

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL  
Minutes of the meeting held Monday 11 May 2020 by video via Zoom

Present: Councillors Ian Norman, Gordon Gilbert, Ian Tayler, Jill Pass, Tim Plant, Richard Ayres, Michael Light, Rosemary Conibeer

Apologies:, Carol Poulter (ESC)

In attendance: Parish clerk Debbi Tayler, Andrew Reid (SCC)

**1 Apologies**

Apologies were received from Councillor Poulter.

**2 Declarations of Interest**

There were no declarations of interest for items on the agenda.

**3 Minutes of meeting held 10 February 2020**

The minutes of the meeting were unanimously approved and will be signed by the chair.

The large pothole on Great Glemham Road has been filled. However, another has appeared beyond it which the clerk will report. Councillor Reid asked for the report numbers so that he can follow up.

**4 Questions from the public**

There were no questions.

**5 Reports from County and District Councillors**

Councillor Poulter provided a report that has been circulated.

Councillor Reid's report had been circulated prior to the meeting. He confirmed that the number of confirmed cases of Covid-19 in Suffolk continues to rise. A new report has been issued by Government following the Prime Minister's announcement on Sunday 10 May. Ipswich Waterfront has been closed to vehicular traffic to enable easier access for exercising. There is a plan to divert cycleways over the next five years. A Trading Standards team is working on stopping scam activity during the pandemic. The Covid-19 testing site at Ipswich is providing one thousand tests a day, mobile testing units are coming online soon. In Suffolk PPE has never run out either in hospitals or care homes. Highways work is continuing with one thousand more potholes filled than last year. SCC Cabinet is meeting daily during the crisis. Councillor Reid was asked what was being done to stop day trippers arriving in the county. He advised that the recent guidance says that travel is only for essential journeys or exercise and there must be social distancing. He advised the police will be more visible and fines will be imposed. The clerk asked that Highways continue to monitor the central reservation at the Friday Street junction as the cutting cycle is only scheduled for twice in the season and this is insufficient to retain visibility at this dangerous junction. Recycling centres are due to be reopened this week but with an appointment system to avoid traffic congestion. Brown bins will start to be collected again from 25 May, users will be advised of details.

**6 Clerk's Report**

The correspondence log was circulated prior to the meeting.

Signed .....(Chair)

Date.....

**7 RFO's report**

On 30 April there was £7344.01 in the council's bank account.  
There were four invoices for approval.

Clerk's salary inc admin	£371.24	Legal power LGA 1972 s.112
PAYE Month 1&2	£89.20	LGA 1972 s.112
Defibrillator pads & battery	£283.02	LGA 1972 s.111
SALC subscription	£142.14	LGA 1972 s. 111

The clerk advised the last two invoices had been paid under her delegated authority. On inspection the defibrillator pads and battery had expired and needed urgent replacement. The invoices were all approved. The balance in the account is now £6883.57. The first half yearly precept payment has been received. The approvals sheets and bank statements will be delivered to Councillors Pass and Gilbert to sign.

**8 Approval of the Annual Governance Statement for 2019/20**

In advance of the meeting the clerk had circulated the AGAR 2019/20 and related guidance notes from the Accountability and Governance Practitioners Guide March 2020. Each section of the AGS was discussed and the clerk explained the processes in place. All sections were approved unanimously. The clerk will now pass the document to the chair to sign as 'wet' signatures are still required although all audit documentation must now be provided to the internal auditor by email or on the council's website.

**9 To approve the Accounting Statement 2019/20**

The clerk had circulated the Accounting Statement 2019/20 in advance of the meeting as well as the Explanation of Variances. The only box that required explanation was Box 6 – All Other Payments. There had been a 40.75% decrease in expenditure compared to the previous year. This was because two invoices for grass cutting were paid in 2018/19 due to late invoicing, this has now been resolved. An upgrade to Windows 10 of £120 was paid to meet GDPR requirements. An additional £265 was paid for village maintenance of benches etc and payments under s.137 were made amounting to £200. The Accounting Statement was approved unanimously.

**10 To approve the Certificate of Exemption 2019/20**

The Certificate of Exemption is completed by smaller authorities where the higher of the gross income or expenditure did not exceed £25,000 and they wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The council agreed that the certificate should be sent and that the criteria were all met.

**11 Reports from external meetings**

There had been no external meetings.

Signed .....(Chair)

Date.....

**12 Items for future meetings**

There was concern raised about the possibility of the pig farm in Farnham being extended onto the land adjacent to the industrial estate which is high and adjoins a public footpath. The concern was that stripping the land of ground cover could lead to flooding of the industrial properties, footpath and adjoining residential properties. It was agreed that the situation should be monitored.

Date of next meeting 8 June, the clerk will issue a Zoom Outlook appointment nearer the time.

The meeting was closed at 20.07.

Signed .....(Chair)

Date.....