**Draft Minutes of the Meeting**

**Of the Parish Council AGM held on**

**Wednesday May 25th 2016 at 7.30pm**

Attendees: Councillors N Aitkens - NA

 M Morris – MM

 A Robertson – ARR

 L Smith – LS

 D Till – DT

 S Durrant - SD

Clerk D Rix – DR

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| 1/652/663/674/685/696/707/718/729/7310/7411/7512/7613/7714/7815/7916/8017/8118/8219/8320/8421/8522/8623/8724/8825/8926/90 | **Election of Chairman**Cllr MM proposed and Cllr ARR seconded that Cllr NA be nominated and re-elected as chairman. Cllr NA accepted. **Declaration of Acceptance of Office**A Declaration of Acceptance of Office was signed by Cllr NA. **Appointment of Vice Chairman**Cllr DT proposed and Cllr ARR seconded that Cllr MM be re-elected as Vice Chairman. Cllr MM accepted. **Appointment of SALC representative**. Cllr SD said that he was happy to continue in the role. **Appointment of Rights of Way Officer**Cllr NA said that he was happy to maintain responsibility along with the team of volunteers in the village.**Appointment of WCA representative**Cllr ARR said that she was happy to continue in the role. Cllr NA suggested that the PC invite the new WCA chairman Jeff Pyne to a future meeting.**Appointment of Neighbourhood Watch representative**Cllr LS said that she was happy to continue in the role. **Declarations of Interest**None **Apologies for Absence**Cllr NM (exam) Cllrs Rushen and Clements (busy)**Borough Councillor’s Report** None**County Councillor’s Report**None. Cllr NA asked the clerk to raise school places with Cllr Clements and to add it as an agenda item as neither Cllr SD’s great niece nor the children of the new owners of the White Horse could get their children into Horringer school and instead have to send them all the way to Whelnetham.**Neighbourhood Watch Officer’s Report**Cllr LS said that she had signed up with Suffolk’s NWS for extra support. All agreed that it was great to meet and hear from PC Marshall at our APM. She said that if we want more NW signs we need to speak to Cllr TC as it could be something that could come from his locality budget funding. Crime and Police Commissioner Tim Passmore has been re-elected.**Public Forum**None **Planning Applications**The clerk said that the proposed earth sheltered dwelling at Chestnuts was to be discussed at the next Development Control Committee meeting on June 2nd, if anyone wanted to speak. She said that the Pattles Grove applications had been approved and that she had reported ‘no objection’ for the Howes Cottage application. **Minutes of the Meeting held on March 30th 2016**Cllr LS proposed and it was seconded by Cllr ARR that the minutes were a true record. **Matters Arising from the Meeting on March 30th and the APM on April 22nd**. Clerk to ask Speed Watch volunteers how many more 30mph bin stickers they require. Regarding passing places on Tuffields Road, clerk to mention to SCC that since Mr Staveley had been given permission to run his livestock operation from Golden Lane, Lawshall many large lorries now use the road which is not really wide enough for them. Regarding flooding at Harram Bottom, DR said she had been copied into correspondence between Cllr TC which said that a request from Hugh Maddever to create a bigger bridge would be very low priority. It was agreed that she should write and ask for a barrier to be built that would hold back any debris from reaching the pipes and subsequently blocking them. DR also to mention that the Fern Hill pipe is of a much bigger diameter and there are no longer any problems there. Nothing more had been heard about Nunwick Farm.**Clerk’s Report**Regarding Jackson-Stops and Staff request to advertise on our website, SALC said that we can’t make a profit from advertising and that adverts on the site can only be about services of the council, charities or voluntary groups or activities encouraging visitors to the area for recreational purposes etc.DR has ordered 50 commemorative coins for the Queen’s 90th birthday celebrations. The requested 30mph extension to Rede Road – according to Highways - does not meet current policy requirements. Cllrs agreed to backdate, from April, a pay rise for the clerk from £8.613 to £8.717 an hour in line with National Joint Council new pay scale guidelines for 2016-17. DR said she had put the Notice of EU Referendum on the noticeboard. Regarding new register of interest forms, councillors said that their circumstances had not changed since last year. DR read out a request from the village volunteer working party for the PC to fund teak oil to refurbish a bench and for two new noticeboards, one at the White Horse, the other in the bus shelter. DR to investigate costs of boards and say yes to teak oil. Regarding the new path, they suggested it would be good to give it a name that reflected the generosity of the Cuttings in donating the land, perhaps ‘Cutting’s Way’ or ‘The Cutting’s Path’. A plaque for the bench on the walk was also suggested. Cllr NA said that he would speak to the Cuttings about that. DR to try and find a book for walkers to sign.**Finance** There were 2 invoices for payment:SALC 6 months payroll - £16.80SALC subscription - £248.89 (includes a £24.88 fee to NACL and 6 copies of ‘The Local Councillor’ (£239 last year)DR had paid £36.77 to Cllr ARR for debribrillator expenses at the APM.DR to take up Community Action Suffolk’s offer of a free subscription this year. It was proposed by Cllr ARR and seconded by Cllr MM that the cheques and bank reconciliation for the year ending March be duly signed.DR had circulated the annual accounts and Model Financial Regulations ahead of the meeting. In line with changes to the Accounts and Audit Regulations 2015, it was important that section 1, the Annual Governance Statement, was approved and signed before section 2, the accounting statement. Cllr NA read out the governance statement. All approved. Cllr SD proposed and Cllr ARR seconded that sections 1 and 2 of the Annual Accounts for 2015-16 be signed by the chairman and clerk and sent to Robin Drayton for internal auditing. The clerk said that from June 13th for 30 days, she must publish a copy of the accounting statement accompanied by a declaration signed by her stating that the accounts haven’t yet been audited and are subject to change. She must also publish the annual governance statement and a statement detailing the exercise of public rights.Having read the new Model Financial Regulations Cllr MM raised item 6.13 – the need to keep backed up computer copies off site - He would investigate keeping them in the cloud. With this in hand, it was proposed by Cllr ARR and seconded by Cllr LS that the updated regulations be adopted. DR said that the PC had received the precept of £8,854, a VAT refund of £560.55 and Transparency Code funding of £175.49. She said that new funding for complying with the Transparency Code was now available for 2016-17. DR to discuss with Cllr NA a possible claim. **Bank balance at 30th March 2016**

