

BARSHAM AND SHIPMEADOW PARISH COUNCIL

Minutes of the **Annual General Meeting** held on 13th May 2020

At 7.30pm via Zoom conference

Members Present : Zane Blanchard (ZB) Peter Holmes (PH) Pauline Midwinter (PM) Annette Rix (AR) David Adcroft (DA)

Apologies for Absence: None

Election of Chairperson : AR proposed ZB as Chairman, this was seconded by PH. Motion was carried

Election of Vice Chairperson : ZB proposed PM as Vice Chair, PH seconded, motion was carried

Receiving the Declarations of Acceptance of Office from the Chairperson and Vice Chairperson.

In view this meeting was taking place on a Zoom conferencing platform, (due to Corvid 19 restrictions in place), the declarations could not be received, every attempt will be made to submit these documents within seven days of the meeting if circumstances allow.

To sign as a correct record the minutes of the AGM held on Wednesday 8th May 2019: DA proposed, PH seconded, ZB signed.

Audit of Parish Council Accounts 2019/20: Prepared by ZB, approved.

Financial Report for Year ending 31st March 2020:

ZB prepared the report. Approved

Chairman's Report:

During the past year, Barsham & Shipmeadow Parish Council continued to discharge its duties to the best of its ability, despite the fact that we are still 3 councillors short of a full representation from Barsham Parish. We had hoped to add new councillors during the PC elections, held last year, but this hope was not realised. This means that the various PC roles, responsibilities and projects have been undertaken by the five Parish Council members, rather than the 8 who should represent the two parishes of the benefice. This is a true work of community support without reward, public recognition or acknowledgement. I wish to thank and commend these Councillors for their dedication and commitment to the task.

In the continued absence of a salaried Parish Clerk, the administration of the council is carried out by three individuals who have shared the various finance, reporting, administration and correspondence roles between them. The need for a new Clerk remains acute but the associated costs may well be beyond our limited means. We are, however, operating within the law and we will continue to serve until such time as we can appoint a new Clerk. It may well be that we shall have to request an increase in the Parish Precept to be able to do so. A volunteer and unpaid Clerk would be an answer to a prayer!

We carried out the various formalities for the 2019 Annual Governance and Accountability Return (AGAR) and completed the Internal Audit to the satisfaction of the Auditor, Mr Jeremy Davis FCCA (Retired).

Unfortunately, as we were somewhat inexperienced in this work, the PC was charged a late return fee by the External Auditors PKF Littlejohn. The PC learned the lesson and the Draft 2020 AGAR and the required AGAR Part 2 Exemption from a Limited Assurance Review form will be agreed at this meeting, well within the set deadline. The present Covid-19 emergency has made our work more difficult as we cannot meet in person and this affects the completion and signing of statutory documentation.

During the year, the Parish Council renewed the wooden Shipmeadow sign, which sustained damage during the storms of 2019. This work was undertaken by Waveney Enterprises, a local charity which deserves our support and who produced the original sign some years ago.

We also fulfilled the first phase of the Defibrillator project and await the fitting of the appropriate secure housing so that this will be available for emergency use at the village hall site. The remaining elements of the Red Telephone Box project will be completed as soon as we can source a local business to do the required work. I would like to take this opportunity to thank District Councillor Judy Cloke who contributed a grant of £211 from the Enabling Communities Budget in order to support this project.

The much-needed repairs to the Barsham War Memorial will be undertaken as soon as the present building work at the village hall has been completed. The Council has retained the finance required to complete this task but will need to obtain a new set of estimates for the work.

On a less positive note, the Parish Council are currently in disagreement with a local landowner re the access path from the village hall to Holy Trinity church. This matter is still under review.

There have been no further alarms with regard to the local wind turbine and no serious matters to report under the heading of any other local planning applications.

In conclusion, I again thank all the councillors for their commitment and hard work as they fulfil their various and varied duties as members of the Parish Council. This is certainly much appreciated by this Chairman and by our two local District Councillors.

Zane Blanchard
Chairman
Barsham & Shipmeadow Parish Council
13th May 2020

Their being no more issues, the Annual General Meeting was closed at 8.05 pm

Signed:

Dated: