

GREAT ASHFIELD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday, 16th May 2019 following the Annual Parish Meeting at 7pm held at the Lord Thurlow Hall

Cllr A. Peake – Chairman*

Cllr R. Barker – Vice-Chairman*

Cllr N. Calderbank*

Cllr B. Fitch*

Cllr I Sadler*

Cllr D. Stick*

Present: All marked*

Mrs S. Austin took the minutes. No members of the public attended

The Chairman welcomed everyone to the meeting.

1. Election of Chairman

Cllr Barker proposed Cllr Peake as Chairman seconded by Cllr Calderbank, all in agreement. Cllr Peake duly signed the Declaration of Acceptance of Office. All Councillors completed the Declaration of Acceptance of Office. All Councillors signed the Method of Service of Summons form.

2. Record Councillors' apologies for absence

All in attendance.

3. Declarations of interest

Cllr Barker in respect of being a member of the PCC. All Councillors were reminded of the need to complete the Register of Interest Forms within 28 days of the election. All Councillors had completed a register of interest form.

4. Visiting Speakers

- i. County Councillor: Cllr Jane Storey did not attend an April and May report had been received and circulated which included: Take part in the 2019 Suffolk Walking Festival, Suffolk Record Offices achieves national accreditation, Suffolk's recycling centres opening hours, The countdown begins – 100 days to go until Suffolk Day, Beccles and Stowmarket confirmed as host venues for 2019 OVO Energy Women's Tour Grand Depart in Suffolk, More than 98% of pupils receive a preferred primary school on National Offer Day, Thedwastre North tour for SCC Chief Executive, Nicola Beach, Suffolk County Council Annual General Meeting, 23rd May.
- ii. District Councillor: No report had been received.
- iii. Public forum: No members of the public were in attendance

5. To Sign the Minutes of the Previous Meeting as a True Record

The minutes of the meeting held on Thursday, 21st March 2019 had been circulated, and were signed as a correct record of proceeding.

6. Appointment of Vice-Chairman and Officers

Cllr Calderbank proposed Cllr Barker as Vice-Chair this was seconded by Cllr Sadler all Councillors in agreement. The following Officers were agreed:

Cllr Stick Community Speedwatch

Cllr Stick Neighbourhood Watch

Cllr Fitch Tree Officer

7. To Consider Co-option of Councillor

No one had come forward to place on next agenda.

8. Reports:

- i. General Highways: To report the dip in the road opposite Council houses, again, which is getting progressively worse due to a collapsed sewer
- ii. Community Speedwatch: The latest report had been circulated to Councillors.
- iii. Neighbourhood Watch: The latest report had been circulated to Councillors.
- iv. Clerk: P60 had been received for the Clerk. No response had been heard from the First Responders to contact again to try and set up CPR training.

9. Annual Reviews

- i. **Standing Orders:** All Councillors had received a copy, all in agreement no changes were required.
- ii. **Financial Regulations:** All Councillors had received a copy, all in agreement no changes were required.
- iii. **Financial Risk Assessment:** All Councillors had received a copy, all in agreement no changes were required.
- iv. **Review of Policies:** All Councillors in agreement no changes were required.
- v. **To confirm appointment of Clerk as Responsible Financial Officer:** It was confirmed the Clerk was the Responsible Financial Officer.

10. To Consider Peace Day 2019

The Peace Day to be called Royal Flying Corps 1917-1919 Aerodrome Exhibition & Memorial to be held on 20 – 21st July 2019 with guided visits to the site of WW1 aerodrome and an exhibition of the Royal Flying Corps at Elmswell in the Great Ashfield Village Hall open from 10am – 4pm. Cllr Peake proposed the Parish Council pay the cost of the hire of the village hall for the weekend seconded by Cllr Stick all in agreement.

The WW1 memorial held in Great Ashfield Church was discussed including the possible reasons why a number of names were missing from it. Council felt the memorial should be upgraded to include all twelve names. Council agreed the Clerk to write a formal letter to the PCC recommending the twelve names should appear on the memorial. It was noted the Parish Council were happy to help identify relatives to allow the PCC to gain permission from the families.

The Roll of Honour was briefly discussed with the possibility of adding members of the WRAF, to place on next agenda.

