

SYDENHAM DAMEREL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 20th May 2021 at
7.30pm in St Mary's Church, Sydenham Damerel.

Present: - Cllr J Hearn, Cllr P Hurdwell, Cllr R Windemer

In Attendance: - M Forster Clerk

		Action
1	<p>New Councillors Declaration of Acceptance of Office signing Cllrs Hearn, Hurdwell and Windemer signed their declarations in the presence of the Clerk.</p>	
2	<p>Election of Chair and Vice Chair Cllr Hurdwell proposed Cllr Hearn for the position of Chair. Cllr Windemer seconded the proposal and by a show of hands it was unanimously resolved that Cllr Hearn be elected. The Chair proposed that any election of a vice chair be deferred until additional councillors are co-opted. All agreed to this proposal.</p>	
3	<p>Members of the Public Open Forum - Questions Five Parishioners were in attendance. A question was asked as to whether there would be more councillors in future with possible representation from other hamlets in the Parish. The Chair explained that this was certainly the intention and candidates will be actively encouraged at the Annual Parish Meeting scheduled for next week with co-option of councillors to fill the four vacant seats as soon as possible thereafter. A second question was asked regarding including a vote of thanks to Mr T Thacker for constructing and installing the new notice board. The Chair agreed that that this could be done at the Annual Parish Meeting next week.</p>	
4	<p>Approval of Minutes of the previous Meeting As none of the current councillors were present at the last meeting the Chair proposed that the minutes remain unapproved. Cllr Windemer seconded the proposal and by a show of hands it was carried 2:1.</p>	
5	<p>Matters arising from the minutes of the previous meeting i) Maintenance of Parish Assets (previous minute 6.iv refers) Cllr Windemer agreed to review the maintenance requirements in respect of the Horsebridge notice board.</p>	RW
6	<p>New Business i) Bank Signatories The Clerk explained the current situation re bank signatories. The Chair undertook to investigate the matter with TSB. ii) Approval of Accounts for financial year 2020/21 The Clerk presented the accounts ledger for signature by the Chair. After a short discussion on the documents provided by the Clerk prior to the meeting, the Chair signed the accounts ledger. iii) Ratification of resolutions for year 2020/21 The Chair stated that the agendas and minutes for year 20/21 had been reviewed by the new Council and that there were no resolutions that required ratification.</p>	Chair

	<p>iv) Ratification of Budget for year 2020/21 The Chair stated that the budget for year 20/21 had been reviewed by the new Council and did not require ratification.</p> <p>v) AGAR appointment of internal auditor The Clerk advised that both Messrs Horsford and MacLachlan had offered their services as internal auditor for this year's AGAR but only Mr MacLachlan can do so in the time required. Cllr Hurdwell proposed that Mr MacLachlan be appointed. The Chair seconded and by a unanimous show of hands it was so resolved.</p> <p>vi) Arrangements for the Annual Parish Meeting The Clerk confirmed that the meeting has been advertised with adequate notice. The Chair noted that a newsletter will be delivered to Parishioners in advance of the meeting. Cllr Hurdwell agreed to try and arrange a speaker from BT at short notice. The Chair noted that the meeting should provide a platform for the presentation of the Council's plan for the coming year and Parishioner feedback. It was agreed that Covid Marshals and a meeting recorder will be organised prior to the meeting.</p>	PH All
7	<p>Planning Applications The Clerk confirmed that there are currently no planning matters requiring action by the Parish Council.</p>	
8	<p>Correspondence The Chair asked how long correspondence to the Clerk email address was kept. The Clerk explained that not all email is retained as many are circulars etc, however if the email relates directly to Parish Council business it is currently kept indefinitely.</p>	
9	<p>Income & Expenditure The Clerk confirmed that an invoice has been received from Community First Insurance in the amount of £152.62. This increases the PC liability to £427.34 in respect of unpaid invoices. The Clerk has advised Community First of the current banking situation and they have confirmed that cover will continue until the situation is resolved.</p>	
10	<p>Dates of next Meeting(s) Wednesday 26th May 2021 Thursday 22nd July 2021</p>	

The Chairman closed the meeting at 8.30pm

Accepted as a correct record _____ Date

Signed _____ Chairman