

**MINUTES OF THE ANNUAL MEETING OF HASKETON PARISH COUNCIL
on Thursday 12th May 2022 at 6.30 pm**

Final Draft Minutes

Present: Parish Councillors (PCllrs) Stuart Dack (SD) (New Chairman), Iain Whyte (IW) (Vice Chairman), Ann Turner (AT), Beccy Batley (RB), Bill Helm (BH), Steve Leckie (SL) (Hasketon Parish Clerk).

District Councillor (DCllr) Colin Hedgley (CH)
One member of the public.

AGENDA

1. Election of Chairman: Opened at 06.35 pm

IW opened the meeting due to the absence of the chairman and indicated Alastair McWhirter, the Current Chairman, had resigned and stood down to allow the election of a new Chairman for the forthcoming year due to his impending home move. Stuart DACK was proposed as the new Chair and duly elected by the councillors for 2022-23.

2. Welcome and Introduction:

SD welcomed all to this annual Parish Council meeting.

3. Apologies and Absence:

Apologies received from Alastair McWhirter (Outgoing chairman), County Councillor (CCllr) Elaine Bryce, due to illness and family commitments and were accepted by the meeting.

4. Declaration of Interests:

None noted.

5. Election of Vice Chairman:

IW was the sole nominee and was duly elected to serve as Vice Chairman.

6. Welcome to Newly Elected Parish Councillors.

No new councillors.

7. Co-option of Parish Councillors.

No new councillors at this time but RB has identified a possible candidate who will be approached for consideration.

8. Appointment of Parish Representatives:

Play area and Amenity/Car Park area – IW
Tree Warden – -----SL
Website ----- IW
Allotments ----- SB/SL
Victory Hall Liaison ----- IW
Footpaths ----- SD/BH
Finance ----- AT
Planning ----- Full Committee
Emergency Planning -----None appointed
Councillors were appointed as per the above list.

9. Minutes of the previous meetings:

Minutes of the previous meetings on the 10th March 2021, were approved and adopted as a true record of the said meetings. To be signed by Alastair McWhirter.

Proposed – AT
Secondary – IW

10. Matters Arising:

Queens Jubilee considerations – RB spoke at length regarding the plans for the celebrations to be held for the Jubilee party to be held on Saturday 4th June 2022 between 4-6 pm at the Victory Hall. There will be a Jazz Band and a prosecco buffet tea. There will also be a bouncy castle for the children. A request was made for a RSVP for numbers which are at this time anticipated to be 50-60. A book of photographs will be prepared to mark the occasion [One to be kept as a record and one forwarded to the Queen] Monies are allocated for the celebrations.

11. Invitation for Members of the Public to Speak:

There was one member of public present who raised issue that that the latest minutes had not been published on the website. IW apologised and indicated this was an oversight and they would be published on the site although they had been posted on the noticeboard. It was asked could parish council accounts also be published prior to the meeting so they could be fully considered. There was discussion about the future of the village green/play area where it was stated that the play items should not dictate the green and that a definite area should remain for general public use. Consideration might be given for adult equipment and possibly a discussion with the general community regarding their current wishes. It was also felt that the public noticeboard was not up to date and that there had been no parish newsletter report this month. Potholes were still noted to be bad in Shrubbery Lane.

ACTION- Minutes to be published. (IW)

12. Report: County Councillor

County Councillor (CCllr) Elaine Bryce Report: District Councillor, who gave apologies, has forwarded a report that will be circulated as it was only received this afternoon.

13. Report: District Councillor

DCllr CH gave an overview of his report which had been circulated. CH indicated he was open to appeals for help and that funding was still available for relevant projects on receipt of a report; at this time £4000 was still available.

ITEMS 14/15/16 ARE DOCUMENTS ON THE WEBSITE

Clerk advised that he had noted these documents for consideration of change, although at this time most of these changes would be administrative and not policy. It was agreed to begin a staggered review prior to the next meeting, together with a circulation only those documents that had changes This would enable the documents where possible to be approved en bloc.

14. Review and Adopt Policy & Procedure Documents:

DOCUMENTS ON WEBSITE

- i) Standing Orders.
- ii) Media Policy
- iii) Codes of Conduct
- iv) s137 Policy Guidelines

15. Finance:

- v) Review and Adoption of Asset Register.
- vi) Review and Adoption Financial Regulations
- vii) Review and adoption of Finance Monitoring Procedures
- viii) Review and Adoption of Internal Financial Control Statement
- ix) Review and Adoption of Internal control Process
- x) - Review and Adoption of Financial Risk and Management Assessment
- xi) - Appointment of PCIIr to monitor Finances (A/Cs)

16. GDPR:

- xii - Data Protection Statement (Website)
- xiii – Data Protection Impact Statement (Website)
- xiv – HPC GDPR Policy (Website)
- xv - HPC Privacy Notice (Website)
- xvi - Subject Access Request Policy and Procedure (Website)
- xvii – Cookies Policy Notice (Website)

General GDPR:

- xviii – Data Protection Disclaimer for Emails
- xix - Consent Form (General) - Consent Form (Councillors)
- xxi - Privacy Notice (for employees and Councillors)

Allotments:

- xxii – Allotments Consent Notice
- xxiii – Allotments Privacy Notice.

17. Finance:

i) Approve and Adopt the Internal Audit Report
Clerk reported the Audit report was not yet completed and not available. Further information had been requested by the Auditor which the Clerk has forwarded.

ii) To Consider the Internal Audit Recommendations. Not yet to hand

iii) Approval and Adoption of End of Year A/c. Deferred

iv) Approval of Invoices & Transfer of Funds. Deferred

v) Review and adoption of finance monitoring procedures (Financial Regs)

Deferred

vi) Clerk matters.

The clerk expressed concerns over the current IT issues concerning their phone /laptop and storage. It was agreed for the clerk to pursue a new phone laptop and storage drive.

Consideration was also given for further research into the cloud storage of council material.

IW expressed his concerns over the volume of material and whether there was a need for such volume of material. The clerk indicated there were two issues – General admin material and legal requirements.

The clerk also expressed concerns re Barclays banking which was causing a problem re the change over administration and the need for a possible review of methodology.

vii) To Review and Adopt the Earmarked Reserves. Deferred

18. Approve the Annual Governance and Accountability Return (AGAR) 2021-22

The AGAR (Annual Governance and Accounting Return 2021/22) is unable to be completed as the Internal audit report is not yet complete.

Clerk advised that the AGAR Exemption certificate must be submitted to the External Auditor by no later than 30th June 2022. The AGAR (part 2), is made up of: the Annual Internal Audit

Report (page 4) completed by the Council's internal auditor; Section 1, the Annual Governance Statement (page 5), completed and approved by the PC; Section 2, Accounting Statements (page 6), completed and approved by the PC. Section 1 must be approved before approval of Section 2 and both must be approved and published on the PC website by 1st July 2022. Clerk advised a further EO PC meeting would be required to approve the AGAR once the Internal Audit Report is received.

BELOW DEFERRED

- i – Approve and Adopt the Annual Governance Statement 2021-22
- ii – Approve and Adopt the Annual Accounting Statement 2021-22
- iii – Approve and Adopt the AGAR 2021-22 Part 2
- iv – Approve and Adopt the Certificate of Exemption AGAR 2021-22
- v – Approve and Adopt the Ancillary Documents 2021-22 (circulated)
 - a) List of items exceeding £100
 - b) Explanation of Variances
 - c) Bank Reconciliations

19. Annual Insurance: (BHIB) (Renewal Documents previously circulated)

Clerk advised that she had pursued alternative quotes on advice from SALC but a further approach to current company had proved fruitful and a premium of £660.33 had been achieved. It was therefore agreed in principle to renew the annual insurance with BHIB.

20. Village Amenities

i) Allotments – nothing in general to report and Sarah Butters to be contacted regarding her continued reports as a user of the allotments.

ii) Victory Hall IW discussed the future refurbishments at the village hall. It was agreed to fund some machinery within the kitchen area from allocated funds and IW discussed the refurbishment of the front drive approach. ACTION – IW/Clerk

iii) Tree Management – Tree maintenance is now in hand, but consideration needed to be given to the planting of the Queens Platinum tree. It was decided to complete a site visit after the meeting for a decision on the location. No Date was set at this time for the actual planting. There was also discussion re possible placement of benches when complete.

ACTION – BH/Clerk

iv) Grass/Hedge maintenance- Annual Contract paid.

v) Bus Shelter – no issues.

vi) Play area/Equipment – Discussion regarding the possible provision of new equipment and further consideration of ideas to spend allocated grant.

21. Highways:

(i) B1079 and Manor Road traffic issues. SL indicated there was to be resurfacing at the B1079 and A12 roundabout with local diversions.

SD stated he is still attending the Road safety Forum. There was further discussion re speeding and the signage capable of gathering data. These signs are paid for by the Suffolk County council but are for areas generally of higher speeds.

Potholes. It was noted that the potholes in Shrubbery Road continue to be a problem.

22. Planning: No applications

23. Charitable donations

Requests to be reviewed and donations to be made where agreed. RB suggested continued to support for Marie Curie

(i) Air Ambulance

(ii) Children's Hospice

(iii) Citizens Advice

(iv) Marie Curie Cancer Support

ACTION – Clerk

24. Quiet Lanes Scheme:

BH stated he is in contact with the Suffolk Highways in relation to future signage and there was discussion regarding the need to move the ill placed sign.

25. Correspondence.

Correspondence is circulated as it is received and there are no matters outstanding.

26. Date of next meeting and Close.

Next scheduled meeting is 14th July 2021 at the Victory Hall commencing at 6.30pm.

Meeting closed at 8.00pm.

Signed:

CHAIRMAN

Date: