

THURNE PARISH COUNCIL ACTIONS DURING COVID-19 PERIOD MARCH 2020 TO 31ST DECEMBER 2020

All matters recorded were dealt with via e-mail or telephone & noted accordingly.

1. 13/04/20 e-mail to all councillors:

Afternoon All

I received the follow message from PKF Littlejohn regarding the end of year accounts:

2019/20 AGAR - PKF Littlejohn instructions delayed pending clarity over coronavirus implications

We are appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2017/18 to 2021/22. We would normally write to you as the 2019/20 financial year ends to provide instructions for the completion of the Annual Governance and Accountability Return (AGAR) for 2019/20.

In light of the [government's announcement on 23 March 2020](#) to introduce stringent lockdown measures in response to the coronavirus pandemic, our instructions for the completion of the 2019/20 AGAR will not be issued until such time as there is more clarity over the implications for smaller authorities.

We are in close contact with SAAA and the National Audit Office (NAO) who in turn are in close contact with the Ministry for Housing, Communities and Local Government (MHCLG). MHCLG announced changes to the reporting timetable for the principal authorities on 16 March 2020 and we await any news of any changes for smaller authorities.

As an appointed external auditor, we have no power to amend the existing reporting timetable, as it is governed by existing legislation. We recognise the situation is rapidly changing and have agreed with SAAA that it would be inappropriate for us to do anything else at this time but await further guidance from the government as to the approach to be taken for this year.

I have therefore completed the end of year accounts as far as I am able & have attached them (as PDF files) for your consideration (something to keep you busy). If you have any queries or questions please do get in touch. I appreciate these cannot be signed off until such time as we hear further from the external auditors & have a parish council meeting, but thought I would do as much as I could in preparation.

Take care & stay safe all

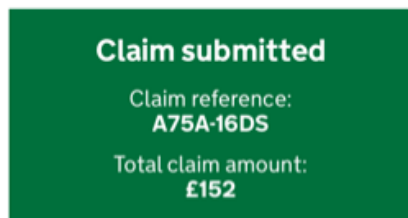
Thanks

Wendy

Attachments: full record of year 1st April 2019 to 31st March 2020 accounts; spreadsheet detailing allocation of reserves for end of year 31st March 2020 & bank reconciliation for end of year 31st March 2020.

06/05/20 no queries or replies received.

2. 15/04/20 P60's issued for tax year to 5th April 2020 to Helen L Brooke (via e-mail) & Wendy Beck.
3. 27/04/20 VAT refund claim submitted on-line to HMRC. See separate evidence in accounts 2020/21
4. 28/04/20 Claim made on -line to HMRC for furlough pay iro Helen Brooke for period 1st to 30th April 2020.



This claim has been made against the employer PAYE scheme 475/JA58899 on 28 April 2020

What happens next

HMRC will check you are eligible to claim before making payment to the bank account you provided in 6 working days.

5. 30/04/20 Invoice received via e-mail from Aylsham Computers iro annual services £114.00.

6. 01/05/20 e-mail from Zurich Insurance, policy due for renewal 01/06/20 £319.84

7. 01/05/20 e-mail to all councillors:

Afternoon All

Further to my e-mail of 13th April regarding the end of year accounts (to 31st March 2020) I have now received notification from the external auditors that we are able to proceed, see below.

I have therefore completed the appropriate AGAR form which I have attached for your perusal. Alongside the previously provide account information I would appreciate if you could all approve the details contained on the form as it is doubtful we will have a council meeting in May to do so.

I am hoping this will cover the necessary legal requirements.

I would appreciate your reply by Friday 8th May

Any questions or queries please get in touch

Many thanks
Wendy

Completed AGAR part 2 attached.

8. 03/05/20 Cheque for £152.00 (553) payable to Helen L Brooke written iro furlough pay claimed from HMRC as detailed at (4) above. Cheque hand delivered to Cllr Jonathan Molineux. Payment approved & cheques signed by Cllr Jonathan Molineux & Jenny Davies.

9. 06/05/20 e-mail from Zurich re insurance renewal forwarded to all Cllr:

Afternoon All

I have had the renewal information regarding the annual PC insurance. Please see e-mail below.

