**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**

**MINUTES OF THE ANNUAL PARISH MEETING**

**MONDAY 9TH MAY 2021 AT 7.30pm**

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| **In attendance:** Cllr Andrews,Cllr Brown**,** Cllr Snowdon, Cllr Parkes, Hannah-Louise O’Callaghan (parish clerk)  **Agenda Item 1: Election of Chair and Signing of the Acceptance of Office**  In his absence, clerk informed Council that Cllr Cross had indicated that he was willing to stand as Chair for another year. On a proposal by Cllr Andrews and seconded by Cllr Brown, Cllr Cross was re-elected as Chair  **Agenda Item 2: Election of Vice Chair and Signing of the Acceptance of Office**  On a proposal by Cllr Brown and seconded by Cllr Snowdon, Cllr Andrews was re-elected as Vice Chair. Cllr Andrews duly signed the Acceptance of Office  **Agenda Item 3: To confirm and accept all Declarations and Acceptance of Office have been made and received**  Clerk confirmed that the Acceptance of Office has been duly signed and received from Cllr Andrews. Cllr Cross to return his form in due course  **Agenda Item 4: Apologies for Absence**  Apologies were received from Cllrs Cross. It was noted that County Cllr Richardson had said that he would not be able to attend until 20.00 due to other meetings.    **Agenda Item 5: Code of Conduct**   1. Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests - None   **Agenda Item 6: Approval of Minutes of meeting held on 23rd March 2022**  On a **proposal** by Cllr Brown and **seconded** by Cllr Andrews it was **RESOLVED** that the Minutes of the meeting held on 23 March 2022 be accepted as a true record of proceedings. Cllr Andrews signed the minutes accordingly  **Agenda Item 7: Update on expressions of interest for co-option**  No expressions of interest have been received  **Agenda Item 8: To allocate councillor roles and responsibilities and formation of any sub committees**  After discussion Council decided that all members would sit on finance and planning. Cllr Brown would resume responsibility for Highways and Footpaths. Cllr Snowdon to resume responsibility for Trees and Cllr Parkes will resume responsibility for Winter Maintenance.  **Agenda Item 9: Procedures & Policies – review & agree the following:**   1. Standing Orders 2. Financial Regulations 3. Freedom of Information 4. Staff and Councillors Data Protection Policy 5. Risk Register   Council reviewed the above policies and voted **UNANIMOUSLY** to ratify the above policies. Clerk to update the website  **Agenda Item 10: Update on any matters carried forward from previous meeting not covered elsewhere**  None  **Agenda Item 11: Finance**   1. Annual Review for Year ending 31st March 2021 2. To receive and note full **internal audit report 2021-22** and any findings   Council received and reviewed the Internal Audit report 2021-22   1. **Certificate of Exemption** – To approve and sign the Certificate of Exemption   Council agreed **UNANIMOUSLY** to certify themselves exempt from a limited insurance review and instructed the Clerk to submit the Certificate of Exemption as required   1. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1)   Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2021-22  On a proposal by Cllr Brown and seconded by Cllr Snowdon Council reviewed and resolved unanimously to approve the Annual Governance Statement 2021-22. Section 1 was then signed by Cllr Andrews   1. **Accounting Statements** - To consider the Accounting Statements (Section 2)   Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return  Cllr Andrews asked for clarification for the variance in expenditure between 2019-20 to 2020-21. Clerk clarified that it was due to the repair of the fingerpost in 2019-20, an expenditure which did not occur in 2020-21 thus creating a variance. This was mirrored in the income which showed insurance monies received in 2019-20 and not in 2020-21. Council accepted this explanation.  On a proposal by Cllr Parkes and seconded by Cllr Andrews Council reviewed and resolved unanimously to approve the Accounting Statements 2021-22. Section 2 was then signed by Cllr Andrews   1. To agree and set the period of public rights (6th June – 15th July)   On a proposal by Cllr Andrews and seconded by Cllr Brown Council reviewed and agreed to set the period of public rights from 6th June – 15th July 2022   1. To note the proposed Insurance renewal notification and agree payment (subject to receipt prior to meeting)   This was not received prior to the meeting and will be looked at upon receipt   1. To review Budget for 2022-23 and consider any amendments   Council reviewed the Budget 2022-23, no changes were made   1. To approve regular ongoing standing orders for 12 months 2. Clerks salary 3. Monthly payroll payment   After discussion Council agreed **UNANIMOUSLY** to continue the standing orders as set out   1. To acknowledge first instalment of Precept   Council acknowledged receipt of the Precept   1. To approve Clerks salary and expenses – Appendix A   On a proposal by Cllr Parkes and seconded by Cllr Brown, Clerks salary and expenses were approved by the Council   1. To note and approve income and expenditure report – Appendix B   On a proposal by Cllr Andrews and seconded by Cllr Brown, Council approved the income and expenditure report   1. To approve the regular Bank Reconciliation – Appendix C   On a proposal by Cllr Parkes and seconded by Cllr Snowdon, the Bank Reconciliation was approved by the Council  **Agenda Item 12: Highways and Footpaths Update**  No update  **Agenda Item 13: Planning Update**  No update  **Agenda Item 14: Planting of a tree for the Platinum Jubilee**  Cllr Brown reported that following a meeting of the Parochial Church Council, it had been agreed that a Yew tree (to be purchased using the Jubilee grant) would be planted with the other yew trees in the churchyard thus not obscuring and future views. Cllr Snowdon suggested that a plaque should also be purchased to mark the planting of the tree.  Council asked Cllr Snowdon to organise that purchase of the plaque and tree.  **Agenda Item 15: Parish Meeting**  It was confirmed that the Parish Meeting will take place at 6.45 on 25th May. Clerk confirmed that Cllrs Sutton and Richardson had accepted the invitation to speak. Clerk to confirm details and copy in Parish Council as she is unable to attend. It was also noted that Cllr Andrews would be unable to attend.  Cllr Cross to provide refreshments and Cllr Brown to provide nibbles.  Clerk confirmed that the village hall had been booked for the Parish Meeting.  **Agenda Item 16: District Councillor Report, Cllr Sutton**  None  **Agenda Item 17: County Councillor Report, Tom Richardson**  None  **Agenda Item 18: Correspondence**  None  **Agenda Item 19: Matters arising not dealt with elsewhere on the agenda**  None  **Agenda Item 20: Public Questions**  None  **Agenda Item 21: Any other matters for information only**  Clerk confirmed that she would be away for a week beginning 24th May.  Cllr Brown highlighted that notices are being put up on the outside of the bus shelter.  **Agenda Item 22: DATE OF THE NEXT MEETING 4th July 2021**  **Meeting finished at 19.51 pm**  **Appendices and Attachments**  Monthly Bank Reconciliation and Monthly Income and Expenditure Report | **ACTION**  **Clerk**  **Clerk**  **Clerk**  **Clerk** |

