

MINUTES OF THE SPECIAL MEETING OF BRENT ELEIGH PARISH COUNCIL HELD ON 24 JUNE 2021 IN THE VILLAGE HALL COMMENCING AT 8.00PM

Present:

Cllr Kevin Went (Chair)
 Cllr Natalie Helms
 Cllr Karen Marshall
 Cllr Francesca Scoones

Apologies:

Cllr Martin Austin

In Attendance:

William Grosvenor (*Clerk to the Council*)

		Action
21.42	CHAIR'S WELCOME Cllr Went welcomed all present to the meeting.	
21.43	TO RECEIVE APOLOGIES FOR ABSENCE Apologies were received from Cllr Austin.	
21.44	DECLARATIONS OF INTEREST	
21.44.01	To Receive Amendments to the Register There were no amendments to the Register.	
21.44.02	To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda There were none.	
21.44.03	To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda There were none.	
21.44.04	To Receive Full / Partial Dispensations for Pecuniary Interests Declared It was noted that there had been no requests for dispensations.	
21.45	TO RECEIVE AND CONSIDER REPORTS ON FINANCIAL MATTERS	
21.45.01	To receive and note the Annual Internal Audit report for 2020/21 The internal audit report, which was unqualified, was received by Councillors and NOTED . Mr Michael Warner was thanked for undertaking this important task on behalf of the community.	
21.45.02	To review the internal control checklist The Clerk took Members through the internal control checklist; which had previously been distributed. The Internal Control Statement itself was considered and approved at the Council's Statutory Annual Meeting on 27 May 2021. The checklist as agreed by Councillors is appended below these Minutes. The only outstanding issue is in relation to the suite of documentation in respect of what is now referred to as UK GDPR, and this will be rectified at a subsequent meeting of the Council. .	Clerk
21.45.03	To approve the Annual Governance Statement for 2020/21 After satisfying themselves that the system of internal control in	

	place is appropriate for the needs of a small parish council, it was RESOLVED to approve the Annual Governance Statement, which was duly signed by the Chair and the Clerk. <i>Proposed by:</i> Cllr Went <i>Seconded by:</i> Cllr Scoones	
21.45.04	To consider and approve the Accounting Statements for 2020/21 The Clerk summarised the Accounting Statements and supporting papers, which were discussed and AGREED . The gross income for 2020/21 was £2,307 and the gross expenditure £2,037. The Council had previously (at its statutory Annual Meeting on 27 May 2021) agreed to certify itself as exempt from a limited assurance review by virtue of its small turnover. It was RESOLVED to approve the Accounting Statements for 2020/21 and they were duly signed by the Chair. <i>Proposed by:</i> Cllr Went <i>Seconded by:</i> Cllr Scoones	
21.45.05	To sign the Certificate of Exemption The Certificate of Exemption was then duly signed by the Chair and Clerk.	
21.45.06	To review the Council's Asset Register and confirm the method of asset valuation adopted The Asset Register as at 31 March 2021 was reviewed and AGREED . It was RESOLVED to continue with the current method of valuation adopted. <i>Proposed by:</i> Cllr Helms <i>Seconded by:</i> Cllr Marshall	
21.45.07	To appoint the Internal Auditor for 2021/22 It was RESOLVED to invite Mr Michael Warner to be the Council's Internal Auditor for 2021/22. <i>Proposed by:</i> Cllr Went <i>Seconded by:</i> Cllr Scoones	Clerk
21.45.08	To consider and approve payments The following payments were considered: <ul style="list-style-type: none"> • £186.74 to Community Action Suffolk for renewal of the Council's insurances • £40.00 to the Information Commissioner for renewal of data protection registration. It was RESOLVED to approve these payments. <i>Proposed by:</i> Cllr Went <i>Seconded by:</i> Cllr Scoones	Clerk
21.46	PLANNING ISSUES	
21.46.01	To consider Planning Applications received (1) DC/21/03309 - Brett Lodge, The Street – revised application This application is for an increase in roof pitch to existing rear extension and erection of single storey porch to dwelling; erection of one and a half storey ancillary out-building and removal of 8no. trees (revised scheme to DC/20/05653). Following discussion Councillors had no comments to make in respect of these changes.	Clerk
21.46.02	To consider notified Planning Appeals (1) AP/20/00088 – Land north of Second Pits, Highlands Road, Monks Eleigh Appeal in respect of the refusal by Babergh DC to allow change of use of land at Highlands Road, Monks Eleigh, for use as a	

	single pitch gypsy and traveller site. Brent Eleigh PC objected to the application and the Clerk advised that the objection would be included in the documents considered by the Planning Inspector. No further comments were made by Councillors.	
21.46.03	Sustainable Travel Scheme https://baberghmidsuffolkactivetravel.commonplace.is/ Councillors considered the questions posed by Babergh's Sustainable Travel Officer and concluded that (1) there are no walking or cycling infrastructure schemes being pursued in the parish not already captured by the current consultation and (2) there is certainly room for improvement in terms of bus connectivity for the parish.	
21.47	DATE OF NEXT ORDINARY MEETING • 29 July 2021.	
21.48	CHAIRMAN'S CLOSING REMARKS The Chairman thanked everyone for attending the meeting. There being no further business the meeting closed at 8.35pm.	

APPENDIX

BRENT ELEIGH PARISH COUNCIL

INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

'The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.'

As part of its internal control, the Parish Council reviews the system of internal control on an annual basis via the following tests:

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	Yes	
Regular maintenance arrangement for physical assets	Yes	
Annual review of risk and the adequacy of Insurance cover	Yes	
Annual review of financial risk	Yes	
Awareness of Standing Orders and Financial regulations	Yes	
Adoption of Financial and Standing Orders	Yes	

Regular reporting on performance by contractors	N/A	
Annual review of contracts (where appropriate)	N/A	
Regular bank reconciliation	Yes	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	No	This is not a statutory requirement
Payments supported by invoices, authorised and minuted	Yes	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes	
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer	Yes No Yes Yes	This is not required if there are no changes. Otherwise the contract is reviewed as required e.g. change in hours Where required
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes	
Regular financial reporting to Parish Council	Yes	
Regular budget monitoring statements as reported to Parish Council	Yes	
Compliance with DCLG Guide <i>Open & Accountable Local Government</i> 2014, Part 4: Officer Decision Reports	N/A	
Compliance with Local Transparency Code of 2014: Items of expenditure incurred over £100	Yes	The cash book is published
Verifying that the Council is compliant with the General Data Protection Regulation requirements Are the following in place: • Audit / Impact Assessment		Privacy Notice in place. Data Protection Policy and procedures (inc retention policies) to be brought to the Council for consideration and approval

<ul style="list-style-type: none"> • Privacy Notices • Procedures for dealing with Subject Access Requests • Procedure for dealing with Data breaches • Data Retention & Disposal Policies 		
Minutes properly numbered and paginated with a master copy kept in for safekeeping		
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	N/A	All Members complete the Declaration of Interests Form as required by the District Council and no gifts of hospitality are accepted
Adoption of Codes of Conduct for Members	Yes	
Declaration of Acceptance of Office	Yes	

Date of review of system of Internal Controls Special Meeting of the Parish Council 24 June 2021
(Minute reference 21.45.02)

Next review of system of Internal Controls due May / June 2022