I would appreciate if you could check this over to assess if it meets the needs of the PC.

If you have any queries please do get in touch.

If I don't hear from you by 13th May (next Wednesday) I assume you are all in agreement this should be paid. I will then organise payment.

Many thanks
Wendy

10. 06/05/20 e-mail from Aylsham computers re annual renewal forwarded to all Cllr:

Afternoon All

More council business;

I have had the renewal information regarding the annual PC contract with Aylsham computers. Please see e-mail below.

I would appreciate if you could check this over to assess if it meets the needs of the PC.

If you have any queries please do get in touch.

If I don't hear from you by 13th May (next Wednesday) I assume you are all in agreement this should be paid. I will then organise payment.

Many thanks

Wendy

11. PC Lloyds current bank account checked on-line, VAT claim & furlough pay claim made to HMRC received.

All transactions					
					Statement options
View pending debit card transactions and cheques being processed					
DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
05 May 20	HMRC JRS GRANT 475PY00203398	BGC	152.00		14,739.73
04 May 20	HMRC VTR XBV126000106356	BGC	351.88		14,587.73
21 Apr 20	GYBC GENERAL ACCT BACS	BGC	1,302.50		14,235.85

12. 07/05/20 e-mail reply from Cllr Peter Roll - Hello Wendy I am in agreement with the financial statement you have sent through. Also from Cllr Jenny Davies - This looks OK to me Wendy.

13. 09/05/20 No contact from Cllr Leslie George or Donnie Cooke re AGAR form.

14. 10/05/20 e-mail to Glenda Tooke re internal audit of end of year accounts. reply received willing to audit accounts.

15. 11/05/20 Visit to Cllr Jonathan Molineux - Annual Governance and Accountability Return 2019/20 Part 2, pages 3, 5 & 6 signed.

16. 13/05/20 End of year accounts & associated documents to Glenda Tooke for internal audit.

17. 14/05/20 No comments from any Cllrs regarding Zurich Insurance or Aylsham Computers. Paper work & cheques therefore prepared. Payment approved & cheques signed by Cllr Jonathan Molineux & Peter Roll.

18. T/C with Cllr Jonathan Molineux - Service of defibrillator parts, the documents relating to the defibrillator state the pads are due for renewal in 2021 & batteries 2022. Will make enquiries as to who is able to do this servicing.

19. 26/05/20 End of year accounts & document collected from Glenda Tooke

20. 15/05/20 Planning application BA/2020/0103/FUL received regarding 3 no. barn conversions to dwellings with associated garages, parking & gardens. Demolition of 3 existing barn buildings. Home Farm Barns, The Street, Thurne, Gt Yarmouth, e-mailed to all councillors for consideration.

21. 27/05/20 T/C with Cllr Jonathan Molineux regarding planning application, as above. He has spoken to all councillors & planning officer Nigel Catherall. will e-mail me some recommendations & photos to include as a reply.

22. 28/05/20 E-mail to BA Nigel Catherall regarding planning application BA/2020/0103/FUL copied to all councillors.

23. 31/05/20 claim made on-line to HMRC iro pay for Helen L Brooke period 1st to 31st May 2020 £160.00 (80% for May 2019 pay of £200.00)

Claim submitted

Claim reference:
A90A-57RB

Total claim amount:
£160

This claim has been made against the employer PAYE scheme 475/JA58899 on 31 May 2020

What happens next

HMRC will check you are eligible to claim before making payment to the bank account you provided in 6 working days.

HMRC may refuse payment if your claim:

- is not made in accordance with HMRC's published guidance
- contains or is based on inaccurate information
- is paid in error
- is fraudulent or abusive or not made for the purposes of the scheme.

24. 01/06/20 Cheque for £160.00 (556) payable to Helen L Brooke written iro furlough pay claimed from HMRC as detailed at (23) above. Payment approved & cheque signed by Cllr Jenny Davies & Jonathan Molineux.

25. 03/06/20, AGAR 2019/20, Bank reconciliation, Asset Register & Explanation of Variances e-mail to William Booth for publishing on web site.

