

# The Hennys, Middleton and Twinstead Parish Council

Minutes of the ONLINE meeting held on Monday 8<sup>th</sup> March 2021 using Zoom

**Present:**

**Parish Cllrs:** *Cllr A Lyster (Chairman), Cllr D Holland (vice Chairman),  
Cllr T Humphreys, Cllr A Scattergood, Cllr A Burns,  
Cllr A Smart, Cllr L Wotton.*

**District Cllr:** *Cllr W Scattergood*

**County Cllr:** *Cllr D Finch*

**Clerk:** *Mrs S Boydell*

**Members of Public:** none

**102.2020/2021 Apologies for absence**

*Cllr L Wotton, Cllr W Scattergood & Cllr David Finch*

**103.2020/2021 Declarations of interest on agenda items**

*No declarations of interest received.*

**104.2020/2021 Approval of Minutes**

*All members of the Parish Council in agreement with the minutes from 11<sup>th</sup> January 2021.*

**105.2020/2021 Public Speaking**

*No public speaking requests.*

**106.2020/2021 District/County Councillors Report**

*No district or county councillors present, although it was discussed and agreed that a suitable thank you letter would be written on behalf of the Parish Council prior to Cllr D Finch leaving his position at the end of March 2021.*

**107.2020/2021 Clerks Report – all items noted.**

**108.2020/2021 Bramford to Twinstead Network Reinforcement**

*It was noted that the Bramford to Twinstead project is live again including public consultations. Amenity impact as cost remains as a balance to the deficit. Cllr D Holland proposed accepting the invitation from National Grid to organise a meeting specifically to discuss this matter further and all were in agreement. Clerk to respond to National Grid's email to organise Zoom meeting.*

**109.2020/2021 Policies & Prodedures**

- a) *The majority of the Parish Council agreed to adopt the proposed financial regulations.*
- b) *The Parish Council suggested an email policy to appear within standing orders and to check this policy within the communications policy. A proposal for an email policy within the standing orders will be presented to the Parish Council by the Communications Committee for agreement at the next Parish Council meeting.*

**110.2020/2021 Parish Council Finance**

- a) *Finance report noted and agreed.*
- b) *The Chairman is currently organising a new form to complete, which will give the clerk access to online banking.*
- c) *All in agreement for Tom Donaldson to take over the grass cutting contract. The new contract will provide four cuts per year in May, June, July and August. The cuts are estimated to take 5hrs per cut and the cost is at £15.00 an hour, totalling £75.00 per cut or £300 for the four cuts over a year.*
- d) *Chairman proposed M J Baker Accountancy to be the new payroll provider at a cost of £9 per month payable by Direct Debit (discounted from £10 per month if paid by DD). New contract to begin on 1<sup>st</sup> April 2021; Cllr D Holland seconded and all were in agreement.*

# The Hennys, Middleton and Twinstead Parish Council

Minutes of the ONLINE meeting held on Monday 8<sup>th</sup> March 2021 using Zoom

**111.2020/2021**      **Items for the next agenda**  
*Email & email address policy.*

**112.2020/2021 Meeting Dates**

*10<sup>th</sup> May 2021 – Annual General Meeting followed by Parish Council Meeting*  
*12<sup>th</sup> July 2021*  
*13<sup>th</sup> September 2021*  
*8<sup>th</sup> November 2021*

*It was noted that virtual meetings will not be permitted after 6<sup>th</sup> May 2021 although the restrictions to use village halls will not have been lifted by 10<sup>th</sup> May. The clerk will look into the options for the location and date of the next meeting and circulate.*

*Meeting closed 20:45*

DRAFT