

**WEYBREAD PARISH COUNCIL****Minutes of the Parish Council Annual meeting held on 4 May 2021 over Zoom****Attendees****From the Council**

Mr G Gibbs (Chair)  
 Mr M Nott  
 Mrs A Pickess  
 Mr G Tibbenham  
 Mrs S Middleton  
 Mrs J Blair  
 Mrs S Hardy (Vice Chair)  
 Mrs R Cranney  
 Alistair Besly [Clerk]

**From the Public**

None

**Apologies**

Mr C Jordan

None

**Declaration of Interest****Notes and Actions**

	Description	Actions and Agreements	Owner	Complete by date
1	<b>Election of Chair</b>	Mr Tibbenham proposed that Mr Gibbs continue as Chair seconded by Mrs Hardy, <b>All Agreed</b>		
2	<b>Election of Vice Chair</b>	Mr Nott proposed that Mrs Hardy continue as Vice Chair seconded by Mrs Cranney, <b>All Agreed</b>		
3	<b>Delivery of Acceptance of Office forms</b>	The Clerk will arrange for acceptance of office forms to be signed as soon as possible	<b>Clerk</b>	<b>ASAP</b>
4	<b>Confirmation of Minutes</b>			
5		The Minutes of the Council meeting on 16 March 2021 were approved as an accurate record. The Clerk will arrange for the Chair to sign as soon as possible	<b>Clerk</b>	<b>ASAP</b>
6	<b>Reminder for Members</b>	Members should review and update their Register of Interests on the BMSDC website. The Clerk will provide the link or investigate updating centrally for members. All members confirmed that they have no changes to their ROI	<b>Clerk</b>	<b>ASAP</b>
7	<b>Review of delegation arrangements to staff</b>	Financial Regulations s4.1 provides that the Chair and Clerk together may approve up to £500 spend which needs to be reported at the next meeting. <b>All Agreed</b> that this is appropriate	<b>NFA</b>	
8	<b>Review and adoption of appropriate standing orders and financial regulations;</b>	New standing Orders were reviewed and adopted pending an adjustment in Para 1 (t) giving councillors 5 mins to speak on a motion at meetings. <b>All Agreed</b> Existing Financial Regulations were reviewed and re-adopted. <b>All Agreed</b> Clerk will update review dates and arrange to be posted on website	<b>Clerk</b>	<b>ASAP</b>
9	<b>Review of inventory of land and assets including buildings and office equipment;</b>	The existing asset register was agreed as presented. However, there was a question regarding the ownership of the Village Hall. The clerk will investigate with the help of councillors and report back at the next meeting	<b>Clerk</b>	<b>Next Meeting</b>
10	<b>Confirmation of arrangements for insurance cover in respect of all insured risks;</b>	Standard Parish Protect policy Includes: £10m for Employers liability and Public Liability Fidelity insurance £25k, Officials Liability £1m This is considered appropriate - <b>All Agreed</b>		

Initials .....

Chair of the meeting

11	Review of the council's and/or staff subscriptions to other bodies;	The council's only current subscription is SALC. The clerk highlighted that ICO fee also needs to be paid each year (see item 22). <b>All Agreed</b>		
12	Review of the council's complaints procedure	The Existing Complaints Procedure was reviewed and re-adopted - <b>All Agreed</b> Clerk will update review dates and arrange to be posted on website	Clerk	ASAP
13	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;	The Existing Procedures were reviewed and re-adopted - <b>All Agreed</b> Clerk will update review dates and arrange to be posted on website	Clerk	ASAP
14	Review of the council's policy for dealing with the press/media;	The Existing Policies were reviewed and re-adopted - <b>All Agreed</b> Clerk will update review dates and arrange to be posted on website	Clerk	ASAP
15	Review of the Councils employment policies and procedures including: Privacy Notice for Employees and officials Member/Officer Protocol	The Existing Policies were reviewed and re-adopted - <b>All Agreed</b> Clerk will update review dates and arrange to be posted on website	Clerk	ASAP
16	Review of the Councils remaining policies and procedures including: - Code of Conduct - GDPR Management - Privacy Notice General - Risk Assessments and Safeguarding	The Existing Policies were reviewed and re-adopted - <b>All Agreed</b> Clerk will update review dates and arrange to be posted on website	Clerk	ASAP
17	Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	s137 expenditure analysis totalling £860 was reviewed and falls within the statutory limit for the parish of £2,828. <b>All Agreed</b> The clerk highlighted that the amount paid for churchyard upkeep may be challenged by the auditors.		
18	Review of the Council's end of year accounts including: Receipts and Payments summary Asset Register Reserves allocation			
	The Clerk presented the accounting schedules which were approved - <b>All Agreed</b>			
19	Review of the Council's Annual Governance and Accountability Return (AGAR)	The Clerk presented the AGAR schedules which were approved - <b>All Agreed</b> The clerk will arrange for them to be signed and posted on the website	Clerk	ASAP
20	Approve 2020/21 Certificate of Exemption (AGAR part 2 page 3)	The Clerk presented the Certificate of Exemption which was approved - <b>All Agreed</b> The clerk will arrange for it to be signed, submitted and posted on the website	Clerk	ASAP
21	Approve Internal Control Statement and Report	The internal Control report has been completed by Mr Jordan and circulated for approval - <b>All Agreed</b> The clerk will arrange for it to be signed and posted on the website	Clerk	ASAP
22	Approve Payment Schedule: Clerk will raise payments SALC Membership £147.67 ICO Data Protection Fee £40	The following payment schedule was approved - <b>All Agreed</b>	Clerk	ASAP

Initials .....

Chair of the meeting

23	<b>Approve appointment of Heelis and Lodge as internal auditors commencing with financial year 2020/21</b>	Following the resignation of the previous internal auditor which had not been recorded, the Clerk suggested Heelis & Lodge who act as internal auditors for other parishes. Heelis and Lodge were approved as internal auditor commencing with financial year 2020/21 - <b>All Agreed</b>		
24	<b>Approve Heelis and Lodge internal audit plan</b>	Following the approval of Heelis and Lodge as internal auditor, the audit plan was reviewed and approved - <b>All Agreed</b>		
25	<b>Open Forum</b>	There were no parishioners present at the meeting		
26	<b>Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council</b>	The following schedule of meetings was approved: Tuesday 20 July 2021 Tuesday 21 September 2021 Tuesday 16 November 2021 Tuesday 18 January 2022 Tuesday 15 March 2022 Tuesday 17 May 2022 APCM Following Covid restrictions, it was highlighted that the Village Hall is not due to reopen until September. Mr Tibbenham offered the barn at the Hall Mr Nott offered the Church It was agreed that a decision will be made on location closer to the time of the next meeting		
27	<b>Planning</b>	Planning application - DC/21/02536 - Pear Tree Farm, The Street, Weybread, Suffolk IP21 5TH This appears to be a request to regularise the use of a barn as a dwelling. While the council do not like this form of retrospective planning approval it was agreed that had this request been submitted before conversion the council would probably have approved it. It was therefore decided not to add any comment to the planning portal and leave the final decision to BMSDC planners	<b>NFA</b>	

**Date of Next Meeting: Tuesday 20 July 2021**

Distribution: Notice Boards (2) Parish website, Parish, District & County Councillors

These minutes are confirmed as an accurate record of proceedings of the meeting held remotely via Zoom on Tuesday 4 May 2021

Signed (Chair) \_\_\_\_\_ Dated \_\_\_\_\_

Initials .....  
Chair of the meeting