26. 03/06/20 Contact details form & Certificate of Exemption 2019/20 e-mailed to PKF Littlejohn.

27. 03/06/20 Cheque as in (24) to Cllr Jonathan Molineux for signature & 'exercise of public rights' form placed on notice board.

28. 06/06/20 Completed Lloyds S/O form for PAYE to Cllr Jonathan Molineux for signatures. Returned by post to lloyds Gt Yarmouth

29. PC Lloyds current bank account checked on-line, furlough pay claim made to HMRC received 05/06/20.

View pending debit card transactions and cheques being processed					
DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
05 Jun 20	HMRC JRS GRANT 475PY00203398	BGC	160.00		14,313.89
01 Jun 20	000554	CHQ		319.84	14,153.89
28 May 20	000555	CHQ		114.00	14,473.73
12 May 20	000553	CHQ		152.00	14,587.73

30. Confirmation of PAYE S/O details received from Lloyds bank

31. 28/06/30 claim made on-line to HMRC iro pay for Helen L Brooke period 1st to 23rd June 2020 £122.67 (23 days @ 80% for June 2019 pay of £200.00)

Claim submitted

Claim reference:
A70A-03XJ

Total claim amount:
£122.67

This claim has been made against the employer PAYE scheme 475/JA58899 on 28 June 2020

32. 01/07/20 e-mail to all councillors: Afternoon All
Afternoon All

As it is not yet known when we will next be holding a Parish Council meeting I would appreciate your approval of my pay & expenses from 1st January 2020 to 30th June 2020.

My pay for both quarters is unchanged at £ 175.00 gross, £141.00 net, this totals £282.00

Expenses for Jan/Feb/March were £15.30 & April/May/June £24.56 bringing the total to £39.86. I have attached the expenses details as a PDF file.

If you could let me have your reply in the next couple of days I will then get the cheques to Jonathan along with Louise's pay cheque for June.

A reply would be appreciated but if I don't hear anything by Friday 3rd July I will assume you give your approval.

Many thanks

Wendy Beck

Thurne Parish Clerk

clerk@thurne-parishcouncil.org.uk

33. 03/07/20 Reply to my e-mail as in (32.) from Cllr Jenny Davis & Jonathan Molineux approving payment. No reply from other councillors by 04/07/20

34. 04/07/20 cheques raised for Helen L Brooke for June 2020 pay £162.67 (557), Wendy Beck £282.00 pay (558) and Wendy Beck £39.86 expenses (559). Delivered to Cllr Jonathan Molineux. Payments approved & cheques signed by Cllr Jonathan Molineux & Jenny Davies.

35. PC Lloyds current bank account checked on-line, furlough pay claim made to HMRC received 07/07/20

DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
07 Jul 20	000557	CHQ		162.67	14,113.89
06 Jul 20	HMRC JRS GRANT 475PY00203398	BGC	122.67		14,276.56
16 Jun 20	000556	CHQ		160.00	14,153.89
05 Jul 20	HMRC JRS GRANT 475PY00203398	BGC	160.00		14,313.89

36. 15/07/20 Lloyds bank account checked a PAYE S/O taken 10/07/20 £34.00.

DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
10 Jul 20	HMRC CUMBERAULD	SO		34.00	14,079.89
07 Jul 20	000557	CHQ		162.67	14,113.89
06 Jul 20	HMRC JRS GRANT 475PY00203398	BGC	122.67		14,276.56

37. 19/07/20 Cllr Jonathan Molineux & clerk emptied slipway box & collected £167.55. Records signed in slipway collection book.

38. 22/07/20 invoice submitted to GYBC in respect of Thurne Public toilets for 2020 season £1,330.00

39.30/07/20 e-mail from Helen L Brooke, her hours for July are 31.

40. 03/08/20 cheques raised for Helen L Brooke for July 2020 pay 31 hours at £10.00per hour £310.00 (560) plus refund of £21.96 for purchase of kettle (hot water for cleaning at the toilets) (561). Delivered to Cllr Jonathan Molineux. Payment approved & cheques signed by Cllr Jonathan Molineux & Peter Roll.

