## MINUTES DRAFT

## OF THE FOULNESS ISLAND PARISH COUNCIL (FIPC)

## HELD AT THE LODGE FARM STAFF PREMISES, FOULNESS ISLAND

## ON WEDNESDAY 29th JUNE 2022.

## 

**Item:** **Informal meeting.** 7.00 pm.

**27 22-23 To Record the Members and Public Present at the FIPC Meeting**: 7.48 pm

Councillor (Chairman) Mrs E Pitts.

Parish Councillors: Mr G Bickford, Mrs F Giles and Mr A Holyland.

Essex & Ward Councillors: (apologies)

QinetiQ representative: Nicki Uden.

Members of the Public: Mrs D Carr.

The Parish Clerk: Mr B Summerfield.

**28 22-23 Chairman’s Comments:**

The Chairman welcomed all Councillors and the public to the meeting.

**29 22-23 Apologies and reasons for absence:**

i To be received by the Clerk only in person via: email, letter and telephone.

ii Acceptance of the reasons for FI councillors absence: All present.

iii Essex Councillor Mr Mike Steptoe and Ward Councillor: Mrs Jo Macpherson.

**30 22-23 Declarations of Interests:**

i To receive all declarations of interests: None.

ii The Chairman reminds Councillors to declare any further interests as they became evident to them,

during the progress of the meeting.

**31 22-23 Foulness Island Public Forum:** (5 Minutes per person with a Maximum of 15 minutes).

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

None

**32 22-23 To receive the Minutes of the AGM of the 18th May 2021:**

The Minutes were read and were Resolved to be agreed.

Proposed by Councillors: Mrs E Pitts, seconded by Mr A Holyland and agreed by all.

The Chairman duly signed the Minutes as a correct record.

**33 22-23 Matters Arising from the Minutes: (Not on the Agenda)**

(Minute 22 i/i) A potential Councillor co-option.

Agreed to thank the Councillor for her voluntary offer.

**34 22-23 Finance:**

i The FIPC Financial Statements (circulated on 29th June 2022) were recorded

ii The Co-op Bank Financial Statements (circulated on 29th June 2022) were recorded.

iii The FIPC balances were checked as correct against Co-op Bank Statements by Cllrs: Mrs F Giles and Mr G Bickford.

iv The AGAR Return Part 2, 2021-2022 was recorded.

i The AGAR 2021/22 Certificate of Exemption Form 2 was signed and recorded.

ii The Annual Internal Auditor Report 2021/22 was recorded.

iii The Section 1 - Annual Governance Statement 2021/22 was signed subject to item 34/v/i and recorded.

iv The Section 2 - Accounting Statements 2021/22 was signed and recorded.

v The dates set for the Period of the Exercise of Public Rights (published 3/07/22) were recorded.

vi The Bank Reconciliation for 2021/22 was recorded.  
 vii The Explanation of Variances 2021/22 was recorded.

v The Internal Auditors ‘Auditing Solutions Ltd’ 2021-2022 report was recorded.

i The actions recommended in the 21-22 Internal Audit report were discussed and agreed to be appended

to the Annual Governance Statement.

vi An invoice June 2022 from Auditing Solutions Ltd re: Internal Audit 21-22 @ £ 552-00 was agreed and recorded.

vii A payment to HMRC re: 1st Quarter PAYE-RTI @ £124-20 was agreed and recorded.

viii Ratified and resolved the Clerk/RFO transfer payments of all received notifications, salaries and invoices:

26/05/22 (Arthur J Gallagher Ins Brokers Ltd); Hiscox Insurance 2022-2023 (3 year) £ 487-92.

02/06/22 (B Summerfield) Salary June NALC/EALC rate (Nett) £ 159-17.

02/06/22 (ROSPA) Playground inspection £ 84-00.

ix Resolved: all invoiced and ratified payments, auditing statements, financial statements, receipts and Bank transfers.

Proposed by Councillors: Mrs F Giles seconded by Mr A Holyland and agreed by all.

**35 22-23 Planning:**

None.

**36 22-23 Correspondence:**

i The publications of the QQ ‘Foulness Residents’ Updates: June 2022 were recorded.

ii The publication of the Foulness Island newsletters of June/July 2022 were recorded.

iii Printed Publications and General Information received by the Clerk are available on demand.

**37 22-23 Streetlights:**

i Councillor Mr A Holyland reported:

i His research and actions in restoring the power supply to the Churchend defibrillator and Phone box.

ii His inspection on a weekly basis, of the defibrillators at Churchend and Courtsend and reporting to

Community Heartbeat Trust.

ii The Council thanked Cllr: Holyland for his work with the Community Heartbeat Trusts defibrillators.

iii The Clerk reported the updating of the contact detail for the Community Heartbeat Trusts.

iv Councillors reports: Landwick Gate roundabout streetlighting appear to be the responsibility of the MOD.

**38 22-23 Highways:**

i Agreed not to take up the Essex Highways Salt Bag Partnership 2022-23.

ii Agreed that it was hoped that the reported faulty streetlights are repaired before the Autumn nights draw in.

**39. Website:** (The website is to be brought up to date with the inclusion of this meetings’ information).

The Clerk requested an upgrade to a more user-friendly website for the benefit of the FIPC.

Clerk to seek quotations from ‘IONOS’

**40 22-23 Next Agenda Items from Councillors:** Items: *for next Agenda and exchange of information only.*

i Clerk to research and update on the position of a Funeral directors request to update the inscriptions on two

grave stones:

ii Research Location of Grave stones and if within the FIPC jurisdiction to research the fees/charges.

iii The Clerk to update the membership of the FIPC in the GWCA newsletter.

41 22-23 The next Foulness Island Parish Council Meeting:

Agreed: **28th SEPTEMBER 2022.**

There being no further business the Chairman closed the meeting at 8.44pm.

DRAFT 2022. B. Summerfield, (Foulness Island Parish Council Clerk/RFO