

**LITTLE CLACTON PARISH COUNCIL**

**Clerk: Mr D Land**

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT THE  
YOUTH AND COMMUNITY CENTRE ON MONDAY,  
6<sup>th</sup> July 2020 AT 7.30 PM**

**PRESENT:**

**Chairperson:** J Cutting

**Councillors:** P De Vaux Balbirnie, M Balbirnie, D Botterell, J Smith Daye

**District Councillor:**

**Essex County Councillor:**

**07/2020 – 01 | Welcome from the Chairman**

The Chairman welcomed people to the meeting and explained that a RA has been carried out for the meeting.

**07/2020 – 02 | Apologies for Absence**

Apologies were received this month from Rowland, Gray, Taylor, Mitchell, Jeffries, Ward. Hull

**07/2020 – 03 | Declarations of Interest**

Cllrs M and P Balbirnie declared an interest in the planning matter relating to the Village Hall. Both are on the committee of the Village Hall.

**07/2020 – 04 | To agree the minutes of the last meeting (March)**

**RESOLVED:** The minutes be accepted as a true record. Proposed Cllr Botterell seconded Cllr M Balbirnie - all in favour.

**07/2020 – 05 | Clerk's Report**

The clerk gave a verbal update on local matters including lighting, roadworks and other matters of interest.

**07/2020 – 06 | Chairman's Report**

The Chairman gave an update on safety, security, bookings, maintenance and access.

**07/2020 – 07 | End of Year Accounts 2019/20.**

**RESOLVED:** To approve end of year accounts for 2019/20.

Proposed Cllr P Balbirnie, Seconded Cllr Botterell – all in favour.

**07/2020 – 08 | Internal Audit**

**RESOLVED:** that the internal audit be accepted

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Proposed Cllr M Balbirnie Seconded Cllr Botterell – all in favour.

**07/2020 – 09 | Effectiveness of Internal Controls**

**RESOLVED:** that the internal controls processes be accepted and adopted. Proposed Cllr JS Daye, Seconded Cllr P Balbirnie – all in favour.

**07/2020 – 10 | Annual Governance and Accountability Review (Section 1)**

**RESOLVED:** to approve the Annual Governance Statement at Section 1 of the AGAR  
Cllr Cutting read out all of the points to the meeting.  
Proposed Cllr Botterell Seconded Cllr M Balbirnie – all in favour.

**07/2020 – 11 | Annual Governance and Accountability Review (Section 2)**

**RESOLVED:** to approve the Annual Governance Statement at Section 2 of the AGAR  
Proposed Cllr JS DAYE Seconded Cllr P Balbirnie – all in favour.

**07/2020 – 12 | Planning**

**RESOLVED:** that the council accept the recommendation of the planning subcommittee group. Proposed Cllr M Balbirnie Seconded Cllr Botterell.

**07/2020 – 13 | Matters of importance**

Village Hall AGM is Wednesday 15<sup>th</sup> July

**07/2020 - 14 | Items for future Consideration**

None

**The next meeting will be held at the Youth and Community Centre at 7.30pm on Monday,  
3<sup>rd</sup> August 2020**

**Signed Chairman  
3<sup>rd</sup> August 2020**