

**MINUTES OF THE VIRTUAL MEETING OF THE SWEFLING PARISH COUNCIL
HELD ON WEDNESDAY 10TH JUNE 2020 AT 7.30 PM**

1. Attendance and apologies

Attendees

Cllr John Stanley (Chair)
Cllr Martin Wyard
Cllr Jude Chin
Cllr Julia Kinsey
Cllr John Tesh

Apologies for absence

Cllr Audrey Lummis (No internet)
Cllr Annie Rogers

Also in attendance

Maureen Philpot (Clerk)

2. To receive declarations of interest and to consider requests for dispensations

Cllr Julia Kinsey declared an interest in item 5a and item 6g.

3. Public Forum

- a) No public in attendance
- b) A report was received from Cllr Maurice Cook (previously circulated)

4. Minutes of the previous meeting

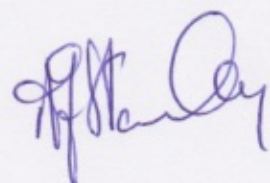
- a) The minutes of the previous meeting held on 10th March 2020 (previously circulated) were proposed by Cllr Jude Chin and seconded by Cllr Martin Wyard as a true and accurate record. The minutes will be signed by the Chair.
- b) Matters had all been dealt with.

5. Village Matters

- a) It was agreed that the council should have control of the new website and that Adrian Kinsey should be reimbursed for the money he has spent on the old website. Adrian will be asked if he would be willing to come to a parish meeting and discuss the running of the new website.

6. Finance

- a) The annual return was approved by all.
- b) The annual governance statement was approved by all.
- c) The clerk reported that the half yearly precept was received on 1st May 2020.
- d) The quarterly bank reconciliation was approved by all.
- e) The AGAR forms were approved by all.
- f) Cheques have previously been signed for:
SALC membership £139,04 – 6.5.20
SALC Payrole £21.60 – 6.5.20
HMRC £79.20 – 6.5.20
Clerk's salary £317.04 – 6.5.20
- g) Cheque to be signed – Monica Petzal £80 – website fee.
This cheque is waiting to be approved.
Please see cash book and budget at end of minutes.
The finances were proposed by Cllr Julia Kinsey and seconded by Cllr Jude Chin and approved by all.
- h) Mr David Smith was approved as internal auditor for Sweffling Parish Council after previously been asked by the Clerk.



Action: The clerk to e-mail Monica Petzal regarding the £80 fee and to ask when the website would be owned by the Parish Council.

7. Correspondence

The Clerk had received a letter from H.M. Lord-Lieutenant for Suffolk thanking the Parish Council for their work during the lock down. There was also a copy of H.M. The Queen's message to the Nation on 5th April 2020 and a note from The Duke of Edinburgh regarding the Pandemic.

8. Questions to the Chair

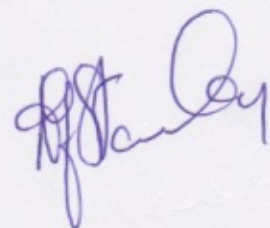
The Chair had e-mailed the Planning Committee to ask what local plan did they use regarding the planning application DC/19/4578/FUL. So far he hadn't received a reply.

9. To confirm the next virtual Parish Meeting

The next meeting was confirmed as Tuesday 14th July 2020.

There being no further business the Chair closed the meeting at 8.05 pm.

Maureen Philpot (clerk)
Clerk.swefling@gmail.com



Sweffling Parish Council			Actual	Anticipated	Variance
Budget for 2020/2021			year to date	future income/spend	
Cash brought forward		£4,673	£4,672.50		-£1
Receipts					
	Precept	£3,331	£1,665.69	£1,666	£0
	Sundry receipts	£100	£1.99	£98	£0
		<u>£3,431</u>			
Payments					
	Clerk's salary	£1,480	£396.24	£1,084	£0
	Clerk's office expenses	£50		£50	£0
	Insurance	£460		£460	£0
	SALC annual subscription	£150	£139.04	£11	£0
	SALC internal audit fee	£100		£0	£100
	SALC PAYE services	£80	£21.60	£58	£0
	Hut hire	£170		£170	£0
	Village sign repairs	£120		£120	£0
	Mower costs	£120		£120	£0
	Mower repairs	£150		£150	£0
	External audit costs	£50		£50	£0
	Equipment safety inspection fee	£150	£17.99	£132	£0
	ICO registration	£35		£35	£0
	Councillors travel expenses	£100		£100	£0
	Sundry other	£185		£185	£0
		<u>£3,431</u>	<u>£574.87</u>	<u>£2,725</u>	<u>£100</u>
Cash carried forward		£4,673	£6,195.31		£4,773
Cash balances as of	2nd June 2020				
	Community account		£1,745.33		
	Business account		£4,449.98		
	Deposits not cleared				
	Cheques not cleared				
	Book balance cash		£6,195.31		

