

**MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD
ON
30 MARCH 2021 AT 6.30 p.m. BY VIDEO CONFERENCE**

Those present: Councillor Belinda Bulsing, Councillor Andy Corrigan, Councillor Stephen Rowe and Councillor Esther Thornton.

1. **Apologies and note of Absences.** None. Councillor Andy Corrigan was elected as chairman for the meeting.

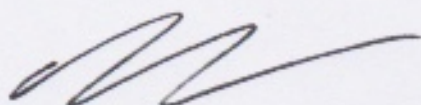
2. **To receive any Declarations of Interest, Pecuniary and Non-Pecuniary.**
None.

3. **To consider and agree the Minutes of Parish Council Meeting - 20 January 2021.** Councillors voted to accept the resolution to approve the Minutes. The Minutes were approved as a true and correct record. Councillor Belinda Bulsing proposed and Councillor Andy Corrigan (Chair) seconded the motion.

4. **Public participation session -** Correspondence was received from parishioners regarding speeding along the A1120 (see item 16 below).

5. **To review Financial Statements -** The Councillors reviewed the latest financial information available and considered the most up to date balances. The Councillors confirmed the remaining budget balance as £2145.66. Councillor Andy Corrigan (Chair) noted his thanks to Councillor Belinda Bulsing for providing hard copies of the relevant documents. The Councillors also noted £5916.30 as the balance in the Barclays Business Community Account and the two un-presented cheques in the sum of £211.73. The Councillors also confirmed £1,054.13 as the balance in the Barclays Business Premium Account as at 27 March 2021. Councillor Andy Corrigan (Chair) agreed to sign the Financial Statement as approved.

6. **To consider current requests for payment -** The Councillors considered the request from Pettaugh Church Council to contribute towards the cost of general upkeep and urgent tree safety work in and around the footpaths, churchyard and meadow (and the enclosed invoices). The Councillors also considered the latest advice from NALC and noted the Government's position too. Councillor Belinda Bulsing proposed and Councillor Andy Corrigan (Chair) seconded that a contribution in the sum of £332.80 for maintenance of the churchyard is made pursuant to section 214 of the Local Government Act 1972. This was carried unanimously. [cheque number: 100423]. It was agreed that further information was required



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relating to the invoice of Waveney Trees. If received, this would be considered at the next Parish Council Meeting.

7. To report on bank mandates - Because of the social distancing/lockdown measures in place the Councillors have been unable to visit in person the Bank's branch. Councillor Belinda Bulsing contacted Barclays and new updated forms are needed from the bank.

7A. To appoint internal auditor - The Councillors considered that SALC has provided a good value, high quality professional service. The Councillors agreed that the internal audit has been effective. The Council allocated in the budget £128.40 for internal audit fees. SALC's fee proposal is £107 plus VAT. Councillor Esther Thornton proposed to appoint SALC as the internal auditor for the Council. Councillor Andy Corrigan (Chair) seconded it. Carried unanimously.

8. To review report by internal auditor 2019/2020 and agree any remedial actions - The Councillors revisited the action points to check progress since the initial consideration of these in June 2020. The Councillors noted that the items on the action points list have been addressed and that the Council remains continuously guided by the report's findings. In addition, the reserves are regularly monitored so that they remain adequate to cover the anticipated expenses in this financial year.

9. To review the current Standing Orders and agree any necessary updates - The Councillors reviewed the current Standing Orders and considered that there was no need for further updates at this time. However, it was agreed that the Standing Orders would be kept under review to ensure that they remain up to date.

10. To review current Financial Regulations and agree any necessary updates - The Councillors considered in detail the relevant provisions and agreed that there was no need to change the adopted text.

11. To consider and agree the internal control document - The Councillors considered the Internal Control Statement for Year Ending 31 March 2021 and noted compliance with its contents. Councillor Andy Corrigan (Chair) was appointed to have responsibility for bank reconciliation checks. The Chairman and the RFO agreed to sign the document following approval of the Internal Control Statement by the Councillors.

12. To review risk register prepared for the year end 31 March 2021 together with a review of the Parish Council Insurance Policy and agree any actions - The Councillors reviewed the risk register and considered the twelve headings currently included in detail. Councillor Belinda Bulsing suggested that the Council may wish to add 'loss of information' as a further item. It was agreed that this should be further investigated with insurers. The Councillors also reviewed the Council's



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insurance policy cover and noted the various exclusions. It was agreed that it remained a good cover for a good price.

13. To review the asset register prepared for the year end 31 March 2021 together with a review of the Parish Council Insurance Policy and agree any actions - The Councillors noted the items on the asset register and agreed that the list was correct. In light of the age of the asset, a discussion about a potential replacement of the Council's computer followed. The Councillors also considered small improvements to the Red Telephone Box to encourage wider community use.

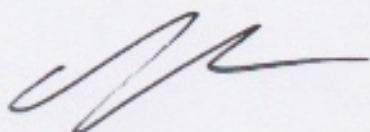
14. Casual Vacancy - The Councillors noted the position following a short update from Councillor Belinda Bulsing.

15. To report on steps taken to find a parish clerk and discuss and agree new steps to be taken - Councillor Belinda Bulsing provided a short update. The Councillors agreed to re-advertise locally including following up with the SCC agency, the parish magazine, local information boards and on social media.

16. Any other business - The Councillors discussed on-going highway safety issues on the A1120. Councillor Esther Thornton reported that there has been no response from SCC to the Council's latest letter dated 2 February 2021. It was agreed to follow up this matter again. Councillor Andy Corrigan (Chair) reported about speeding concerns on the A1120 at Townhouse Corner. The Councillors agreed to consider this in detail at the next Council meeting.

17. Date and time of next meeting. 5 May 2021 at 6.30 p.m.

The meeting closed at 7.45 p.m.



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