**Draft Minutes of the AGM**

**of the Whepstead Parish Council on**

**Wednesday May 22nd 2019 at 7pm**

Attendees Councillors N Aitkens - NA

L Smith – LS

T Smith – TS

G Merrett – GM

S Durrant - SD

Clerk D Rix – DR

Members of the Public S Bonney - SB

Deborah Stratford – DS

Jeff Pyne - JP

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 63/1  64/2  65/3  66/4  67/21  68/5  69/6  70/7  71/8  72/9  73/10  74/11  75/12  76/13  77/14  78/15  79/16  80/17  81/18  82/19  83/20  84/22  85/23  86/24  87/25  88/26  89/27  90/28  91/29 | **Election of Chairman**It was proposed by Cllr TS and seconded by Cllr SD that Cllr Aitkens be appointed Chairman.**Declaration of Acceptance of Office by Chairman** Cllr NA signed the Declaration of Acceptance of Office and opened the meeting.  **Appointment of Vice Chairman**  It was proposed by Cllr NA and seconded by Cllr GM that Cllr Terry Smith be appointed Vice Chairman.  **Co-Option of a Parish Councillor**  Cllr NA would speak to Garry Corcoran who had expressed interest. DR had put an ad in the June newsletter.  **Speeding on Brockley Road** *(Cllr NA brought forward agenda item 21)* Cllr NA closed the meeting and invited members of the public to speak.SB, DS and JP had been to a Community Speed Watch meeting and had been told that the police safety camera enforcement team didn’t come to our village because we hadn’t been registered by the Parish Council. DR to do that. DR said that following her meeting with Dan Burke of Highways he had offered to fund two new VAS poles with a sign above saying “no footway” pedestrians in Brockley Road. He said that the preferred site for a pole facing drivers coming from Brockley was outside number 8 Brockley Road but it could be a potential problem because of a utility pole nearby and provided alternatives, outside number 2 Brockley Road and outside Green Acre. The resident at 2 Brockley Road had opposed this and DR was waiting to hear from the residents at Green Acre.A second pole outside Meadow View facing traffic coming from BSE had been approved. DR to buy a mannequin for Emma Stephen’s children to dress and to look into the costs of a second VAS to be shared with Chevington and Chedburgh. Steve Bonney said that the casing around the VAS had been broken, almost certainly by the grass cutter last Thursday and would get on to Westcotec about the cost of repair. He had done a temporary one. DR to talk to the Council about it and to Cllr Soons about helping to fund a new machine.**Appointment of SALC representative** (Cllr NA returned to agenda item 5)Cllr TS agreed to take over this role**Appointment of Rights of Way representative** Cllr TS agreed to take on this role  **Appointment of WCA representative**  Cllr GM agreed to take on this role when Cllr TS formally resigned at the AGM. **Appointment of Neighbourhood Watch representative**Cllr LS agreed to continue in the role**Declarations of Interest**None**Apologies for Absence** Our new district councillor Mary Evans apologised that the meeting clashed with the first meeting of the West Suffolk Council. Cllr Soons was unwell.  **Borough Councillor’s Report**  None  **County Councillor’s Report**  None  **Public Forum**  None  **Planning Applications – South East Lodge**  Cllrs voted to support the application for a single storey rear extension. DR pointed out that planning was now paperless so we would have to study applications online. DR to check to see when a site visit to the Land South of the White Horse Pub would take place following the appeal. She noted that the White Horse application had been withdrawn and that the development of land behind the Chestnuts had been approved.  She mentioned that Sue Lawrence had been upset to discover that new footings were going in on an extension to an agricultural building at the bottom of her garden that would further ruin her view. Cllr NA said that it would have been under agricultural permitted development rights which was why she hadn’t been notified. He suggested talking to Cllr Evans about it as Babergh and Mid Suffolk always publish their applications in the East Anglian, but West Suffolk doesn’t.  **Minutes of the Meeting held on March 27th**  Cllr LS proposed and it was seconded by Cllr GM that the minutes were a true record.  **Matters Arising from the March 27th meeting**  Cllr NA to chase Nick Hayward regarding the bus shelter. DR to find out for Cllr TS whether the planning training course was being rescheduled.  **Matters Arising from the APM on April 12th**  DR had thanked our speaker Simon Parker. Agreed we need to start thinking about one for next year.  **Clerk’s Report**  DR reminded councillors to resubmit a register of interests form if their circumstances had changed. She apologised to Cllr NA that she had been unable to find Mark Warnes’ quote. On behalf of the Doughnut Boys, Graham O’Dell had asked her to check that they were covered by our insurance. DR had forwarded an email about a missing rose in the graveyard to Gillian Aitkens and she had put Glemsford’s Scout Group in touch with Andrew Maddever about erecting an estate agent style board on his land advertising their sale trail. She had also passed a free energy rating service offer from Suffolk Climate Change Partnership to Richard Gleed.  **Finance**  DR had circulated the annual accounts ahead of the meeting. Cllr NA read out the Annual Governance Statement. Cllr TS proposed and it was seconded by Cllr GM that first Section 1, the Annual Governance Statement, and then Section 2, the Accounting Statements be approved and signed. Cllr NA and DR then signed the Certificate of Exemption ready for submission.  There were two invoices for payment:  Vertas grass cutting: £464.62  Terry Smith: Kent Blaxhill bill for bus shelter maintenance £115.36  It was proposed by Cllr LS and seconded by Cllr GM that the bank reconciliations for the year end to March 2019 and the April one were correct and that the cheques be signed.  **Bank balance to end March 2019**   |  |  | | --- | --- | | Balance in Treasurers Account | £6,538.01 | | Savings account | £10,448.91 | | Total | £16,986.92 | | Less cheques not presented | Nil | | Total | £16,986.92 |   **Bank balance to end April 2019**   |  |  | | --- | --- | | Balance in Treasurers Account | £14,249.89 | | Savings account | £10,449.33 | | Total | £24,699.22 | | Less cheques not presented | Nil | | Total | £24,699.22 |   **Neighbourhood Plan**  Cllr TS had looked at the old Neighbourhood Plan for Whepstead 2005-2015. It was in need of a revamp and would guide our thoughts on planning in the village into the future. Cllr NA suggested waiting to start work on it when we had two more councillors on board. DR to investigate advice from SALC.  **Dangerous Dogs**  Cllr LS had spoken to Ann Maddever about an incident 6 weeks ago when Hugh Maddever was badly bitten by an Alsatian in the village. Everyone felt there had been an unsatisfactory response from both the Police and Suffolk Housing. DR to write to both expressing villager concerns.  **Footpaths, Byways and Highways**  Concern was raised about the number of road accidents at Harram Bottom. Suggested we keep a log of them. Cllr NA asked DR to copy and email to everyone an article about the new volunteer highway scheme, in which hard hats, hi-vis jackets etc were being made available to villages to clean their own signs etc. Agreed the Doughnut Boys have been doing what is being proposed for years. DR to ask for jackets etc.  **Neighbourhood Watch Scheme**  Cllr LS was still talking to Cllr Evans about the procedure for getting new NW sign posts up. She continues to circulate information about scams, suspicious vehicles and people and urged everyone to keep an eye on their vulnerable neighbours.  **Suffolk Association of Local Councils Report**  None  **Whepstead Community Association Report**  Little to report as numerous events had had to be cancelled or postponed due to bereavement. Everyone encouraged to look at permanent signs outside village halls advertising their usage.  **Correspondence**  None  **Chairman’s Comments**  Cllr NA thanked everyone for coming and asked DR to check out the rules of co-option.  **Any Other Business**  Cllrs TS and LS would be away for July 3 meeting. DR to investigate moving the meeting to July 17th as the PC would not be quorate without them.  The meeting closed at 8.50pm  Signed………………………………..Dated……………… |