

MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON THURSDAY 13th January 2022
At 6.30pm in the Victory Hall, Hasketon, Suffolk

Final Draft Minutes

Present: Councillors (Cllrs) A McWhirter (AM) (Chairman), I Whyte (IW), (Vice Chair), Stuart Dack, (SD), Ann Turner, (AT), Sarah Butters, (SB), David Keeble, (DK) Hasketon Parish Clerk. Steve Leckie (Clerk in waiting)

1. **Welcome:** Chairman A. M. opened the meeting at 6.30pm and welcomed everyone and thanked them for attending. He especially welcomed Steve Leckie the Clerk in waiting. He explained that in view of the concerns regarding the Omicron Variant COVID virus, the meeting would only consider essential Council business and other items would be deferred to the March meeting.
2. **Apologies for Absence:** Apologies were received from RB (isolating) and were accepted and noted. DCllr Colin Hedgley and CCllr Elaine Bryce also offered their apologies.
3. **Declaration of Interests:** SB declared her interest as an allotment tenant.
4. **Minutes from the previous meeting: Deferred until March meeting**
3. **Matters arising from the previous minutes:** See item 4.
6. **Invitation to Members of the public to speak:** None present.
7. **Report from District Councillor:** January report received and circulated. (attached)
8. **Report from County Councillor:** January report received and circulated (attached)
9. **Finance:**
 - i. **Summary of Accounts since 11/11/21.** (attached)

Clerk reported an overall balance of £40269.72: £36653.27 in the Savings account and £3616.45 in the current account. Clerk advised that approximately £15000 of this was earmarked for various works although even when these monies have been spent the balance would still be slightly in excess of the recommended amount to be held as reserves (ie 2.5 times the annual precept – approximately £21000)
The amounts also includes approximately £2500 CIL monies which have yet to be allocated. It was resolved to approve and adopt the accounts as presented.

Proposed – IW
Seconded – AT
 - ii. **Approval of Invoices and Transfer of Funds.** Unpaid invoices amounted to £611.52 on the summary presented although a further invoice has been received from SALC for Clerk training amounting to £120.00 so the revised total is £731.52. Anticipated expenses to April are estimated at £2688.20 which includes the cost of the tree maintenance due to be carried out end of January 2022 (approx. £800). Clerk recommended a £1500 transfer of funds at present.

Clerk Salaries (Nov/Dec 2021).....	£451.30
Admin/Clerk expenses (period 5/11/21 to 5/01/2022)	£13.32
SALC(Clerk training 4 modules).....	£120.00
HRMC (Employers tax Period ending 5/1/2022).....	£147.00
Total	<u>£731.62</u>

9. **Finance:** (cont'd)

- ii. Approval of Invoices and Transfer of Funds. (cont'd)
It was resolved to approve the invoices for payment. Proposed – IW
Seconded – SD
ACTION – Clerk
- Clerk confirmed the accounts had been checked and approved by SD
- iii. Internal Control Check. SD confirmed he had completed the internal control check.
He raised one question concerning compliance with DCLG Guide Open & Accountable Local Government 2014, Part 4. Clerk to forward details to SD.
ACTION - Clerk
- iii. Draft Budget for 2022/23. The draft budget has been previously circulated for consideration and approval at the January 2022 meeting. SD and IW commented that there was no allowance for the Queens Platinum jubilee celebrations. SD also felt the training allowance was insufficient given there is a new clerk and a new Councillor. Clerk explained training allowances had been included in previous years which had not been used and therefore would contribute to training costs this year which would help reduce the excess reserves.
IW also commented on the need to refurbish the tarmac path to the victory Hall. Clerk advised this would be covered by the earmarked sums.
It was resolved to include an allowance of up to £1500 for the Queens Jubilee celebrations. Clerk would amend the budget accordingly.
Proposed – AT
Seconded - SD
ACTION - Clerk
- iv. Precept 2022-23. (details previously circulated). Clerk advised his previous recommendation was not clear, and the recommendation was to maintain the tax charge at 0% not the precept payment. This would result in an increase in the Precept to £8895.05
It was resolved to request a precept of £8895.05 for 2022/23. Proposed – SD
Seconded – IW
ACTION - Clerk
- v. 2021-22 Internal Audit (Appointment of Auditor). It was resolved at the previous meeting to appoint SALC.
- vi. Personnel Matters. a) AM advised that two candidates had been interviewed and Steve Leckie had been appointed. **Confirmation of details deferred**
b) 2021-22 Pay Award. **Deferred**
c) Payroll arrangements. **Deferred**

22. **Delegation of Powers to the Proper Officer.**

In view of the current Omicron situation the option of delegating powers was considered to ensure council business can be carried out if further legalisation made face to face meetings problematic. It was decided it was not necessary at this point to delegate powers.

10. **Planning:**

- i. Planning applications – none received
ii. Updates - **Deferred**

11. **Village Amenities and Events:**

- i. Allotment Tenancy – Clerk advised he had received only one application and recommended the vacant tenancy be let to that applicant.
It was resolved to accept the Clerk recommendation. Proposed – AT
Seconded – IW
ACTION - Clerk

All other matters under this item deferred

12. Annual Insurance Renewal; Deferred
13. Quiet Lanes; Deferred
14. Highways; Deferred
15. Fly Tipping; Deferred
16. Training; Deferred
17. Data Protection Legislation; Deferred
18. Queens Platinum Jubilee Celebrations 2022; Deferred
19. Parish Documents; Deferred
20. Community Partnership; Deferred
21. Correspondence; Deferred
23. Date of next Meeting and close.

Thursday 10th March 2022 at 6.30pm in the Victory Hall, Tymmes Place, Hasketon.
The Chairman closed the meeting at 7.04pm.

Signed;**Chairman. Date**.....

David Keeble
Parish Clerk