

# THEBERTON AND EASTBRIDGE PARISH COUNCIL

## REPORT – 31 MARCH 2020

### 1. Motions approved by email:

#### a) COVID-19

- i) To postpone all Ordinary meetings until further advice is received from SALC;
- ii) To postpone the Annual Meeting and the Annual Parish Meeting until further advice is received from SALC;
- iii) To provide authority to the Clerk to respond to planning applications following an email consultation with members;
- iv) To provide advance authority for all routine expenditure and authority for non-routine following an email consultation with members;
- v) To provide authority to the Chairman and Vice-Chairman to respond to all routine correspondence;
- vi) To provide authority to the Chairman and Cllr. Paul Collins to approve the Council's response if EDF Energy submit their DCO application following an email consultation with members;
- vii) To implement any other necessary arrangements arising from the coronavirus pandemic.

#### b) Sizewell C

- i) To agree to add the Council's name to a joint letter to be drafted by the Anglian Energy Planning Alliance to EDF Energy expressing concern about the timetable for the DCO application during the coronavirus pandemic.

### 2. Actions taken:

- a) COVID-19 - Community Support Notice posted on the website, noticeboards and in the newsletter.
- b) Outdoor Playing Space Fund – Theberton play equipment grant not yet received – followed up with Sarah Shinnie.
- c) COVID-19 – Posters displayed in both playing fields advising children not to play on the equipment.
- d) Banking – £1,500 transferred from the Premium Account to the Community Account.
- e) COVID-19 – Chairman authorised expenditure of £10 for printing costs for a newsletter special edition informing residents of community support.
- f) Business Internet Banking – Chairman and Vice-Chairman authorised the arrangement of internet banking with Barclays Bank to enable online payments to be made (authorised by dual signatories). The Clerk/Responsible Financial Officer was approved as an authorised signatory for the purposes of setting up the internet banking payments.
- g) Garden Waste Collection – Cllr. Paul Collins sent an email to District Cllr. James Mallinder requesting that an email is sent to all residents who have paid for their garden waste to be collected informing them that the service has been suspended.
- h) VAT Recovery – claim for £4,877.91 submitted to HMRC.

### 3. Payments made by cheque:

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£239.90	LGA 1972 s.112
Clerk's Expenses	Sharon Smith	£12.64	LGA 1972 s.111

Clerk's GDPR Training (quarter share)	Suffolk Association of Local Councils	£13.50	LGA 1972 s.111
Theberton Play Equipment – First Instalment	Action Play and Leisure Ltd	£14,000.00	PHA 1936 s.87
Newsletter Printing	Leiston Press	£20.00	LGA 1972 s.142

**4. Bank balances:**

Community Account as at 29 February 2020	£13,532.84
Premium Account as at 29 February 2020	£1,516.75

**5. Matters deferred:**

- a) Playing field ownership signs – collection from Leiston Press postponed.
- b) Approval of the minutes for the meeting held on 11<sup>th</sup> March 2020.
- c) Review of budgeted versus actual income and expenditure for quarter 4 2019/2020.
- d) Collection of a filing cabinet from Nat Bacon.
- e) Model Financial Regulations to be amended to allow for internet banking and for internet payments to be authorised by the Clerk/Responsible Financial Officer and one Councillor.
- f) Annual approval of the Risk Assessment.

Sharon Smith  
Parish Clerk  
2<sup>nd</sup> April 2020