

# PEASENHALL PARISH COUNCIL

## REPORT – 31 MARCH 2020

### 1. Motions approved by email:

#### a) COVID-19

- i) To postpone all Ordinary meetings until further advice is received from SALC.
- ii) To postpone the Annual Meeting and the Annual Parish Meeting until further advice received from SALC.
- iii) To provide authority to the Clerk to respond to planning applications following an email consultation with members.
- iv) To provide advance authority to the three signatories for all routine expenditure. Any non-routine expenditure will require authority following an email consultation with members.
- v) To provide authority to the Chairman and Vice-Chairman to respond to all routine correspondence.
- vi) To provide authority to the Chairman and Cllr. Kenneth Parry-Brown to approve the Council's response if EDF Energy submit their DCO application, following an email consultation with members.
- vii) To postpone consideration of any grounds maintenance tenders received until next year and to re-appoint the current grass cutter based on the new specification and subject to his revised terms.
- viii) To postpone consideration of any tenders received for improvements to The Street.
- ix) To provide authority to the Chairman or the Vice-Chairman, in conjunction with the Clerk, for expenditure on matters connected to COVID-19 to a pre-agreed maximum amount.
- x) To approve the Clerk, in consultation with the Chairman or the Vice-Chairman, to implement any other necessary arrangements.

#### b) Internal Audit 2018/2019

- i) To note the report from the Council's appointed auditor for the financial year 2018/2019.
- ii) To approve the following corrections to the Annual Accounts for the year ended 31 March 2019: Change to precept figure to £11,685.48 and the total income received to £15,148.14.
- iii) To approve the corrected bank reconciliation for the year ended 31 March 2019.
- iv) To approve the corrections to the figures in boxes 6, 7, 8 and 9 in Section 2 of the Annual Governance and Accountability Return 2017/2018 as recommended in the internal auditor's report from the financial year 2017/2018.
- v) To approve the corrections to the brought forward figures in boxes 6, 7, 8 and 9 in Section 2 of the Annual Governance and Accountability Return 2018/2019.

#### c) Business Internet Banking

- i) To arrange internet banking with Barclays Bank.
- ii) To approve the Clerk/Responsible Financial Officer as an authorised signatory for the purposes of setting up internet banking payments.
- iii) To amend the Model Financial Regulations to allow for internet banking and for internet payments to be authorised by the Clerk/Responsible Financial Officer and one Councillor.

**d) Sizewell C**

To agree to add the Council's name to a joint letter to be drafted by the Anglian Energy Planning Alliance to EDF Energy expressing concern about the timetable for the DCO application during the coronavirus pandemic.

**e) Administration**

Internal Controls Statement reviewed and noted.

**2. Planning applications:**

DC/20/1053/TCA – to reduce overhang from 3-4 ash trees and reshape as appropriate – Smyth Mews, Church Street – supported.

**3. Actions taken:**

- a) Speaker for the Annual Parish Meeting informed that the meeting is postponed.
- b) Business Internet Banking – completed forms submitted to Barclays Bank.
- c) Website – now compliant with the requirements of the Transparency Code.
- d) Causeway Bridge – safety rails fitted.
- e) COVID-19 - Community Support Notice posted on website and noticeboard and delivered to every household.

**4. Payments made by cheque:**

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith (February 2020)	£291.72	LGA 1972 s.112
Clerks Salary	Sharon Smith (March 2020)	£265.72	LGA 1972 s.112
Clerk's Expenses	Sharon Smith	£13.38	LGA 1972 s.111
Clerk's Training - GDPR	Suffolk Association of Local Councils	£13.50	LGA 1972 s.111
Clerk's PAYE	HM Revenue and Customs	£26.20	LGA 1972 s.112
Data Protection Registration	Sharon Smith (ICO)	£40.00	LGA 1972 s.111
Causeway Bridge Safety Rails	G E Bryenton	£113.86	Highways Act 1980 ss 43 50

**5. Income received:**

Cllr. Stephen Burroughes – Locality Budget – grant for grit bin - £124.09.

**6. Bank balances:**

Community Account as at 29<sup>th</sup> February 2020                      £24,141.56  
Premium Account as at 29<sup>th</sup> February 2020                      £7,128.22

**7. Matters deferred:**

- a) Approval of minutes for the meeting held on 26<sup>th</sup> February 2020.
- b) Councillor training session.
- c) Community litter pick.
- d) Consideration of changing the day of Ordinary meetings.
- e) Contact information to be updated on the cemetery noticeboards.
- f) Cemetery records to be collected from the previous Clerk.
- g) Cllr. Stephen Burroughes – information about the £3m funding pot.
- h) Approval of a Freedom of Information policy.
- i) Research of higher interest rate options.
- j) Extension of laptop's memory and download of SID data.
- k) Annual inspection of memorial headstones in the cemetery.

Sharon Smith  
Parish Clerk  
1<sup>st</sup> April 2020