11. To Consider Polling of Residents in Regards War Memorial

To await the response from the PCC.

12. To Consider Role of Editor of Newsletter

CLlr Sadler to contact a resident who may be willing to take on the role of Editor.

13. Correspondence

To circulate: Clerks & Councils Direct, Suffolk Philharmonic Concert and Fly the Red Ensign 3rd September 2019.

CLlr Stick advised receipt of a letter from the Canadian Broadcasting Authority in regards the research the village has been carrying out on W.W.II, Council happy for CLlr Stick to respond.

CLlr Peake advised the Blue Plaque had been received Council agreed to place 'presented to the householder from the Parish Council' on the back of the plaque. Council agreed for the Plaque to be presented to the householder with photographs to be taken. CLlr Calderbank to contact the Bury Free Press and Look East as it felt they may be interested in attending. CLlr Stick confirmed the householder was happy for publicity and would co-ordinate the event. It was felt the presentation, if possible to take place on either the date of birth or a significant date.

14. Planning

- i. **Application No: DC/19/02121 Westside Cottage, Norton Road 2 storey side extension:** Council discussed CLlr Peake proposed no objection seconded by CLlr Calderbank all in agreement.
- ii. **Any applications decided by planning authority:** No decided applications received.

15. Finance Report and payment of invoices

Notification had been received of payment of first instalment of the precept of £1207.50 and a MSDC grant of £2500 for the disabled toilet in the village hall. Interest of .11p has been received in April for the TSB account. A reclaim of VAT for £106.92 for year 2018-19 had been made to HMRC. The Current account had a cleared balance at 28.4.19 of £3300.93 and an uncleared balance after the invoices on the agenda have been paid of £5398.62. The deposit account held a cleared balance at 28.4.19 of £801.70.

All Councillors in agreement for the payment of invoices.

- i. **To Consider Internal Audit Report:** The internal audit report was read to Council no recommendations were required.
- ii. **To Consider and accept End of Year Statement:** A copy of the end of year statement was given to Councillors. Council discussed all Councillors in agreement to accept the End of Year Statement.
- iii. **To Consider and accept Annual Governance Statement Section 1:** The Clerk read out the Annual Governance Statement to Council. CLlr Barker proposed to accept and authorise the Chair to sign on behalf of the Council seconded by CLlr Calderbank all in agreement. The Chair duly signed the Annual Governance Statement.
- iv. **To Consider and accept Accounting Statement Section 2:** All Councillors had received a copy of the Accounting Statement. CLlr Sadler proposed to accept the Accounting Statement and authorise the Chair to sign on behalf of Council seconded by CLlr Calderbank all in agreement. The Chair duly signed the Accounting Statement.

- v. **To consider exemption from external audit:** Cllr Barker proposed to approve the exemption from the requirement for a limited assurance review seconded by Cllr Sadler all in agreement. The Chair signed certificate of exemption on behalf of the Council.
- vi. **Donation to Village Hall:** Council agreed a donation of £2,500 towards the disabled toilet.
- vii. **SALC subscription £177.31:** a cheque no:354 for £177.31 was raised
- viii. **M Saunders internal audit £85:** a cheque no:355 for £85 was raised
- ix. **J. Mulley Grass Cutting 2019/20:** a cheque no:356 for £60 was raised
- x. **A. Peake (Jonny's Sister) ref: 7838 Blue Plaque £40.95:** a cheque no:357 for £40.95 was raised
- xi. Council agreed cheques may be raised before the next scheduled meeting in respect of:
 Donation to village hall of £2500 when it was confirmed on receipt of bank statement
 the MSDC grant of £2500.
 MSDC invoice for dog waste bin emptying
 Profile newsletter printing
- xii. **No further invoices had been received**

16. Councillors' reports and items for future agenda

Cllr Fitch advised a resident had reported a problem with parking. Council confirmed this was not a Parish Council matter and should be referred to Highways or the Police.

17. Date of next meeting

The next scheduled meeting being confirmed as Thursday, 19th September 2017 at 7.30pm.

There being no further business the meeting closed at 9pm.

Great Ashfield Parish Council
 Signed:

Date: