

**MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD ON**

**17th March 2020 IN ST CATHERINE'S CHURCH AT 6.30 p.m.**

Those present: Councillor Malcolm Owers (Chair), Councillor Belinda Bulsing, Councillor Stephen Rowe and Councillor Esther Thornton.

1. **Apologies and note of Absences.** None.
2. **To receive any Declarations of Interest, Pecuniary and Non-Pecuniary.** Councillor Malcom Owers declared a pecuniary interest in item 5.
3. **To consider and agree the Minutes of Parish Council Meeting - 14th January 2020.** Councillors voted to accept the resolution to approve the Minutes. The Minutes were approved and signed as a true and correct record.
4. **Public participation session -** There were no issues raised by members of the public.
5. **Consideration of Planning Applications and Decision Notices - MSDC DC/20/00539** - application for planning permission, High Elms Farm, Framsdon Road, Pettaugh - Erection of annexe for use by family members. Councillor Malcom Owers left the meeting. Following a detailed discussion, the Councillors, noting the amendments made to the application, agreed not to object to this planning application.
6. **To consider and agree final version of budget 2020-21 -** Councillor Malcom Owers rejoined the meeting. The Councillors reviewed the latest financial information available and considered the most up to date balances. The Councillors also discussed the proposed budget figures for 2020-21 and, in particular, the significant estimated cost of clerking. Councillor Esther Thornton proposed the draft budget and Councillor Stephen Rowe seconded the motion which was carried unanimously.
7. **To receive a copy of the completed Precept Form sent to MSDC -** The Councillors noted the completed Form.
8. **To review banking arrangements and bank mandates -** To ensure transparency and to increase security of arrangements, the Councillors reviewed the banking arrangements and mandates and agreed to carry out such a review annually. Additional mandate forms were provided to improve the resilience of the Council's banking arrangements.
9. **To appoint a Responsible Financial Officer (RFO) -** The Councillors carried out a verbal risk assessment. Councillor Belinda Bulsing reported that she attended the relevant SALC training course and would be able to carry out the role on a limited, temporary basis pending the appointment of a parish clerk. Councillor Malcolm Owers proposed Councillor Belinda Bulsing for the role of RFO and Councillor Stephen Rowe seconded the motion which was carried unanimously.
10. **Financial Statements -** The Councillors reviewed the performance against budget spreadsheet and noted the bank reconciliation figures for the period 1 April 2019- 17 March 2020.

*£21.60 M.O.*

10A. **To consider requests for payment -** None. The Councillors noted that an invoice for the hire of the Church was expected shortly. Councillor Malcom Owers requested Councillor Belinda Bulsing to present an invoice for the administrative costs incurred at the next meeting.

*M. Owers 13/5/2020*

11. **To review current standing orders and consider NALC Model Standing Orders 2018** - The Councilors agreed in principle to refresh the Parish Council's standing orders but deferred the decision in order to have more time to consider the proposed detailed changes.
12. **To review current financial regulations and consider NALC Model Financial Regulations July 2019** - The Councillors deferred the consideration of this item to the next meeting in order to enable further research.
- 12A. **To receive a copy of an updated Declaration of Interest Form from Councillor Malcolm Owers** - The Councillors noted the updated form.
13. **To report on matter of a mirror on the highway opposite St Catherine's Church** - The Councillors noted that the Parish Council has not received any further correspondence from Suffolk County Council. The Councillors agreed that Councillor Esther Thornton, acting as Interim Acting Clerk, will follow this up.
14. **To discuss VE celebrations** - The Councillors agreed to support events planned in the parish in their personal capacity subject to any potential COV 19 restrictions.
15. **COV 19** - Councillor Belinda Bulsing reported that SALC confirmed that the Parish Council had no statutory powers to assist. However, Councillors noted the community initiative which they fully support.
16. **Casual Vacancy**. The Councillors noted the position.
17. **To agree date of Annual Meeting of the Council in May** - The Councillors agreed to keep the date under review subject to any COV 19 restrictions
18. **Date and time of next meeting**. 31st March 2020 at 6.30 p.m. in the Church.

The meeting closed at 7.40 p.m.

M.A.O 13/5/2020