

EAST SUTTON PARISH COUNCIL

Date:	Wednesday 22 nd July 2020 at 8:00p.m.
Venue:	Remote zoom meeting
Present:	Cllrs: Timothy Turnill (Chair), Malcolm Ireland, Elizabeth May, Jonathan Worsfold, Clerk – Mrs Janet Burnett

The Chairman asked if anybody was recording – Clerk was recording the zoom meeting to help compile the minutes, the recording would then be deleted.

No submission from County and Borough Councillors and Police

1. Apologies previously received from Cllr Graham Edmed and was accepted. Cllr Shellina Prendergast and PCSO John Boyd
2. Declaration of Lobbying - none
 - I. Declaration of Changes to the Register of Interests - none
 - II. Declaration of Interest in items on the Agenda - none
 - III. Requests for Dispensation - none
3. Minutes of the meetings held on 4th March 2020 were agreed
4. No matters Arising
5. Risk Assessment response to Covid 19 to be updated
6. Business Continuity response to Covid 19 to be updated
7. The finger post in the verge at the junction of Brick Kiln Lane and East Sutton Road
The Parish Council resolved that this would be an oak post – Cllr Ireland to progress
8. Graveyard – Cllr Ireland to forward emails to the Clerk who would then liaise with Cllr Chappell-Tay if necessary
9. Financial Regulations circulated to be carried forward
10. Impact Assessment – to be carried forward
11. Consultations:
 - I. KCC Budget Consultation – previously circulated
 - II. Consultation on the LGA Model Member Code of Conduct – previously circulated
12. Police Report - Nothing to report
13. Highways and Public transport
Cllr Ireland reported
The overgrown verge outside the Church is being investigated by KCC.
14. Lighting
LED lighting ongoing
15. KALC - Meeting 29/6/20 – minutes circulated
16. Local Development Framework
17. Planning
 - I. MBC Decisions have been circulated
 - II. Enforcement – No update
18. **Finance**
 - I. Correspondence
 - II. Income noted – attached sheet
 - III. Items ratified for payment – attached up to 30/6/20

Lionel Robbins	50.00	Internal Auditor
MSC Computer	35.00	IT assistance
KALC	196.01	Subscription
 - IV. Bank Balances – attached
 - V. Bank Reconciliation - attached
 - VI. Performance against budget attached
 - VII. Internal Audit circulated
The Parish Council noted the Internal Audit report and resolved to accept it
 - VIII. Appointment of Internal Auditor
The Parish Council considered whether the scope of the internal audit ensures that the auditor can complete section 4 of the Annual Return and whether Lionel Robbins be appointed Auditor for 2019/20
The Parish Council resolved that the scope of the internal audit ensured that the auditor could complete section 4 of the Annual Return and that Lionel Robbins be appointed Auditor for 2020/21

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IX. External Audit - Annual Governance and Accountability Return

i. Exempt Authority

Certificate of exemption approved to be signed

ii. The Parish Council to review the effectiveness of the system of internal control and resolve to approve the Annual Governance statement 2019/20

iii. **The Parish Council reviewed the effectiveness of the system of internal control and resolved to approve the Annual Governance statement 2019/20**

iv. The Parish Council to consider The Accounting statements 2019/20 and resolve to approve the Accounting Statement.

The Parish Council considered The Accounting statements 2019/20 and resolved to approve the Accounting Statement.

v. Notice of the period for the exercise of public rights was set.

19. **Play Areas**

I. Play area reports and decision whether to re-open

The Parish Council resolved to consider the re-opening of the play area once the annual safety inspection has taken place.

Weekly – Safety surface needs sweeping

Monthly – Safety surface needs sweeping

20. Village Hall

Lease

21. Correspondence

22. Items for next meeting – Website

23. Date of next Parish Council Meeting 5/8/2020

24. Meeting closed: 21.08