

**GREAT ASHFIELD PARISH COUNCIL**

**Minutes of the Annual Parish Council meeting held on Thursday, 31<sup>st</sup> May 2018 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\***

**Cllr R. Watts\***

**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 dually signed the Declaration of Acceptance of Office

**2. Record Councillors' apologies for absence**

Apologies received and accepted from Cllr Fitch.

**3. Declarations of interest**

Declaration of interest received from Cllr Barker in respect of being a Mid Suffolk District Councillor as well as item 12.

**4. Visiting Speakers**

- i. County Councillor: Cllr Jane Storey did not attend an annual report had been received and was circulated to Councillors
- ii. District Councillor: Cllr Roy Barker attended a report had been received and was circulated to Councillors
- 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, 29<sup>th</sup> March 2018 had been circulated, and were signed as a correct record of proceeding.

**6. Appointment of Vice-Chairman**

Cllr Calderbank proposed Cllr Barker as Vice-Chair this was seconded by Cllr Peake all Councillors in agreement.

## 7. Reports:

- i. General Highways: An outstanding schedule of highway issues to be distributed to Councillors who may add issues or take off completed items. The Clerk to update and bring to the next meeting. A generic letter was given to Councillors to distribute to residents with overgrown hedges/trees.
- ii. Community Speedwatch: The latest report had been circulated to Councillors.
- iii. Broadband: Cllr Sadler advised BT had given a date next year for broadband in Daisy Green but he was not hopeful this would be fulfilled. Cllr Sadler to send details of the Better Broadband for Suffolk grants available to the Newsletter.
- iv. Clerk: Nothing further to Report
- v. W.W.1 Commemoration Working Party: It was hoped to apply for lottery funding with 'Great Ashfield Residents World War 1 Memories'. To contact/involve local groups: Residents, Village Hall, W.I., Church, Schools, local parishes, Elmswell history society. To produce an extra Newsletter edition asking for help/volunteers. It was hoped to have a lottery decision by early September. The plans for a YES decision: a permanent memorial possibly a 'Tommy' and plaque/s possibly placed by the village sign and/or a memorial bench. To have a Residents in War Walk. To produce a Residents in War booklet (Village stories from the war years) available for all residents. Roll of Honour renewal to be included. To request the landowners permission for memorial if necessary.  
On the day the Walk in the afternoon with it was hoped tea and cake in the Village Hall with help from the W.I. The Village Hall to be used as an information centre. Temporary walk signs with information with possible road closure. If able to engage with local schools a walk narrative app. The Beacon to be lit at 7pm might want to open the village hall with a walk to the airfield with 72 tealights (representing the number who served). To ask a local resident to ignite the beacon.  
It was hoped to have a permanent memorial/plaques/contemplative bench/laminated village walk/Residents in War booklet stories of the 72/events on the day: total costing approximately £7000.  
A brief discussion took place, it was suggested the walk take place on the Saturday with a pub night in the village hall with the Beacon activities taking place on the Sunday. The Working Party to put together information for an extra one-off edition of the Newsletter to liaise with the Editor.

## 8. Annual Reviews

- i. **Standing Orders:** All Councillors had received a copy of the revised NALC recommended Standing Orders, Council discussed Cllr Barker proposed adopting revised Standing Orders seconded by Cllr Stick all in agreement to adopt the recommended Standing Orders adapted for Great Ashfield Parish Council.
- ii. **Financial Regulations:** Council reviewed Financial Regulations and all in agreement no changes were needed.
- iii. **Financial Risk Assessment:** Council reviewed Financial Risk Assessment and all in agreement no changes were needed.

## 9. To Consider to adopt Data Protection Privacy Policy & update on GDPR

All Councillors had received a copy of the Data Protection policy, Council discussed Cllr Peake proposed adopting the Data Protection policy seconded by Cllr Stick all in agreement to adopt the policy, the clerk to upload onto the website.

#### **10. Correspondence**

To distribute Cllr Storey's annual report, Clerks & Councils direct magazine, MSDC letter on a single district council in the centre of Suffolk and letter from Seafarers UK.

- i. An email had been received from Badwell Ash Parish Council asking permission to adapt the bus shelter for the street cleaner to store some equipment: Council discussed Cllr Peake proposed Council was happy for Badwell Ash Parish Council to use and adapt the building as a store for street sweeping equipment. Badwell Ash to be responsible and to undertake appropriate risk assessments including ensuring the doors must not open outwards onto the pavement seconded by Cllr Barker all in agreement. The clerk to inform Badwell Ash Parish Council.

#### **11. Planning**

- i. **Application No: DC/18/01804 Pelewura, Long Thurlow Road – Erection of a rear single storey extension to existing garage:** Council discussed Cllr Calderbank proposed no objection seconded by Cllr Peake all in agreement.
- ii. **Any applications decided by planning authority:** No decided applications received.

#### **12. Finance Report and payment of invoices**

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. All Councillors in agreement to accept and authorised the Chair to sign on behalf of the Council.
- iv. **To Consider and accept Accounting Statement Section 2:** All Councillors in agreement to accept the Accounting Statement Section 2 and for the Chair to sign on behalf of the Council.
- v. **To consider exemption from external audit:** All Councillors in agreement to approve the exemption from the requirement for a limited assurance review and authorised the Chair to sign on behalf of the Council.
- vi. **M. Saunders internal audit inv: 1915 £85:** a cheque no: 330 for £85 was raised.
- vii. **SALC subscription inv: 20546 £178.20:** a cheque no:334 for £178.20 was raised
- viii. **MSDC inv no: 2000062553 £168 dog bin emptying:** a cheque no: 333 for £168 was raised.
- ix. **J. Mulley Grass Cutting 2018/19:** a cheque no: 331 for £60 was raised
- x. **Profile Business Supplies £20:** a cheque no: 332 for £20 was raised
- xi. **No further invoices had been received**

**13. Councillors' reports and items for future agenda**

Cllr Barker asked for 'Garden maintenance' to be placed on next agenda. Accounts to be placed on next agenda. WW1 commemoration working party report on next agenda.

**14. Date of next meeting**

The next scheduled meeting being confirmed as Thursday, 27<sup>th</sup> September 2017 at 7.30pm.

There being no further business the meeting closed at 9.15pm.

Great Ashfield Parish Council  
Signed:

Date: