

Minutes of the Homersfield Parish Council Meeting held 4 November 2019 at The Black Swan, Homersfield at 7.30pm

Cllr. Debbie Bird (DB)	Chair, Homersfield Parish Council
Cllr. Angela Stokes (AS)	Vice Chair, Homersfield Parish Council
Cllr. Jo Westgate (JW)	Councillor, Homersfield Parish Council
Cllr. Simon Scarfe	Councillor, Homersfield Parish Council
Cllr. Judy Cloke	District Councillor
Alex Pullen	Clerk to the council

Item	Description
1	To consider accepting apologies for absence
1.1	Cllr. Lucy Phillips – Reason for absence accepted by the members
2	To approve the minutes of the last council meeting
2.1	The draft minutes of the meeting held 2 September 2019, previously distributed to all councillors were unanimously agreed and signed by the Chair, having been proposed by (PB) and seconded by (SB) Cllrs. Bird and Stokes
3	To record declarations of interest from members in any item to be discussed – None
4	To consider dispensations from members in any item to be discussed – None received
5	To adjourn the meeting to allow public participation (15 minutes) – Adjourned at 7.36
5.1	Parishioners questions or comments – None present
5.2	Reports from District & County Councillor – Cllr. Cloke gave an update to the Members present; the report will be added to the council's website
6	To re-convene the meeting- Reconvened a 7.48
6.1	To receive a report from the Chair
6.1.1	The Chair and her husband have made a repair to the memorial box which has been moved to the remaining commemorative tree. Cllr. Scarfe will refurbish the box
6.1.2	The Chair had received a query about the stopcocks at Glebe Cottages. The properties are either rented from the district council or privately owned and no further action was taken by the council
6.2	To receive a report from the Clerk on outstanding matters – Nothing to report
7	To consider new & outstanding planning applications - None
8	To consider whether existing lorry signs on entering the village are clear and adequate
8.1	A report was received that MCRT lorries have started to use the village as a cut through again. The clerk was asked to write to them and request that the lorries utilise the more suitable, outer road ⁱ
9	To discuss Homersfield Wood (standing item)
9.1	A fallen tree has remained in the wood for the wildlife which remained open following a call to close it. It was agreed to submit an article to the newsletter for volunteers to help out on the working party visits and all members were asked to consider the types of work the party will look to undertake regularly
10	To review/confirm member's Registers of Interests
10.1	The last two remaining Members still to submit their returns due in June 2019 are from Homersfield Parish Council. The clerk will check the situation with the members at the meeting in January
11	To discuss the telephone box refurbishment – Carried forward
12	To note completion of the external Audit for 2018/19
12.1	The council has received a penalty from the audit office of £48.00. The return missed the deadline of 1 July 2019 and was instead loaded to the website. Despite the clerk writing to the auditor to explain the circumstances, the appeal was denied. The clerk has suggested that the council holds

	an additional meeting in April for consideration and approval of the end of year accounts to enable the process to be followed without putting undue pressure on the council or RFO. The clerk's suggestion was agreed					
13	To consider the council's insurance renewal - £208.00					
13.1	The renewal is due in September each year. From 2020/21, the renewal item will be listed for the meeting in July to ensure the approved payment is made at the time of renewal. The payment was PB and SB Cllrs. Bird and Westgate					
14	To discuss a donation to Redenhall with Harleston Town Council for car parking in Harleston					
14.1	A donation of £50.00 was agreed, having been PB and SB Cllrs. Westgate and Stokes. The clerk was asked to respond to the requester mentioning that the sum agreed is because Homersfield is a small parish ⁱⁱ					
15	To receive and discuss items from Parish Councillors					
15.1	Cllr. Stokes issued local appraisals to all members, a copy of which was added to the Information File					
15.2	Cllr. Scarfe - A barrier has been erected on the other side of the Homersfield bridge. The clerk was asked to write to the Norfolk Historic Buildings Trust to make enquiries ⁱⁱⁱ					
16	Finance – Bank balances & accounts payments					
16.1	Barclays	Current Account				£7,540.81 (30/09/19)
	Barclays	Reserve Account				£2,742.62 (30/09/19)
17	Payments					
17.1.	Date	Payee	Description	Cost	VAT	Comments
	25/11&12/19	A Pullen	Salary	>£100		Nov, Dec Confidential
	25/11&12/19	A Pullen	Expenses	<£100		Nov, Dec Confidential
	25/11&12/19	HMRC	PAYE	£54.00		Nov, Dec
	09/10/19	PKF Littlejohn LLP	External Audit	£48.00	£8.00	
	19/08/19	Came & Co	Insurance	£218.00		Renewal
	Cheque 100809 was written in favour of the clerk who paid for the One Suffolk website renewal following an email from Community Action Suffolk confirming that they will only accept online payments with immediate effect, a facility that the council does not utilise					
	The bank balances were noted and the schedule of payments unanimously approved, having been PB and SB Cllrs. Stokes and Westgate					
18	Correspondence received					
18.1	One item was highlighted to the members prior to distribution					
19	To receive items for the next Agenda					
19.1	To consider the draft budget and precept for 2020/21					
19.2	To consider dates for the wood working party meetings					
20	Date and time of next meeting – 20 January 2020, 7.30pm, Black Swan, IP20 0ET					
21	Meeting Close – The meeting closed at 8.40					

ⁱ Clerk – Write to MCRT about lorries using the village as a cut through

ⁱⁱ Clerk – Write to Harleston with Redenhall TC to explain why the council is donating half of the suggested donation

ⁱⁱⁱ Clerk – Write to the NHBT to enquire about the barrier at the bridge site in Aldburgh