payment of £81.80 for tax would be sent direct to HMRC as confirmed by SALC.

270421/34 Chairman closed the meeting at 9.35pm.

Signed: Graham Jones

Date: 4 May 2021