

20/05

LOUND PARISH COUNCIL

PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held online on Monday 11th May 2020 at 7.00 pm.

(Subject to amendment until signed by the Chairman at the next meeting)

Present: Miles Thomas (Chair),

Judith Hobbs (Vice Chair) (joined meeting at item 6. and left during discussions regarding the maintenance work at Blacksmiths Loke), Gayle Welsh, Paul Strowlger, Jenny Ozinel, Connor Moore, James Reeder (County Councillor), Keith Robinson (County Councillor), Paul Ashdown (District Councillor).
Jill Brown — clerk

There were no members of the public present.

The Chair welcomed those present and thanked everyone for attending the first online meeting held by Lound Parish Council.

1. Welcome & Apologies

Apologies from Peter Larcombe.

2. Declaration of Interest - Declaration of any pecuniary or other interest with regards to items on the agenda. Judith Hobbs had not yet joined the meeting at this point and Miles declared an interest in the proposed maintenance project for Blacksmiths Loke on her behalf.

3. Minutes of The Last Meeting and Matters Arising –

The minutes of the Parish Council Meeting held 3rd February 2020 were proposed and seconded. These will be signed by the Chair and the Clerk at the next physical meeting.

4. Review of Internal Controls – The clerk explained the Internal Control procedure and documents, which form part of the Independent Internal Audit procedures. Paul S has agreed to take on the role of completing the internal control documents for the year ending 31st March 2021. A vote was taken and this was agreed by all councillors.

5. Review of policies – The Standing Orders were reviewed and agreed by all councillors. The Risk assessment was reviewed and agreed by all councillors with some minor changes to wording required.

6. Flooding Back Lane – There has been flooding on some parts of Back Lane due to the ditches needing clearing. James R will supply the Parish Council with a document which demonstrates that ditches are the responsibility of the landowners who will then be approached regarding this.

7. Footpaths (retaining use of) - There is a map in the neighbourhood plan which shows all footpaths in Lound. The definitive map of the area also shows this. Most footpaths are being used and contractors clear any paths that are 'Right of Way'. The path that leads from the church to Blacksmiths Loke is in need of clearing. Miles said that he will do this.

Signed Chairman, Clerk, Date.....

8. Updates –

Neighbourhood Plan – The neighbourhood plan plus appendices and supporting information was submitted to East Suffolk Council about 4 weeks ago. This will be reviewed formally. The inspection which was due on March 21st 2020 has been deferred due to the Covid 19 outbreak.

ECB Grant (Blacksmith’s Loke) – Miles presented a proposed plan for going ahead with this work. (appendix attached).

This will be funded as follows: ESC grant - £1,000
Suffolk locality grant - £1,000
Contributions from residents at £100 each - £ 900
CIL - £ 192.33

Balance to be paid by Lound Parish Council. It may be possible to claim back the cost of VAT.

A vote was taken and all councillors agreed to go ahead with this project.

Three quotes were considered and a vote was taken. It was agreed by all councillors that Sam Perk’s was the first choice providing the depth of surfacing matched that of another quote. Miles will check this. The reason for this choice was due to the price, which although not the cheapest, was comparable, and all councillors wished to support a local firm.

Internal Audit – The Clerk gave an update regarding the Internal audit and the AGAR process. The AGAR documents will need to be agreed at the next meeting.

9. Accounts

a). Review of Income and Expenditure and bank reconciliations to end of March 2020 –

The income, expenditure and bank reconciliations to the end of March 2020 were reviewed and accepted.

Payments to authorise:

Clerks salary to end of April 2020	£145.53 paid by BACS
Clerks salary to end of May 2020	£145.53 to be paid by BACS
ICO (GDPR) registration	£ 40.00 paid by BACS

12. Date of Next Meeting – This was provisionally agreed for 1st June 2020. The AGM will be held at a later date when possible.

The meeting closed at 8.20 pm.

Signed Chairman, Clerk, Date.....

Appendix One

Blacksmith's Loke Project

Situation

£1000 pledged from East Suffolk and in our account

£1000 pledged from Suffolk and waiting to move to our account when ready

£900 pledged from householders (£100 per address)

Decisions 11 May

Which contractor to use? (And why)

How much from PC account? (How much in CIL?)(How much to cover over run?)

Suggested path after meeting

Contact chosen contractor and receive best date.

Inform all residents by individual letter. This will contain Date, Alternative Parking Arrangements, Contact Details, How long to expect the work to take, Information on how to pay the PC and by date of implementation. (BACS details using BL1, BL2. SC1 as ref code or cheque with BL1 etc. on back)

On Day(s)

Block off the Loke by signage etc.

Open VH Car Park

Signed Chairman, Clerk, Date.....

Signed Chairman, Clerk, Date.....