**Draft Minutes**

**of Whepstead Parish Council AGM held via Zoom on**

**Friday May 22nd 2020 at 6pm**

Attendees Councillors N Aitkens - NA

 L Smith – LS

 T Smith – TS

 G Merrett – GM

 S Durrant – SD

 A Walsh – AW

 G Corcoran - GC

Clerk D Rix – DR

County Councillor K Soons - KS

District Councillor M Evans – ME

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| 67/168/269/370/471/572/673/774/875/976/1077/1178/1279/1380/1481/1582/1683/1784/1885/1986/2087/2188/22 | **Election of Chairman**It was proposed by Cllr TS and seconded by Cllr SD that Cllr Aitkens be appointed Chairman. **Declaration of Acceptance of Office by Chairman**Cllr NA signed the Declaration of Acceptance of Office which had been sent to him in advance of the meeting and then opened the meeting. **Appointment of Vice Chairman**It was proposed by Cllr NA and seconded by Cllr GM that Cllr TS be appointed Vice Chairman. **Appointment of SALC representative** (Cllr TS took over chairing the meeting as Cllr NA lost connection)Cllr TS agreed to continue in this role**Appointment of Rights of Way representative**Cllr TS nominated Cllr NA to continue in this role**Appointment of WCA representative** Cllr GM agreed to continue in the role, but asked that WCA and PC meetings weren’t on consecutive nights. **Appointment of Neighbourhood Watch representative**Cllr LS agreed to continue in the role**Declarations of Interest**None**Apologies for Absence**None **District Councillor’s Report**Cllr Mary Evans said that West Suffolk Council was working very hard and its Home, But Not Alone scheme had been very successful. There was a problem with street drinkers, but no street crime only opportunistic burglaries which tended to be carried out by men in vans. The brown bin collections were restarting on June 1. ME would organise for the £150 locality budget money to come to the PC and said that each village hall would receive a £10,000 grant. **County Councillor’s Report** Cllr KS had sent her report ahead of the meeting. She said both domestic violence and mental health cases had risen. Recycling sites were back open but only for hazardous waste and appointments had to be made online. She said there were lots of scams around so beware and urged everyone to report road defects etc. to Highways as the lockdown was giving them a chance to get on top of things. She urged everyone to continue following guidance to prevent a second peak in cases later in the year.**Public Forum**None**Planning Applications – TCA, 2 Rectory Grove**Cllrs agreed to support the application for the removal of 1 leylandi tree at 2 Rectory Grove.**Minutes of the Meeting held on March 18th** Cllr TS proposed and it was seconded by Cllr GC that the minutes were a true record.**Matters Arising from the March 18th meeting**None**Clerk’s Report** DR went through the risk assessment and councillors were happy with the checks in place. The CSW team had been told not to do anything until they heard from the Ipswich office. The new SID had been sent with only one bracket, which was bigger than the last ones. Two new brackets have been ordered costing £105. The speed signs will be installed when they are given the go ahead. **Finance** DR mentioned that the PC had received £690.60 – a recycling credit from West Suffolk Council which she felt should have gone to the WCA instead. She would talk to Sue and Di.DR had circulated the annual accounts ahead of the meeting. The Annual Governance Statement was read out. Cllr TS proposed and it was seconded by Cllr GC that first Section 1, the Annual Governance Statement, and then Section 2, the Accounting Statements be approved and signed. Cllr NA and DR also to sign the Certificate of Exemption ready for submission. She would belatedly ask Robin Drayton to internally audit the accounts. There were two invoices for payment:Vertas grass cutting: £487.84Westcotec (2 brackets) £105It was proposed by Cllr TS and seconded by Cllr GC that the bank reconciliation for the year end to March 2020 was correct and that the cheques be signed. **Bank balance to end March 2020**

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| Balance in Treasurers Account | £4,286.87 |
| Savings account | £10,454.12 |
| Total | £14,740.99 |
| Less cheques not presented | Nil |
| Total | £14,740.99 |

**Covid-19 Matters and Response**It was felt that the village was pulling together well and had a good support network in place. There was one case of Covid-19 in the village. Cllr AW said she had heard that the pub’s free meals to the vulnerable would stop this weekend and that they hoped to find a way to reopen safely in July. **Footpaths, Byways and Highways**The final version of the village walks leaflet had gone to print. DR had been sent a PDF version that she would put on the website. **Correspondence** DR had received a letter from Clare, Countess of Euston the Lord Lieutenant of Suffolk thanking our community for the support it is providing in these challenging times. Included was a copy of the Queen’s VE Day speech for our records. **Chairman’s Comments**None**Any Other Business**DR was asked to investigate any planning that might have been required by a new timber supply business in the village. Cllr LS said a number of villagers had had the plants/produce they were selling on the side of the road stolen or thrown around. She urged everyone to be vigilant. The meeting closed at 6.40pmSigned………………………………..Dated……………… |