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|  | **Minutes of the Parish Council meeting held on Wednesday 5th June 19 at 7.30pm at Horningsea Village Hall** | **Action** |
|  | **Present**: Cllrs Robert Balm, Jessica Kitt, Keith Long, Emily Williams, Michael Gingell. The meeting was declared quorate.  District Cllrs. Daunton and Cone  County councilor Anna Bradnam  Hayley Livermore Clerk |  |
|  | **Open Forum:**  No update on buses as contracts are still out for tender. |  |
| 1/19-20 | **Election of chairman**  Cllr Robert Balm was elected as chairman for the year 19-20. Proposed by JK, seconded by MG. |  |
| 2/19-20 | **Apologies for absence**  Tessa Pleasants |  |
| 3/19-20 | **Declarations of disclosable pecuniary & other interests**  **None** |  |
| 4/19-20 | **Approval of Minutes 27th March 19**  Minutes were signed and approved by the chairman |  |
| 5/19-20 | **Matters arising from the minutes of 27th March 19**  None that are not included as an agenda item |  |
| 6/19-20 | **Election of Vice chairman**  Cllr Jessica Kitt was elected as Vice-chairman for the year 19-20. Proposed by MG, seconded by EW. |  |
| 7/19-20 | **Appointing of Responsible financial officer**  The clerk was appointed as responsible financial officer for the year 19-20. |  |
| 8/19-20 | **Signing of acceptance of office forms**  All councilors present completed and signed acceptance of office forms and these were witnessed and countersigned by the clerk. |  |
| 9/19-20 | **District Councillor reports**  Circulated before the meeting |  |
| 10/19-20 | **County Councillor reports**  Circulated before the meeting |  |
| 11/19-20 | **To receive internal auditors report for 2018-19**  Internal audit has taken place, but auditor has not yet sent the report through. Clerk to circulate when received. |  |
| 12/19-20 | **To declare the parish council exempt from internal audit for 18-19**  Due to the council’s income and expenditure both being less than £25,000 for the year 18-19 we are able to declare ourselves exempt from external audit. This was agreed and the exemption form was signed by the Chairman. |  |
| 13/19-20 | **To receive and adopt the Annual Governance statement for 2018-19**  All statements on the Annual Governance statement were read out by the chair and it was agreed to indicate a ‘yes’ to all. The annual governance statement was then signed by the Chairman and responsible financial officer. |  |
| 14/19-20 | **To receive and approve the accounting statement for 2018-19**  The accounts of the year 2017-18 were approved and signed by the chairman and responsible financial officer. |  |
| 15/19-20 | **Asset register review**  Asset register reviewed. Defibrillator cabinet added at a value of £480. |  |
| 16/19-20 | **Bin request for Jubilee Gardens**  A resident has requested a new dog bin for the Jubilee gardens. As the cost of this is quite high it was agreed to try to educate dog walkers first by placing a sign in the jubilee gardens indicating where the nearest dog bins are and asking that waste is placed in them. |  |
| 17/19-20 | **LHI Bid**  Deadline for submission to this years LHI is Sunday 4th August. It was agreed to apply for a 40mph buffer zone before the 30mph limit starts at the southern entrance to the village. Clerk and Cllr Kitt to work on application and details to be finalized at July meeting. |  |
| 18/19-20 | **Waterbeach new town**  Nothing to report. Cllr Long will attend next community forum |  |
| 19/19-20 | **Finance**   1. Payments have been made since last meeting   1) 769- Barnwell Electrical- £465.60  2) 770- Robert Balm- £153.56  30 771- John Wilson- £10.94     1. The following payments were approved 2. Capalc membership- 222.86- 776 3. M Starkie- Expenses- 42.88- 774 4. CGM-£182.40- 775 5. Hayley Livermore- Expenses- 90.79- 774 6. Sea Cadets-£50.00- 777 7. Cambridge Water- £18.27- 778 8. Bank reconciliation and budget update-As of 7/5/19 there was 25013 across the 2 accounts. Of this £7500 is ringfenced for asset purchase only.   Spending is in line with budget. |  |
| 20/19-20 | **Clerks report**  All covered in agenda |  |
| 21/19-20 | **Correspondence received**  All covered in agenda |  |
| 22/19-20 | **To accept matters for the next agenda**  LHI bid |  |
|  | **The meeting closed at 21:40** |  |