41. 05/08/20, payment remittance from GYBC confirming £1330.00. Bank account checked & payment received 04/08/20

42. 22/08/20 Cllr Jonathan Molineux & clerk emptied slipway box & collected £70.27. Records signed in slipway collection book.

43. 29/08/20 e-mail from Helen L Brooke, her hours for August are 31

44.29/08/20 e-mail from GYBC second payment of Precept & Concurrent Function Grant paid into bank 27/09/20 £1302.50.

45. 03/09/20 cheques raised for Helen L Brooke for August 2020 pay 31 hours at £10.00per hour £310.00 (562). Delivered to Cllr Jonathan Molineux. Payment approved & cheque signed by Cllr Jonathan Molineux & Jenny Davies.

46. 04/09/20 e-mail from Tina Bunn GYBC regarding PC code of conduct. PC should have a Parish Council Code of conduct document. They should be agreed and adopted and then published.

Parishes can adopt the Borough Council's code or they can formulate their own - e.g. by using the NALC template. But either way you need to formally adopt a code -i.e. formally resolve, at a meeting, to do so. And you should be able to trace the resolution in your historic records. If you haven't adopted one in Thurne, they should do so asap.

S27 of the Localism Act 2011 (below) refers to this.

27 Duty to promote and maintain high standards of conduct

(1) A relevant authority must promote and maintain high standards of conduct by members and co-opted members of the authority.

(2) In discharging its duty under subsection (1), a relevant authority must, in particular, adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.

(3) A relevant authority that is a parish council—

(a) may comply with subsection (2) by adopting the code adopted under that subsection by its principal authority, where relevant on the basis that references in that code to its principal authority's register are to its register, and

(b) may for that purpose assume that its principal authority has complied with section 28(1) and (2).

e-mail to Jonathan Molineux to make aware we need to compile a code of conduct. Needs action.

47. e-mail 16/09/20 to All Councillors re a planning application

Please see attached planning application regarding:

BA/2020/0319/AGR

Agricultural portal frame building

Three Gables, The Street, Thurne, Norfolk, Mr Peter Roll

Any comments to me please by Friday 25th Sept, If I don't hear from you I will assume you have no comments to make.

48. 27/09/20 no Comments received regarding planning application BA/2020/0319/AGR. Reply to this effect e-mailed to Broads Authority.

49. 30/09/20 e-mail from Helen L Brooke, her hours for September are 30.

50. 02/10/20 cheque raised for Helen L Brooke for September 2020 pay 30 hours at £10.00 per hour £300.00 (563). Cheques raised for clerk's pay for July, August & September 2020 £141.00 net & expenses for same period £14.26. Delivered to Cllr Jonathan Molineux. Payments approved & cheques signed by Cllr Jonathan Molineux & Jenny Davies.

51. 07/10/20 E-mail from Pat George; I have been asked by Thurne St. Edmunds PCC if you could ask the Parish council to fund the cost of the Remembrance wreath, cost approx £15. This is funded by most other village Parish Councils for some reason historically in Thurne it has always been taken out of church funds. I will not be accepting any poppies this year as we have no one to go house to house but I expect there will be some in The Lion. WE will be having a service at the memorial but not going in the church.

52. 07/10/20 e-mail to all parish councillors re funds for Poppy wreath. Reply by 14th October.

53. 12/10/20 PAYE standing order collected £34.00

DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
12 Oct 20	HMRC CUMBERAULD	SO		34.00	15,952.39
29 Sep 20	GYBC GENERAL ACCT BACS	BGC	1,302.50		15,986.39
09 Sep 20	000562	CHQ		310.00	14,683.89
08 Sep 20	500105	DEP	70.27		14,993.89

54. 14/10/20 Replies from Cllr Jenny Davies & Jonathan Molineux approving £20.00 payment for Poppy Wreath. No reply from other councillors. Cheque signed by Cllr Jonathan Molineux & Peter Roll.

