

WRENTHAM PARISH COUNCIL

Minutes of the Extraordinary Meeting of Wrentham Parish Council held by Video Conference at 7.30pm on Wednesday 25th March 2020

Present: **The Chairman** – Mr Ian Watson
 Councillors – Mr Kevin Cross, Miss Alison Evans, Mr Simon Forder, Mrs Lucinda Hutson, Mr Roger Middleditch, Mr Trevor Oram, Mr Keith Perry, Mr David Reeves
 The Clerk – Mrs Frances Bullard
 Suffolk County Council – Not present
 East Suffolk District Council – Not present

		ACTION
	The Chairman welcomed all and thanked them for joining by Video Conference due to the current Government restrictions to limit the spread of Coronavirus Covid-19. Parish Council meetings will be held via video conferencing until these restrictions are lifted. The Clerk confirmed that she had sought SALC advice and there is no legal requirement to facilitate an open forum. Agendas and Minutes will be published via the usual channels.	
1	APOLOGIES FOR ABSENCE	
	Apologies received and accepted from Mr Mark Buxton, Miss Fran D'Alcorn & Mr David Fletcher.	
2	PECUNIARY AND OTHER INTERESTS	
	All as Sole Trustee of Village Hall. Mrs Hutson – items 6 & 7.10 Mr Perry – item 7.12	
3	UPDATE RE CURRENT SITUATION – CORONAVIRUS COVID-19	
	Leaflets have been delivered to all households giving contact details of The Clerk, Mr Perry & Mr Cross for those in need of help/able to offer help. Thanks to all who assisted in this. Over 20 residents have already come forward to offer help – any requests for help have been met. Mr Perry will collate all offers/requests. The Clerk urged all to stay safe and observe social distancing guidelines. Email from Miss Evans discussed re support to The Trussell foodbank in Lowestoft & Beccles, they continue to offer help in these difficult times but are struggling with supplies – all donations of tinned/dry food are encouraged and can be left with Mrs Sue Albone at 86B Southwold Road.	
4	TO DELEGATE AUTHORITY TO THE CLERK/RFO TO EXPEDITE PAYMENT OF SALARIES, EXPENSES, INSURANCE, SUBSCRIPTIONS AND UTILITIES IN CONSULTATION WITH THE CHAIRMAN/VICE CHAIRMAN	
	The Chairman proposed the following – to temporarily delegate authority to Clerk/RFO, or in the absence of the CLERK/RFO to the Chair/Vice Chair. Any person using the delegated authority must consult with at least 2 others who are members of the Parish Council (which <u>shall</u> usually be the Chair and the Vice Chair). In the absence of any of these, then any other member of the Parish Council <u>shall</u> be requested to fulfil the role of the absentee(s). The delegated authority is for a period of 1 year or cessation of the pandemic (whichever is the earlier). The purpose of the delegated authority is to:	

	<ul style="list-style-type: none"> expedite payment of Clerks salary and Clerks expenses, and also expedite payment of insurances, subscriptions, utilities, and minor repairs (up to £1000) <p>This was seconded by Mr Perry – All in favour.</p>	
5	TO DELEGATE AUTHORITY TO THE CLERK/RFO TO RESPOND TO PLANNING APPLICATIONS IN CONSULTATION WITH THE CHAIRMAN/VICE CHAIRMAN/OTHER COUNCILLORS	
	It was agreed that this would not be necessary as the PC would continue to meet via Video Conference.	
6	TO AGREE SIGNING OF THE NEW ALLOTMENT LEASE FROM THE BENACRE COMPANY (COPY PREVIOUSLY CIRCULATED TO ALL)	
	Mrs Hutson advised that she has requested the lease be amended to remove the clause re installing rabbit fencing. The Clerk will add to the next Agenda.	FB
7	FINANCE	
7.1	Balances at Bank – £28,190.90 Business Saver Account (WRAC) (Lions donation) - £442.91 Current Account - £15,201.44 Business Saver Account (CIL) - £12,546.55 The Clerk confirmed SAGE balances with Bank Statements.	
7.2	Account received from Bus Shelter Cleaner - £55.00	
7.3	Clerks salary & Clerks expenses of £284.06 – this includes payment for Microsoft 365 for 2019 & 2020	
7.4	HMRC payment – Nil	
7.5	Request from Village Hall for £2000 CIL monies	
7.6	Invoice from Village Hall for Hall Hire for PC Meetings - £121.00	
7.7	Invoice from Village Hall for Hall Hire for Youth Club - £180.00	
7.8	Invoice from CAS for Village Hall Insurance - £1233.73	
7.9	Invoice for Clerks & Councils subscription - £36.00	
7.10	Invoice from The Benacre Company for allotment rent - £50.00	
7.11	VAT Refund received - £1698.18 to Village Hall	
7.12	Mr Perry – printing of flyers for VHMC/PC - £21.82	
7.13	Any other accounts received – None	
	Above payments 7.2 to 7.12 proposed by Mr Cross & seconded by Mr Middleditch - All in favour. The Clerk will arrange for cheques to be signed by The Chairman & Mrs Hutson.	
7.14	Internal Audit – The Clerk has spoken with Mrs Rosie Carter who is willing to conduct the internal audit this year – The Clerk will progress. There is a delay in paperwork being issued by the External Auditors due to awaiting further guidance re the Coronavirus outbreak & potential extension to deadlines.	FB
7.15	To agree to electrical safety testing of the defibrillator by Boggis Electrical – The Clerk has received a quote from Boggis Electrical for £47.50 – Mrs Hutson proposed this work be authorised – seconded by Mr Cross – all in favour. The Clerk will progress.	FB
7.16	To agree an emergency fund be set up for discretionary use – The Chairman proposed that £1000 be made available for use in emergencies & at the discretion of The Clerk/RFO, The Chairman & The Vice Chairman – seconded by Mr Cross – all in favour. Mr Reeves reminded all of the Parochial Charity which may be able to assist those in need.	

8	TO AGREE TO MOVE THE ANNUAL PARISH MEETING TO MAY 2020, SUBJECT TO FURTHER GUIDANCE BY GOVERNMENT	
	<p>The Clerk advised that usually the APM would be held in April & legally has to be by the end of May, she therefore suggested it be rearranged to coincide with the May PC Meeting.</p> <p>Mr Cross said legally the PC only have to meet 4 times a year & asked if the April PC meeting should also be cancelled. The Chairman said that given the current situation, and the fast pace at which it is changing, we should continue to meet.</p> <p>The Chairman proposed that the APM be moved to May 2020 – seconded by Mrs Hutson, all in favour.</p>	
10	DATE OF NEXT MEETING – Monday 20th April 2020 – 7.30pm by Video Conference	

There being no further business the meeting closed at 7.39pm