



## CRESSING PARISH COUNCIL

### Notes of the virtual meeting of Cressing Parish Council held on 10<sup>th</sup> June 2020

**Participants:** Cllr John Lawton – Chairman  
 Cllr Colin Haines  
 Cllr Alison Lapper  
 Cllr Harvey Porrett  
 Cllr Susan Simpson  
 Cllr Steve Watts

Mrs Christine Marshall (Parish Clerk/RFO)

These notes reflect the comments, queries, actions and approvals to Agenda items for the June Parish Council meeting submitted to Councillors prior to 7.30pm on Wednesday 10<sup>th</sup> June 2020.

It was not possible to hold a formal meeting attended by Councillors and the public due to restrictions imposed during the Covid-19 outbreak.

Due to the restrictions and in line with guidance from the National Association of Local Councils, the Annual General Meeting of the Parish Council and the Annual Parish Meeting will be re-scheduled when permitted.

| MINUTE | SUBJECT                                                                                                                                                                                                        | RESPONSE                                                                                                                                              |
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| 20/090 | <b>PREVIOUS MEETING</b>                                                                                                                                                                                        | There were no queries. The notes of this meeting will be subject to approval at the next available meeting.                                           |
| 20/091 | <b>DECLARATION OF INTERESTS</b><br>Members of the council are subject to the Local Authorities Code of Conduct Order 2007 (SI 2007/1159) (The Revised Code) with the additional, non-mandatory, section 12(2). | There were no pecuniary or non-pecuniary interests in relation to items on the agenda to be recorded.                                                 |
| 20/092 | <b>ITEMS RECEIVED FROM MEMBERS OF THE PUBLIC</b>                                                                                                                                                               | No items that needed referral to this meeting had been received.                                                                                      |
| 20/093 | <b>PLAYING FIELD</b><br>To receive playing field inspection report for May.                                                                                                                                    | The children's playground remains closed during the Covid outbreak and will not re-open until deemed safe to do so.<br>There are no issues to report. |
| 20/094 | <b>PLANNING</b><br><b>New Applications:</b><br>None advised<br><b>Applications determined:</b><br>None advised<br><b>Appeals received/determined:</b><br>None advised<br><b>Enforcements:</b><br>None advised  |                                                                                                                                                       |
| 20/095 | <b>FINANCIAL MATTERS</b>                                                                                                                                                                                       | Cllr Simpson queried two payments in May to the Village Maintenance Officer. The RFO                                                                  |

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|        | <p>To receive and approve financial statement to 31<sup>st</sup> May 2020</p> <p>A <b>motion</b> to approve payments for May 2020:</p> <p><b>Grant application on behalf of Cressing Foodbank</b></p> | <p>confirmed the first payment covered April salary, the second covering May salary plus redundancy and holiday in lieu payment. There were no other queries relating to the financial reports previously distributed and payments for May approved:</p> <p><b>Proposed:</b> Cllr Simpson, <b>seconded:</b> Cllr Porrett</p> <p><b>ACTION: Clerk to arrange for signing of cheques whilst adhering to social distancing guidelines.</b></p> <p><b>It was agreed</b> to award ~Cressing Foodbank the full amount of grant requested.</p> <p><b>Proposed:</b> Cllr Porrett, <b>seconded:</b> Cllr Watts</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 20/096 | <b>ANNUAL PARISH COUNCIL MEETING</b>                                                                                                                                                                  | <p>Due to the restrictions imposed by Covid-19, the Parish Council was unable to hold a public meeting. Consequently, the items that would have been discussed are as follows:</p> <ol style="list-style-type: none"> <li>The Annual Return has been copied to Councillors, there were no queries.</li> <li>The Clerk presented Section 1 of the Annual Return, <b>Annual Governance Statement</b> to confirm internal controls and arrangements for the preparation of Accounting Statements. <b>It was RESOLVED to agree the Annual Governance Statement 2019-20. Proposed by Cllr Lawton, seconded by Cllr Watts, all in favour.</b> This statement was confirmed and would be signed by the Chairman and Clerk after the meeting.</li> <li>The Clerk had distributed the end of year bank reconciliation. There were no queries.</li> <li><b>It was agreed</b> to approve the bank reconciliation.</li> <li>The Clerk presented the financial year-end report. There were no queries and the carry forward balance of £128,640 was confirmed and approved.</li> <li>The Clerk reported on the internal audit undertaken by Lisa West and presented the Annual Return for 2019-20. <b>It was RESOLVED to authorise the Chairman and Parish Clerk to sign section 2, Accounting Statements of the Annual Return. Proposed by Cllr Watts, seconded by Cllr Lawton, all in favour.</b> This statement was confirmed and duly signed by the Chairman and Clerk.</li> </ol> <p>The Audit report prepared by Lisa West was accepted without query. Her comment to the accounts: "I would like to comment upon the exceptionally well-maintained books and records presented to complete the audit, a credit to the Parish Council" was noted.</p> |

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| 20/097 | <b>INFORMATION EXCHANGE &amp; ITEMS FOR NEXT AGENDA</b><br>Items to be carried over to next available meeting                                                  | None                                                                                                                                                                       |
| 20/098 | <b>NEXT PARISH COUNCIL MEETING - Subject to guidance from Local Government Association / National Association of Local Councils and government legislation</b> | Subject to ongoing Covid-19 restrictions, the next Parish Council Meeting will be held on Wednesday 8 <sup>th</sup> July 2020 at St Barnabas, Claud Ince Avenue, Cressing. |