**DRAFT**

**Minutes of a meeting of Quidenham Parish Council held on the**

 **15th of June 2020 in the grounds of the Garnier Hall.**

The meeting opened at 3 p.m.

Those present: Peter Lotarius, Chairman (PL); D. Hunt (DH); Simon Lee (SL); D.Cumming (DC); Heather Doig (HD).

**1. Apologies for absence.** An apology had been received from David Wright.

**2. Declarations of Interest.** There were no declarations of interest to add to those declared by the Councillors at this year's elections.

**3. Minutes of the last meeting.** The Minutes of the last meeting were agreed to be a true record and the Chairman will sign them at a later date.

**4. Matters arising from the Minutes.** The Chairman suggested these should be discussed at a future meeting.

**5. Finance. 5.1** To receive and approve the accounts for the year 2019/20. The Clerk had circulated a copy of the Accounts for the year 2019/20 to the Councillors together with a copy of the Internal Auditor's Report and the Bank Reconciliation. DH proposed the approval of the Accounts and HD seconded the proposal. The Council then approved the Accounts unanimously. The Clerk will circulate the Budget Comparison and Explanation of Variances within the next few days. She will display the Public Inspection Notices when she receives

permission to do so from the External Auditors.

 **5.2.** The Clerk had circulated a copy of the Certificate of Exemption from a limited assurance review to the Council. This exempts smaller authorities i.e. those where the higher of their gross income or gross expenditure did not exceed £25,000 in the year of account 2019/20 from a limited assurance review under Section 9 of the Local Authorities (Smaller Authorities) Regulations 2015. The Council agreed that such exemption should be sought, DC proposed the exemption and SL seconded it. The Chairman signed the Certificate and after signing it the Clerk will send it to the External Auditors., PKF LittleJohn of Canary Wharf, London.

 **5.3.** The present state of the current account at Messrs. Barclay's Bank

is £15,989.70. There are no outstanding invoices to be paid. DW had sought permission to buy a new battery for one of the SAM2s. PL had agreed he should do so as he felt that the Council members would not raise any objection.

 **5.4.** To receive and approve the Internal Auditor's Report. The Clerk had circulated the Report together with her reply to comments made by the Internal Auditor. The Report and the Clerk's reply will be available for examination together with the accounts in due course.

Signed………………………….Page 1 of 2 QPC Minutes 15th June 2020 Dated……………………...

**6. Planning.** 3PL/2020/0505/F This application has now been accepted by the Breckland District Council.

**7. Chairman's Report.** PL's report covered a number of items amongst which was a plea for those people who hadn't signed up to the County Broadband initiative to do so. A lively discussion took place amongst the Councillors about this topic. He reported that work was well in hand on both the Wilby and Eccles telephone boxes. Good news had been received from the Quidenham Village Society with regard to the Reading Room, the roof is to be replaced and then water and sanitation facilities will be brought to the site. PL stated his keenness to press ahead with the provision of defibrillator(s) with Mrs. Midgeley leading the initiative. The work on the 'humpback' railway bridge is to start in October with provision for shelter for the operatives to start in August. The Garnier Hall has received a grant of £10,000. He has heard no more from the Attleborough Development Group. The Parish continues to experience speeding problems despite the lockdown. He has given some thought to the subject of requests from charities for donations and had not come to any conclusion as to the type of charity the Council might be prepared to support bearing in mind that the Precept is raised from the Council Taxes paid by parishioners.

**8. Clerk's report.** The Clerk suggested that the subject of co-option of a new Councillor be discussed at the next meeting. As both were admirable candidates she will speak to them with regard to one taking on the post of Councillor and the other to attend as a non-voting member of the Council and perhaps deal with special projects which arise and in which she has an interest. She, the Clerk, will have to seek the advice of the Electoral Officer on this last point although her feeling is that it will not be legal practice.

The Clerk announced her intention to stand down from the post after the current financial year, however if it should be difficult to recruit someone than she will cover the Parish until a suitable person can be found. She is also willing to work alongside a new Clerk for a short period to ease the transition.

 At this point the Chairman thanked the Councillors for attending at this very difficult time and brought the meeting to a close. A date was set for the next meeting of the 29th of June 2020 at 7 p.m. The Clerk to speak to DW to discover if this is a convenient time for him.

The meeting closed at 4.30 p.m.

Signed………………………………..Page 2 of 2 QPC Minutes 15th June 2020 Dated………………………..