55. 18/10/20 cheque 566 raised for £20.00 payable to St Edmunds Thurne. Delivered to Cllr Jonathan Molineux 20/10/20

56. Draft copies of Code of Conduct e-mailed to Cllr Jonathan Molineux

57. 31/10/20 e-mail from Helen L Brooke, her hours for October are 26. Toilets will be closed tomorrow 1st Nov.

58. 01/11/20 cheque raised for Helen L Brooke for October 2020 pay 26 hours at £10.00per hour £260.00 (567). Delivered to Cllr Jonathan Molineux. Slipway collection also undertaken £68.50.

59. 01/11/20 e-mail to all Councillors:
Afternoon All

Please find attached a copy of a 'Code of Conduct' which I have had to compile as a legal requirement.

As you are all long standing councillors I am in no doubt that you have & continue to conduct yourselves accordingly but as with many things we need to formalise what this actually means. I would therefore appreciate if you could read the attached document which then also has to be formally adopted by the Parish Council.

If you have any questions or queries please do get in touch.

If you are happy to approve this 'Code of Conduct' an e-mail confirming this would be appreciated by 9th November 2020. If I do not hear from you I will assume you are happy for it to be approved. It may be that you will be required to sign a copy when we are able to meet face to face again.

Many thanks
Wendy

Attached Thurne Parish council Code of Conduct V1

60. 04/11/20 Invoice from David Bradnock for playing field grass cutting for the year £715. E-mail to Cllr Jonathan Molineux for approval. Reply received & payment approved.

61. 06/11/20 Cheque raised for £715.00 (568) payable to David Bradnock. Delivered to Cllr Jonathan Molineux 08/11/20. Payment approved & cheque signed by Cllr Jonathan Molineux & Peter Roll.

62. 09/11/20 No replies received regarding 'Code of Conduct' as item (59). Assume therefore approved by all councillors.

63. 09/11/20 Invoice for playing field rent received from NWHP Ltd for period 1st July 2020 to 30th June 2021 £438.52 (via Cllr Jonathan Molineux); payment approved & cheque 569 raised. Deliver to Jonathan 16/11/20. Cheque signed by Cllr Jonathan Molineux & Peter Roll.

64. 16/11/20 e-mail from Simon Peck (parishioner) regarding claimed right of access to Staithe House land and the annual closing of our rear gate entrance as a legal measure to maintain this right of access. He request all documentation held by the Parish Council upon which this "right of access" is claimed/maintained please. **This is not being requested at this time for any reason other than to obtain this information as it wasn't provided through searches at the time of purchase.**

E-mail referred to Cllr Jonathan Molineux who advised the information is archived with the Norwich Record Office. He will also discuss with Simon Peck directly.

Simon peck advised of the whereabouts of the documentation required.

65. 30/11/20 e-mail from William Booth he has been able to spend time on the upgrade of the PC web site. Information circulated to all councillors for approval. 15/12/20 No comments or queries received from councillors e-mail to William giving approval for upgrade of PC website. new web site launched 16/12/20.

66. 01/12/20 Planning Application No : BA/2020/0414/HOUSEH; replacement of old garage and erect a new boatshed/ garage The Cottage , The Street, Thurne, NR29 3AP. Information circulated to all councillors for any comments. 15/12/20 no comments received from councillors rely e-mailed to BA

67. 04/12/20 Planning Application No : Proposal : BA/2020/0284/REM Reserved Matters application for appearance, design and landscaping/boundary treatment only following outline approval on pp BA/2017/0487/COND. Hedera House, The Street, Thurne, Norfolk, Carol Delf. Information circulated to all councillors for any comments. 15/12/20 no comments received from councillors rely e-mailed to BA

68. 02.12.20 E-mail from GYBC regarding Parish Precept & Concurrent Functions Grant for 2021/22. Referred to Cllr Jonathan Molineux for approval. 08/12/20 approval received from Cllr Jonathan Molineux, grant figure as 2020/21. Forms completed & returned via e-mail.

69. E-mail from BA regarding planning application BA/2020/0450/HOUSEH iro Staithe House. Circulated to all councillors for any comments. 03/01/21 no comments received from councillors e-mail to this effect to BA.