**ALBY WITH THWAITE PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on 10th June 2021 at 7.30 pm at the Spread-Eagle Public House, Erpingham, NR11 7QA**

**Present:** Chairman Barry Fitzpatrick, Deputy Chairman Will Cutts,

Councillors, Clare McNamara and Stephen Jordan

Clerk Rosalyn Dawson

No members of the public were present

1. **Apologies for Absence:** Councillor’s Sheila Goodley and Angus Mackenzie
2. **Declarations of interest:** None
3. **Annual Return (AGAR) 2020/21**

Councillors agreed that the Parish Council should certify itself as Exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The **Certificate of Exemption was unanimously approved.**

Councillors agreed that the controls as listed in the document were met and the **Annual Governance Statement was unanimously approved.**

A spreadsheet showing the financial position for the final quarter had been sent to Councillors in advance of the meeting; this was available to view on the parish council website.

Councillors agreed the values as prepared in the document and the **Annual** **Return Accounting Statement was unanimously approved.**

The Chairman queried the increase in staff costs from £1,267.51 at year end 2020 and £1,781 at year end 2021. The Clerk explained that the final meeting in March 2020 was cancelled due to the first Covid-19 Lockdown and the Clerk’s salary of £218.75 was carried over to year end 2021. **Clerk will produce further information.**

1. **Clerk’s Finance Report: 6 April to 5 July 2021**

An Accounting Statement {**ADDENDUM** 1} in the format of a spreadsheet for the 1st Quarter had been sent to Councillors in advance of the meeting.

**Community Account:**

Transactions for the period:

Income: (Precept) £1,500;

Expenses: £69.50

Balance carried forward: **£5,170.09**

**Premium Account Balance: £399.82**

**Councillors agreed the following payments:**

Clerk’s Salary £413.75; Stationery reimbursement: £42.51; **items also agreed for payment were printer toner and the cost of a container for archive filing - in total £27.98.**

Payments agreed at the previous PC meeting on 20th May were:

**£50 for a child’s high visability tabard**;

**£100 for work to the ditches on the Common** **(the Clerk requested an invoice for this work).**

**5. Notice of Public Rights**

 The Clerk advised that each year parish electors, members of the public and interested parties were given an opportunity to inspect and if they wish make copies of the Parish Council’s Audit and associated documents. These documents will be available for inspection upon notice given to the Parish Clerk. The Notice of Public Rights will be posted on notice boards and the Parish website at close of the Audit.

1. **Public Participation**

Councillor Jordan reported a printed poster that read ‘firing range’ had been installed along a footpath beside a plantation in the Parish. He felt that this matter should be reported as it represented a public nuisance. Councillors agreed that the matter should be investigated. **Councillor Jordan to report back to Council on the matter.**

The Chairman asked the Clerk for internet access for the Parish laptop. The Clerk felt that she may have to charge for this but she was unsure of a likely procedure. Councillors felt that this service should be offered free of charge as part of her role. **The Clerk said she would report back to Council.**

Councillor McNamara reported that she had spoken to the Planning Officer regarding Field View and he had informed her that a decision was imminent.

1. **Close of meeting**

The meeting closed at 8.45 pm