**20LHPC02b Little Horkesley Parish Council**

 **meeting held in the Village Hall on Wednesday 19 February**

**Present:** Maria Oats (Chair)

 Chris Exley

 Chris Jacobs

 Hannah Taylor

 Susie Goldring

 Jo Petersen (Clerk)

 With Cllr Nigel Chapman (CBC Rural North.)

**Apologies**

There were no apologies.

Maria Oats declared a non-pecuniary interest in item 6D

Chris Jacobs declared a pecuniary interest in item 6D

**1. Minutes**

The Minutes of the meeting held on 15 January were agreed as an accurate record.

**2. Tribute to Roger Drury**

All members of the Parish Council were shocked and saddened by the sudden illness and death of Roger Drury, the previous clerk.  Roger had been a parish councillor and clerk of Little Horkesley Parish Council for many years (more than he could himself remember).  He had acted as clerk, without remuneration, until the end of last year, and at the time of his death was still working with the Parish Council and the new clerk to ease the transition.  Roger’s involvement in the Parish Council was very much led by his desire to give back to the local community and his deep held regard for and wish to work for the protection of the countryside, in particular the Dedham Vale and Stour Valley AONB.  He will be much missed by the members of the Parish Council as a colleague and friend, and by the village as a whole.  The members of the Parish Council send their sincere condolences to Marion, Roger’s widow.

The Chair thanked the Clerk for her hard work and support during this difficult period.  She also congratulated the Clerk on the excellent feedback she had received on completion of the first unit of her CiLCA course.

**3. Insurance Cover**

Maria Oats confirmed that she has spoken with Came & Co and the Parish Council’s insurance policy has the necessary coverage for an employee (the new clerk.)

Roger Drury had previously informed Came & Co of a reduction in the asset register as a result of the removal of the play equipment from the playing field (email dated 20/1/2020.)

The clerk confirmed that she has displayed the council’s Employer’s Liability Certificate on the notice board in the bus shelter.

**4. Parish Council Policies**

The new policy documents circulated to all councillors were approved. Maria Oats and the clerk will agree review dates and add them to the policy documents.

Chris Exley questioned who would take the role of clerk in the event that the clerk was ill and unable to attend a meeting. It was agreed that the Vice-Chairman would perform the role in such an event.

The clerk confirmed that she will publish the new policy documents on the website once the review dates have been agreed.

**5. Individual Responsibilities**

All members of the parish council agreed with the new proposed responsibilities.

The Clerk will write a guide for Susie Goldring to ensure she is able to edit the website if required.

**6. Clerk’s Report**

*a. HMRC Tax Implications*

The clerk spoke with HMRC for a second time, and despite being told by other clerks on the CiLCA course that she would need to register with HMRC, it was confirmed by HMRC that this was not the case.

The Parish Council therefore agreed that it was not necessary to register with HMRC. The Clerk will write up a record of her conversations with HMRC.

[Post Meeting Note; The situation has changed since this meeting following further discussion with HMRC from which it appears that the Council does have to register due to the clerk claiming expenses.]

*b. Playing Field*

Hannah Taylor confirmed that the play equipment had been dismantled and removed, and that the area looked neat and tidy.

The article has been published in the Parish Magazine detailing the removal of the play equipment and Chris Jacobs has replied to queries on social media.

*c. Little Horkesley Website*

It was agreed that all councillors will probably require separate email addresses specifically for Parish Council business (subject to review of the ICO paper referred to below.) These will be published on the new website.

Photographs are still required from Chris Exley and Hannah Taylor for the Councillor profile page.

The clerk confirmed that she needs to finish uploading historical minutes and agendas, as well as past planning applications, and then the website will be complete and ready to publish.

*d. Roads and Verges*

A discussion took place about the flooding from the pond in School Road.

The flooding by Kings Farm was discussed at length. The clerk will register the flood with ECC Highways.

Hannah Taylor noted that the pot holes on Water Lane had been marked with red paint and suggested that any other potholes are brought to ECC Highway’s attention.

*e. VE Day 75*

It was agreed by all Councillors that the Parish Council will not pursue the previously proposed idea of a village celebration to mark VE Day 75 given the current situation.

The Parish Council will support the Spring Fair which is to be held on 25th April.

*f. Grant for Picnic Bench*

All Councillor’s agreed that the clerk should apply for a grant for three new benches for the village “Green Space”.

Maria Oats suggested that the council dedicate one of the benches to the memory of Roger Drury by way of a commemorative plaque. This was meet with enthusiasm by all councillors.

*g. Parish Council Meeting Dates*

It was agreed to move the date of the April Parish Council meeting from 15th to the 22nd April. The clerk will arrange for the village hall to be rebooked.

The July meeting will remain on the 15th July and Chris Exley will Chair the meeting in Maria Oat’s absence.

**7. Planning**

The were no planning issues to discuss.

**8. Finance**

The clerk reported on the new budgeting spreadsheet she has been working on. This has been checked and approved by a qualified accountant. A copy of the current sheet was circulated amongst the councillors.

The clerk also confirmed that she has booked herself onto an EALC Course on 11 March titled “End of Year Accounting (Small Councils) less than £25k.” This should ensure that all end of year accounting procedures are executed correctly.

The following expenditure was approved:

* £900.00 to Danny Thurlow for removal of the playgroup equipment
* £75.00 Stuart Mosley for removal of bench in play area
* £122.40 Jo Petersen for web hosting with Wix
* £60.04 Jo Petersen for G-Suite Mailbox
* £28.15 Jo Petersen for new domain littlehorkesleypc.com
* £169.35 Jo Petersen salary

**9. Correspondence**

Email from Simon Amstutz (AONB Manager Suffolk CC) regarding damage to the roots of an oak tree from farm machinery.  It was agreed to monitor this and that the issue could be raised when the Council next writes to local farmers in relation to other issues eg. footpaths.

**10. Items for the Next Agenda**

The following items were raised:

* The ICO Fact Sheet for Councils on the use of personal email addresses and devices.
* Affordable Housing

 **……………………………………………………………………………….. ( Maria Oats – Chair)**

 **……………………………………………………………………………….. (Date)**

**The next Parish Council Meeting will be held on Wednesday 18 March 2020**