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| Balance in Treasurers Account | 6,328.10 |
| Savings account | 10,433.27 |
| Total | 16,761.37 |
| Less cheques not presented | nil  |
| Total | 16,761.37 |

**Footpaths, Highways and Byways**DR to talk to Peter Bradfield about the Creation Order of the new path being in place before June 11th. **Trees**Cllr NA to talk to Jim Reynolds. **Suffolk Association of Local Councils**No report. Cllr SD said he hoped to make the meeting in June. **Whepstead Community Association Report**Cllr ARR said that Jeff Pyne had been elected new chairman and that Lesley Kearney was again secretary and Di Howe treasurer. The Jumble sale raised £261, but was not well attended. The Quirk House theatre production was very good but again not well attended, £56 was raised from refreshment sales. On June 11th, there will be a Royal Tea Party from 2-5pm - a free BYO picnic event. There will be a raffle and games. A summer concert on July 2nd is to be confirmed and it is hoped to have a Greek night on September 17th and another Jumble Sale on October 8th. Fun, food and Fireworks will be on November 5th and a Whepstead’s Got Talent event will take place on November 26th. Grants have been applied for to fund improvements to the playground and internal redecoration of the hall, including new curtains. A dog fouling leaflet has been approved and will be circulated with June’s newsletter. The next meeting is June 6th. **Correspondence** None**Broadband**Suffolk Better Broadband says we are on target to receive superfast broadband by September at the latest. **Chairman’s Comments**Cllr NA thanked councillors for re-electing him and for their support.**Any Other Business**  None.The meeting closed at 8.40pm Signed………………………………..Dated………………… |