**List of Appendices & Attachments**

**Attachment – Certificate Of Exemption**

**Attachment – Annual Governance Statement**

**Attachment – Annual Accounting Statement**

**Attachment – Period of Public Rights**

**Attachment – Budget**

**Appendix A – Clerk Salary & Expenses**

**Appendix B – Monthly Payments**

**Appendix C – Bank Reconciliation**

**Appendix A**

**Clerk Salary and Expenses**

**Clerks Salary 1 – 31st March 2021**

Net Salary £637.15

PAYE 27.80

**Clerks Salary 1- 30th April 2021**

Net Salary £582.84

PAYE £8.40

**Paid by Standing Order on last working day of the month**

**Clerks Expenses 24 March - 9 May 2022**

Paid after the meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Paid** | **Detail** | **Reason** | **Cost ex VAT (£)** | **VAT (£)** | **Cost inc VAT (£)** |
| 10/5/22 | Working from home allowance (March) | As per contract | 18.00 | 0 | 18.00 |
| 10/5/22 | Working from home allowance (April) | As per contract | 18.00 | 0 | 18.00 |
| 10/5/22 | Mileage | Mileage to drop off and collect Audit Docs @ 45 pence per mile | 21.60 | 0 | 21.60 |
| **Total** |  |  | **57.60** | **0** | **57.60** |

**Appendix B**



**Appendix C**

