

Minutes of Parish Council Meeting held on Monday 30 November 2020 at 6.00 pm virtually via Zoom

Parish Councillors (6) present	Jenny Hinton, Peter Collecott, Jane Murray, Robin Hinton, Mike Shaw, Tony Knights
County Councillors	None
District Councillors	None
Also in attendance	Carla Petersen (Clerk)
Members of the public	1 (for interview)

1. To receive the resignation from Councillor John Murray dated 23 November 2020

The Clerk reported receiving in writing the resignation from Councillor John Murray. East Suffolk Council had been advised and a Notice of Vacancy was prepared and has been displayed.

2. Election of Chair and signing of Declaration of Acceptance of Office.

Cllr Jenny Hinton invited nominations for the office of Chair. Only one nomination was suggested, and it was agreed that Cllr Jenny Hinton be elected to serve as Chair. Declaration of Acceptance of Office was signed, and Cllr Jenny Hinton took the remainder of the meeting as Chair. One nomination was suggested for the now vacant position of Vice-Chair, and it was agreed that Cllr Collecott be elected to serve as Vice-Chair.

3. To receive and approve apologies for absence.

Apologies were received and accepted for Cllr King (due to work commitments).

4. To receive any declarations of interest from Members & consider requests for dispensations

Cllr Jane Murray and Cllr Collecott declared an interest as members of Oulton Community Council. Cllr Jenny Hinton declared an interest as OPC liaison for Oulton Community Council.

5. To approve minutes of Parish Council meeting held on 3 November 2020

Accepted as accurate. Proposed by Cllr Collecott and seconded by Cllr Knights.

6. Adjournment for Public Participation (15 minutes allowed for)

None.

7. To interview candidates for co-option into one vacant Parish Councillor position.

There had only been one application received for this vacancy. The candidate had been interviewed at the OPC meeting on 2 November 2020. It was deemed unnecessary to ask the candidate further questions. Due to technical difficulties the applicant left the meeting.

8. To agree upon the co-option of a candidate as a Parish Councillor.

Resolved unanimously for the applicant to be co-opted. Proposed by Cllr Jane Murray and seconded by Cllr Robin Hinton. The Clerk will telephone the applicant after the meeting.

9. To consider and adopt the following draft policies/documents reviewed by the Policy Working Group:

- 9.1 Appraisal Policy & Procedure
- 9.2 Communications Policy
- 9.3 Data Breach Policy
- 9.4 Data Protection Policy
- 9.5 Dignity at Work/Bullying & Harassment Policy
- 9.6 Equality & Diversity Policy

- 9.7 Expenses Policy
- 9.8 Health & Safety Policy
- 9.9 Lone/Home Worker Policy
- 9.10 Pay Policy
- 9.11 Press & Media Relations Policy
- 9.12 Retention of Documents and Records Management Policy
- 9.13 Speed Indicator Device (SID) Risk Assessment and Management Policy
- 9.14 Terms of Reference for Neighbourhood Plan Working Group

These had all been circulated and reviewed by the Policy Working Group. The documents were then circulated to all Councillors before the meeting. Cllr Knights enquired about Councillor email addresses which are mentioned in 9.2 and the Clerk said that they will be sorted when workload permits. Resolved to approve 9.1 – 9.14. Proposed by Cllr Robin Hinton and seconded by Cllr Knights.

10. To receive a report on VAT from the finance officer.

The reason for preparing the report on VAT was to address concerns from the previous Clerk (LW) who had asked Cllr Jane Murray to raise the issue at the meeting on 3 November 2020. On 4 November 2020, the Clerk (CP) requested, before second lockdown, for Cllr Jenny Hinton (as finance officer) to look at the accounts. The report prepared by Cllr Jenny Hinton found that OPC had never been registered to reclaim VAT, HMRC had to set up an account to reclaim VAT, a total of £1338.39 was successfully reclaimed by the current Clerk (CP), VAT is now clearly shown in the accounts, this was the first VAT reclaim made by OPC and the report was backed up by correspondence, emails and letters. Resolved to approve the report. Proposed by Cllr Robin Hinton and seconded by Cllr Knights.

11. To confirm date of the next Parish Council Meeting as Tuesday 1 December 2020 @ 7.00 pm via Zoom.

Confirmed.

The meeting closed at 6.37 pm.