

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL
Minutes of the Annual Meeting held Tuesday 4 May 2021 by video via Zoom

Present: Councillors Ian Norman, Ian Tayler, Tim Plant, Richard Ayres, Rosemary Conibeer, Jill Pass

Apologies: Michael Light, Gordon Gilbert, Carol Poulter (ESC)

In attendance: Parish clerk Debbi Tayler, Andrew Reid (SCC)

1 Election of chairman

Councillor Plant proposed the nomination of Ian Norman as parish council chairman. The motion was seconded by Councillor Ayres, the motion was unanimously approved. Councillor Norman signed the Declaration of Acceptance of Office.

2 Election of deputy chairman

Councillor Norman nominated the election of Councillor Tayler. This was seconded by Councillor Pass and the motion was unanimously approved.

3 Apologies

Apologies were received from Councillors Light and Gilbert, their reasons for non attendance were accepted. Apologies were also received from Councillor Poulter.

4 Declarations of Acceptance of Office

Councillors will sign these and return them to the clerk.

5 Declarations of Interest

There were no declarations of interest for items on the agenda.

6 Minutes of meeting held 13 April 2021

The minutes of the meetings were unanimously approved and will be signed by the chair.

7 Questions from the public

There were no questions.

8 Reports from County and District Councillors

Councillors Poulter and Reid had provided their annual report which the clerk circulated.

Councillor Reid highlighted various work that SCC had undertaken throughout the year. Councillor Reid was asked if SCC was interested in the JCB pothole filling equipment. SCC do have a relationship with JCB but the machine is too large for rural roads.

9 Clerk's Report

The correspondence log was circulated prior to the meeting.

Councillor Conibeer reported that the small noticeboard on the wall of the house now owned by EDF in Farnham has now been sealed and the clerk has written to EDF to ask if they will consider replacing it.

Signed(Chair)

Date.....

10 RFO's report

On 30 April there was £9567.23 in the council's bank account.
There were two invoices for approval.

Clerk's salary inc admin	£289.30	Legal power
PAYE Month 2	£68.80	LGA 1972 s.112
		LGA 1972 s.112

The clerk advised that her invoice includes the monthly Zoom subscription of £14.39. The new balance is £9209.13. The precept has been paid in one instalment this year in order to help councils following the pandemic. It included a £10 grant to help with Covid 19 associated work.

The approvals sheets and bank statements will be delivered to Councillors Pass and Gilbert to sign.

Once the AGAR is signed off the clerk will forward all the documents required to SALC who will carry out the internal audit.

11 Approval to sign the Certificate of Exemption 2020/21

The clerk set out the criteria required for the exemption and it was agreed that these are met and the certificate should be signed and sent to the external auditor, PKF Littlejohn.

12 Completion of the Annual Governance Statement 2020/21

In advance of the meeting the clerk had circulated the AGAR 2020/21 and the Internal Control Report and Statement. Each section of the AGS was discussed and the clerk explained the processes in place. All sections were approved unanimously. The clerk will now pass the document to the chair to sign as 'wet' signatures are still required although all audit documentation must now be provided to the internal auditor by email or on the council's website.

13 Approval of the Accounting Statement 2020/21

The clerk had circulated the Accounting Statement 2020/21 in advance of the meeting as well as the Explanation of Variances. Box 4 – Staff costs – has an increase of £872 and 49.97% increase from the previous year. This was due to a salary review and increase on 1 April 2020 and an additional 43.75 hours worked. Box 6 – All other payments – also required explanation as there has been an increase of £943 and 64.99% from the previous year. This was due to additional payments for defibrillator consumables, emergency bag/box contents and s.137 payments of £400.

The Accounting Statement was approved unanimously.

14 External Meetings inc The Sizewell C Project

There had been no external meetings.

The clerk had circulated a document with all the questions asked by the Planning Inspectorate that referred to the Two Village Bypass. It was agreed that the clerk will draft a Written Representation to the Inspectorate and this will be crafted around the questions asked, the deadline is 12 June. The council agreed they would not ask to speak at the examination as written evidence carries as much weight as that given orally.

Signed(Chair)

Date.....

15 Items for future meetings

The next meeting is due to take place on 14 June and will be held at the Riverside Centre. The clerk will contact the Riverside Centre regarding arrangements.

The meeting was closed at 20.27.

Signed(Chair)

Date.....