

# WHINBURGH & WESTFIELD PARISH COUNCIL

8 June 2020

**Members of the public are invited to attend** a Meeting of Whinburgh & Westfield Parish Council to be held **via video link**, on Tuesday, 16 June 2020 at 7.30 p.m. for the purpose of transacting the following business. It is possible to attend this virtual meeting by computer, notepad, smart phone or similar device. Please contact the Clerk, preferably by email at [clerk.whinburghandwestfieldpc@gmail.com](mailto:clerk.whinburghandwestfieldpc@gmail.com) (or failing that on 01953 499980). You will then be sent instructions and password to join the meeting.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

## Agenda

1. **To consider accepting** the reasons for any apologies for absence.
2. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. **To consider**
4. any applications made by Members for a dispensation to allow them to participate in and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
5. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. In view of the additional complexity of holding this meeting "virtually", the Chairman will be particularly strict in keeping this section of business as short as possible.
6. **To confirm** the minutes of the meeting held on Tuesday, 19 May 2020, for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
7. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 7.1. [17, Minutes of 15 April 2020] **Electricity supply.** NPower has twice refused the request made by Octopus Energy to transfer the account to them, claiming that they were asking for it to happen on the wrong dates. As a result the transfer will not take place until 12 July, which will mean nPower will charge at the higher rate for a few days, but the Clerk now his confirmation in writing from both companies that this will now go through.

8. **To receive** Correspondence.
  - 8.1. Barclays Bank Plc: *The interest rate on your savings account is changing*,
  - 8.2. Breckland Council: *Recycling Payment 2019-20 - £138.68*.
  - 8.3. nPower: *We've objected to the transfer of your electricity supply*.
  - 8.4. nPower: *We've received you electricity termination notice*.
  - 8.5. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 May 2020*.
  - 8.6. Barclays Bank Plc: *Your Community Account statement - 1-29 May 2020*.
  - 8.7. Barclays Bank Plc: *Your Active Saver Account statement - 1-29 May 2020*.
  - 8.8. nPower: *We've objected to the transfer of your electricity supply (2)*.
9. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where.
10. **To agree** the steps required to construct a suitable plinth to take the new Whinburgh Village Sign, ready for installation on delivery.
11. **To receive** and **note** the report of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20.
12. **To approve** the AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20.
13. **To approve** the AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20.
14. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2019/20 Part 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed AGAR to the external auditor for a limited assurance review.
15. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
16. **To note** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.
17. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption. The Clerk will then send this to the External Auditor, and publish all the required documents on the website and notice boards.
18. **To approve** the Explanation of variances and Bank reconciliation.
19. **To appoint** the Internal Auditor for 2020-2021.
20. **Finance.**
  - 20.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £990.93 (salary for 30 March 2020 to 28 June 2020: £921.64; payment for use of home as office: £13.00; Mileage Allowance Payment for 12 February 2020 to 7 June 2020: £56.29).
  - 20.2. **To approve** payment of £26.73 (Postage & telephones £21.22; Stationery £1.69; Other - Land Registry Title search £3.00; VAT £0.82) to the Clerk as reimbursement for items paid on behalf of the Council for 10 March 2020 to 7 June 2019.
  - 20.3. **To approve** payment of £4,775.00 to Village Sign People, in settlement of invoice no. 145 for manufacture of the replacement Whinburgh Village Sign.
  - 20.4. **To approve** payment of an appropriate honorarium to Mr Jamie Kent for the completion of the Internal Audit for the year ended 31 March 2020.
  - 20.5. **To note** that on 22 May 2020 Anglian Water deducted £1.71 from the Council's account by Direct Debit, in settlement of their bill no. 7196535 for water supplied.

- 20.6. **To note** that on 22 June 2020 nPower will deduct £136.35 (£129.85 + £6.50 VAT) from the Council's account by Direct Debit, in settlement of invoices date 4 June 2020 for electricity supplied from 24 February to 19 May 2020.
- 20.7. **To note** receipt of the following credit:
- 20.7.1. Breckland Council - Glass recycling: £138.68 - 2 June 2020.
- 20.8. **To vire** the sum of £54.00 from the Staff Costs budget (formerly Clerk's salary) to Other Staff Related Costs (formerly Clerk's Mileage Allowance) in order to accommodate the changes made to the way of reporting the costs of Homeworking Allowances in the 2020/21 AGAR.
- 20.9. **To receive** the monthly Financial Report.
21. **To decide** on any matters for consideration at next meeting.
22. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 15 July 2020 at 7.30 p.m., via video link.

**Possible Future Meeting dates:**

Wednesday, 15 July 2020	Wednesday, 14 October 2020	Tuesday, 19 January, 2021
Tuesday, 18 August 2020	Tuesday, 17 November, 2020	Tuesday, 16 February, 2021
Tuesday, 15 September 2020	Tuesday, 15 December, 2020	Tuesday, 16 March, 2021

Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.