

**MINUTES OF THE MEETING OF HASTINGLEIGH PARISH COUNCIL
ON 4th MAY 2021 HELD VIRTUALLY VIA ZOOM**

Present: Cllr Mrs Day (Chair) Cllr Mrs Boxall
Cllr Mrs Helmer

		To be actioned by
1.	Election of the Chairman and any Vice-Chairman for the Council year 2021-22	
	Cllr Boxall proposed Cllr Day to stand as Chairman, Cllr Helmer seconded this. Cllr Day took the Chair. Cllr Boxall proposed Cllr Helmer as Vice Chairman, Cllr Day seconded this.	
2.	Completion of the Declaration of Acceptance of Office Form by Chairman	
	Cllr Day signed the declaration of acceptance of office form.	
3.	To receive and approve apologies for absence.	
	There were no apologies for absence.	
4.	To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.	
	There were no declarations of interest.	
5.	To approve the minutes of the meeting held on 9th March 2021	
	The minutes were signed as a true record.	
6.	To discuss matters arising from the above minutes not covered by the agenda.	
	The April meeting did not go ahead as we were in a period of national mourning following the death of the Duke of Edinburgh. The trees have been cut back by the contractor on the field. There is a thorn tree on the football field that has come over from the neighbouring property, this will be removed.	
7.	Public session: To receive questions and comments from the public on any agenda item.	
	There were no members of the public present.	

8.	Financial matters:																			
	<p>a) To approve the following financial documents:</p> <p>i. To consider the findings of the Review of Effectiveness of the System of Internal Controls The Parish Council reviewed the effectiveness of the system of internal controls. This was accepted and signed by the Chairman.</p> <p>ii. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review The Council agreed to certify itself as exempt; the Chairman signed the Certificate of exemption.</p> <p>iii. To receive the end of year accounts The end of year accounts were received by the Parish Council.</p> <p>iv. To receive the report from the Internal Auditor The Internal Auditors report was received.</p> <p>v. To approve the Annual Governance Statement 2020/21, section 1 of the AGAR for the year ending 31 March 21 The Annual Governance Statement 2020/21 was completed and approved. The Chairman signed the Annual Governance Statement.</p> <p>vi. To consider the Accounting Statements 2020/21 and approve the Accounting Statements 2020/21, section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31st March 2021 and the explanation of significant variance from 2019-20 to 2020-21. To ensure the Accounting Statements 2020/21 are signed and dated by the person presiding at the meeting The Parish Council approved the Accounting Statements 2020/21. This was supported by the Bank Reconciliation and the explanation of significant variance. The Chairman signed the Accounting Statement 2020/21.</p> <p>b) To note/authorise the following:</p> <p>i. To note the Parish Council's financial position. The Parish council bank account has £3703.09</p> <p>ii. To authorise any payments The Parish Council authorised the payments to be made:</p> <table border="1" data-bbox="228 1464 1273 1816"> <tr> <td>000381</td> <td>Kent Association of Local Councils</td> <td>£171.46</td> </tr> <tr> <td>000382</td> <td>St Mary the Virgin, Hastingleigh</td> <td>£100.00</td> </tr> <tr> <td>000383</td> <td>S Lister</td> <td>£60.00</td> </tr> <tr> <td>000384</td> <td>Evington Hall</td> <td>£200.00</td> </tr> <tr> <td>000385</td> <td>H Powell</td> <td>£30.00</td> </tr> <tr> <td>000386</td> <td>HMRC</td> <td>£42.40</td> </tr> </table>	000381	Kent Association of Local Councils	£171.46	000382	St Mary the Virgin, Hastingleigh	£100.00	000383	S Lister	£60.00	000384	Evington Hall	£200.00	000385	H Powell	£30.00	000386	HMRC	£42.40	
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9.	To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks																			
	The Parish Council reviewed its Financial Regulations, Standing Orders, Asset Register and Risk Assessment were reviewed and the arrangements were insurance cover were all approved. An additional bench at the pond was added to the Risk Assessment.																			

10.	Review of the Council's and/or staff subscriptions to other bodies i.e. KALC	
	The Parish Council reviewed the subscription to KALC.	
11.	Review of the Council's complaints procedure	
	The Parish Council reviewed its complaints procedure. This was approved with no changes.	
12.	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21)	
	The Parish Council reviewed the Council's policies, procedures and practices in respect of its obligations under freedom of information. This was approved with no changes.	
13.	Review of the Council's policy for dealing with the press/media	
	The Parish Council reviewed the Council's policy for dealing with the press/media. This was approved with no changes.	
14.	Review of the Council's employment policies and procedures	
	The Parish Council reviewed the Council's employment policies and procedures. This was approved with no changes.	
15.	To consider any changes to the Risk Assessment.	
	No changes were to be made.	
16.	To Review any updates regarding the football field tree work/pond area.	
	The pond looked sad as it is so empty. The Iris' are growing back. There are three cowslips growing by the pond. The Parish Council agreed to ask Mr Dryland to go ahead with the repair of the information panel.	
17.	Planning matters: to approve the responses to any recent planning applications.	
	Planning applications had been received for: Zigzag – a retrospective application for a new driveway and parking spaces – The Parish Council raises no objections. Crabtree Farm – an application has been received for a new door - The Parish Council raises no objections. Stoakes Cottage – a retrospective application had been received for a septic tank – The Parish Council raises no objections.	
18.	Any Other Business (for information purposes only):	
	The Platinum Jubilee had been discussed at a local Evington Community Project. There is to be a street party. There was a discussion regarding the co-opting of new Councillors.	
19.	Date of next meeting - 14th September 2021 at the Evington Hall	
	Tuesday 14 September 2021 Tuesday 9 November 2021	

	Tuesday 11 th January 2022 Tuesday 8 March 2022 Tuesday 10 May 2022	
	The meeting closed at 9.05pm	

Signed:

Date: