

**Stisted Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 7<sup>th</sup> July 2020 at 7.30pm via Zoom**

(as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) due to the COVID19 Coronavirus crisis)

**Present:** Councillor Dave Burge – Chairman  
Councillor Neil Denley – Vice Chairman  
Councillor Marc Guy  
Councillor Hayley Waine  
Councillor Dave Willingham

**In attendance:** Mrs. Melanie Whiteside – Parish Clerk  
One member of the public

**20/043 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Hughes.  
Cllr Poulton was absent from the meeting with no apologies received.

**20/044 DECLARATIONS OF INTEREST**

None.

**20/045 PUBLIC PARTICIPATION SESSION**

Parking at the entrance to Sarcel – A resident reported ongoing issues with parking. This causes problems for vehicles trying to pull out of the junction as the view is very limited and therefore a danger to others.  
It was agreed to follow up our request for a meeting with Greenfields to discuss parking for their properties and also talk to the local Police and Neighbourhood Watch representatives for assistance. **Action: Clerk**

**20/046 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019-20**

The Clerk as Responsible Financial Officer (RFO) presented the finalised accounts for the year ending 31 March 2020 and it was **RESOLVED** to accept and approve these for signing by the Chair and one other Councillor.

**046.1 Annual Internal Audit Report**

Members noted the Internal Audit Report signed by the Auditor, together with the written report to the Council.

**046.2 Annual Governance Statement 2019-20**

It was **RESOLVED** to approve the Annual Governance Statement 2019-20 and for this to be signed by the Chairman and Clerk of the meeting.

**046.3 Annual Statements 2019-20**

It was **RESOLVED** to approve the Accounting Statement 2019-20 and for this to be signed by the Chairman of the meeting.

**046.4 Certificate of Exemption**

As neither gross income nor expenditure for the authority exceeded £25,000 it was **RESOLVED** to approve the Certificate of Exemption 2019-20 and for this to be signed by the Chairman of the meeting and RFO.

*Due to COVID-19 regulations signing of the documents could not take place due to this being a virtual meeting and it was agreed for signing to be arranged at a later date. Once signed the Clerk will arrange the commencement date for the exercise of public rights.*

**20/047 FINANCE****047.1 Bank Reconciliation**

The Clerk/RFO presented the bank reconciliation report to the end of June.  
There were no queries.

**047.2 Payments**

It was **RESOLVED** to approve the following payments:-

<b>A&amp;J Lighting</b>	Street Lighting maintenance (Jul)	£38.80
<b>OPUS</b>	Street Lighting electricity (Jun)	£63.49
<b>A&amp;J Lighting</b>	Street lighting repairs	£180.54
<b>Zen</b>	NHP Web Hosting	£19.93
<b>A&amp;J Lighting</b>	Annual Street Lighting Inspection	£36.60
<b>Clerk</b>	Salary & Expenses	£414.70
<b>Apogee</b>	Playground Signs	£480.00
<b>ROSPA</b>	Playground Inspection	£139.20
<b>RCCE</b>	Annual Subscription	£72.60
<b>MD Landscapes</b>	Grass Cutting (Jun)	£144.00
	<b>TOTAL</b>	<b>£1,614.07</b>

**20/048 CLOSE OF MEETING**

The meeting closed at 8:00p.m.