

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 18 May 2022 in Barton Bendish Village Hall

Present:

Cllr W Chapman Chairman
Cllr P Swallow
Cllr R Simon
Cllr A Wells
Cllr D Wells

Helen Carrier Locum Parish Clerk

Cllr C Sampson (Borough Councillor)

One member of the public

1. Election of Chairman and Vice-Chairman

Chairman: Cllr Simon proposed Cllr Chapman as Chairman, seconded by Cllr D Wells; there were no further nominations. It was agreed by all to elect Cllr Chapman as Chairman.

Vice-Chairman: Cllr Simon proposed Cllr Swallow as Vice-Chairman, seconded by Cllr Chapman; there were no further nominations. It was agreed by all to elect Cllr Swallow as Vice-Chairman

2. Apologies of absence

Apologies received from Cllr Tilburn and Cllr Webster.

3. Declarations of Interest

No declarations received.

4. Minutes

The minutes of the Ordinary Meeting on 9 March 2022, having been circulated to all prior to the meeting, were agreed as correct.

5. Matters arising

Nothing to report.

6. Public forum for residents to comment on agenda items

No members of the public were present.

7. Appointments and Reports

- a. PC Representative for Village Hall Committee: it was agreed that Cllr Simon should continue as the PC representative for the Village Hall Committee.
- b. Parish Council Chairman's Report: Cllr Chapman gave a verbal report to the meeting.

8. Highways issues

Anglia Water had visited Barton Bendish and apologised for the lorry damaging a residents verge. The Clerk will contact Andy Wallace at Highways to arrange site visit so councillors can discuss some highways issues.

9. Finance

- a. Annual accounts for year ending 31 March 2022: All documents associated with the end of year accounts had been produced by the Clerk and were available for councillors to view. The figures were briefly discussed and agreed by all, the accounts were accepted.
- b. Review of Asset Register: The asset register was discussed and it was agreed by all to approve the register.

Chairman's signature.....Date.....

- c. Internal Auditors Report: The report confirmed that accounting records had been properly kept and the auditor was satisfied that the PC had conducted its affairs appropriately. It was agreed by all to approve the report.
- d. Statement of Internal Control: A Statement on Internal Control had been produced by the Clerk and read out to the meeting. It was agreed to approve this Statement which was then duly signed by the Chairman and the Clerk.
- e. Certify as exempt from limited assurance review: The Clerk advised that under the current regulations the PC was able to certify itself as exempt as income and expenditure were below £25K for the year. It was agreed by all that the PC should certify itself as exempt. The relevant certificate on page 3 of the Annual Governance and Accountability Return (AGAR) was signed by the Clerk and Chairman.
- f. Completion of Annual Governance Statement for 2021/22: The Clerk ran through page 5 of the AGAR, there were no comments or queries. The document was duly signed by the Chairman and the Clerk.
- g. Approval of Accounting Statements for 2021/22: The Clerk explained the figures on page 6 of the AGAR. This was agreed, and the document was duly signed by the Chairman; this page had been signed previously by the Clerk.
The Clerk advised that the exercise of electors' rights would run from 12 June to 22 July 2021. All relevant documents would be displayed on the PC website.
- h. Insurance Policy – this will be reviewed and discussed when received.
- i. Cheques were presented for authorisation – all agreed to sign – a list of payments is available at Annex A.
- j. Bank Reconciliation – the clerk presented a reconciliation and the bank statements for councillors to view.
- k. Barclays letters – it was agreed to sign and send the letters updating the standing orders for Mrs S Thorpe and HMRC and to add Mrs Sharon Sweet as a locum to the bank account.

10. Correspondence

The Clerk had forwarded items of correspondence prior to the meeting, nothing else had been received.

11. Planning

- a. Applications received since last meeting: none
- b. Decisions received from the Borough Council – none.

12. Matters of concern and items for the next agenda

It was confirmed that the next meeting would be an Ordinary Parish Meeting to be held on 13 July 2022.

Agenda items for next meeting:

- Noticeboard/map board
- Footpath – Chapel Lane

The Chairman declared the Ordinary Parish Council Meeting closed at 8pm