

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
OF CONEY WESTON PARISH COUNCIL
HELD ON TUESDAY 4 MAY 2021 AT 7.00PM
VIA VIDEO-CONFERENCING**

PRESENT: Councillors P. Clarke (Chair), C. Flood, J. Ladell, G. Mihr, A. Morris (Clerk), and 2 members of the public.

ACTION

1. **Election of Chair:** Outgoing Chair, Cllr Clarke, asked for nominations for the role of Chair for the year. Cllr Hindry was absent from the meeting but, having indicated her willingness to stand, was elected as Chair of the Council. Nomination proposed by Cllr Clarke, seconded by Cllr Flood. The vote was unanimous.

The Clerk advised that as Cllr Hindry was absent from the meeting that a Chair was required for this meeting to conform to Standing Orders. Cllr Clarke was proposed by Cllr Mihr, seconded by Cllr Ladell. The vote was unanimous.

2. **Election of Vice Chair:** there were no nominations for the role of Vice Chair.
3. **Apologies for Absence:** Apologies received from Cllr Hindry.
4. **Declaration of Interest:** no declarations of interest were received.
5. **Scheme of public speaking about a particular agenda item** – no requests to speak at particular agenda items from members of the public were received.

County Councillor Spicer joined the meeting at 7.30pm

6. **County Councillor's report** – Cllr Spicer paid a personal tribute and gave thanks to Cllr Haycock who passed away in March.

Cllr Spicer requested a progress report on the scheduled work on clearing drains and ditches. Cllr Mihr advised that the initial work had been done by WSC and requested that Cllr Spicer check that the engineer's report for starting the second phase of the drain and ditch work be followed up. Cllr Spicer agreed to follow this up and report back at our next PC meeting.

JS

Cllr Spicer left the meeting at 7.40pm

Cllr Smith joined the meeting at 7.45pm

7. **District Councillor's Report** – Cllr Smith advised that he has prepared a report giving an overview of the maintenance of services and grant approval in West Suffolk over the past year and will forward this to the Clerk for cascading to Cllrs.

AS

Cllr Smith left the meeting at 8.00pm.

501

Peter Clarke, Chairman



Andrea Morris, Clerk

8. To approve the draft minutes of the last Parish Council meeting (23 March 2021)

The draft minutes of the Parish Council meeting held on Tuesday 23 March 2021 had been previously circulated and were agreed – proposed by Cllr Clarke and seconded by Cllr Mihr. Unanimously agreed.

9. Councillor's Reports:

9.1. Website – Cllr Flood reported 222 people were reached via our Facebook page in the last month, with 86 actively engaged and 152 followers. There are 190 active users on our website.

9.2. Cllr Mihr advised that the speed device batteries which had been replaced had not solved the issue of the device failing after 10 days. As the machine is still under warranty Cllr Mihr is following up with the manufacturer for a solution.

GM

9.3. New residents – nothing to report from Cllr Ladell.

9.4. Volunteer groups – Cllr Clarke reported that he will work on a Risk Assessment for holding meetings in the Village Hall after step 3 of the national lockdown is announced (possibly 17 May). Cllr Mihr suggested the weekend of 5 & 6 June for a Clean up Campaign in the village in conjunction with village volunteers. Cllr Flood will advertise this on social media nearer the time.

CF

9.5. Admin, Finance & Policies – no report.

10. To receive and review the Internal Audit Report for 2020/21 – Cllr Clarke commended the work of the Auditor, Trevor Brown, on a comprehensive document. Clerk to draft an action plan for the 3 items that were highlighted in the report.

Clerk

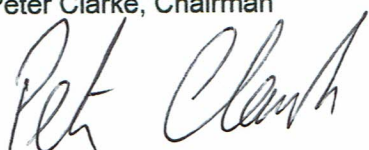
11. Financial Report:

11.1. Cllr Clarke proposed to accept previously circulated bank reconciliation and statements dated 25 April 2021. Seconded by Cllr Flood. Unanimously agreed.

11.2. Cllr Clarke proposed to accept and approve the 2020/21 Cashbook as previously circulated. Seconded by Cllr Mihr. Unanimously agreed.

11.3. Cllr Clarke proposed authorising all payments listed on payment schedule as previously circulated.

- 11.3.1. Clerk - salary for the months of March and April - £339.76;
- 11.3.2. HMRC - personal tax for Clerk for the above months - £84.80
- 11.3.3. SALC – payroll services for 6 months from 31.3.21 - £18.00
- 11.3.4. SALC – annual subscription for 2021 - £189.95
- 11.3.5. B Hogg – Zoom subscriptions Jan – May 2021 inc - £71.95




12. **To approve the AGAR forms for 2020/21** – the following forms as previously circulated were proposed as accepted and approved by Cllr Clarke, seconded by Cllr Mihr – unanimously agreed:
- 12.1. Annual Governance Statement;
 - 12.2. Accounting Statement;
 - 12.3. Exemption Certificate.
13. **Remote Council Meetings** – a draft of the proposed answers to Central Government's survey had previously been circulated. Clerk to respond and add answer to question 6 as discussed. Proposed by Cllr Clarke, seconded by Cllr Flood. Unanimously agreed.
14. **Thetford Road Bungalow project** – it was proposed to approve and adopt a Risk Assessment document as previously circulated by Cllr Clarke allowing the start of the project. Seconded by Cllr Mihr. Unanimously agreed.
15. **Emergency Plan** – Cllr Mihr advised that the format of this document, which had been previously circulated, is now in line with that of the Suffolk Emergency Plan. Proposed to adopt the Plan by Cllr Clarke, seconded by Cllr Mihr. Carried with a vote of 3 to adopt.
16. **Scheme of Delegated Powers** – the adoption of the revised Scheme, as previously circulated, was proposed by Cllr Clarke, seconded by Cllr Mihr. Unanimously agreed.
17. **To approve Clerk's extra hours** – extra hours as verified by the submission of timesheets to the Chair, were proposed as accepted by Cllr Clarke, seconded by Cllr Flood. Unanimously agreed.
18. **Date of Next Meeting** – Thursday 1 July 2021 at 7.00pm

Meeting closed at 8.30pm.

Andrea Morris

Clerk

