**Draft Minutes of the Annual General Meeting**

**Of the Parish Council held on**

**Wednesday May 23rd 2018 at 7pm**

Attendees: Councillors N Aitkens - NA

 M Morris – MM

 L Smith - LS

 S Durrant - SD

Clerk D Rix – DR

SCC K Soons – KS

Borough Councillor M Chester – MC

Members of the Public 1

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| 1/652/663/674/685/696/707/718/729/7310/7411/7512/7613/7714/7815/7916/8017/8118/8219/8320/8421/8522/8623/8724/8825/8926/9027/9128/92 | **Election of Chairman**Cllr MM proposed and Cllr LS seconded that Cllr NA be nominated and re-elected as chairman. In accepting, Cllr NA thanked everyone for their vote of confidence. **Declaration of Acceptance of Office**A Declaration of Acceptance of Office was signed by Cllr NA and the Clerk. **Appointment of Vice Chairman**Cllr MM was re-appointed Vice Chairman. **Co-Option of a Parish Councillor**The Clerk had circulated the CVs/personal statements of the three candidates before the meeting. Cllr NA said he was impressed by the high calibre of all three but proposed Terry Smith, not least because Mr Smith was already on the WCA committee and the PC needed someone to represent it. Cllr MM seconded the proposal and Terry Smith was selected by a unanimous show of hands and welcomed. DR to let other candidates know that another vacancy has arisen following the resignation of Nicola Mann and barring a demand for an election before June 8th, another co-option would take place at our next meeting on July 4th. DR to provide Mr Smith with a new councillor folder and a register of interests form and would let the Borough Council know of the appointment.**Appointment of SALC representative**. Cllr SD said he would continue in the role. **Appointment of Rights of Way Officer**Cllr NA said he would continue in the role.**Appointment of WCA representative**Mr Smith said he would be happy to take on the role. **Appointment of Neighbourhood Watch representative**Cllr LS was thanked for agreeing to continue in the role. **Declarations of Interest**None **Apologies for Absence**Cllr Till**Borough Councillor Report**Cllr MC said that rural wards made up 30% of the total population but didn’t receive a similar percentage of funding. To make a case to redress the balance, he is looking for ideas from Whepstead. DR to mention in the newsletter. One June 30th Cllr MC would be on West Suffolk Radio to publicise a campaign by Chedburgh villagers to try and buy its pub the Marquis of Cornwallis.He was also seeking outstanding candidates for the Borough’s scrolls for community heros initiative. Councillors can award two scrolls during their four year term. Possible ward changes being considered by the Boundary Commission will go to a public consultation in July. Cllr NA said that Clare was not a natural fit for us. It appeared decisions were being made by number crunchers. Our neighbouring villages had common themes and needed to be represented by someone who lives near us, understands our needs and looks to Bury St Edmunds. Both KS and MC agreed. **County Councillor’s Report** *(circulated in advance of the meeting)*Cllr Soons said after a leadership battle, Matthew Hicks would be the new leader of Suffolk County Council. Two cabinet ministers have resigned. Cllr NA mentioned the confusing road diversion in Whepstead. KS said to email her immediately when a road is closed and no work is carried out for days. He complained about potholes being fixed, but lesser ones a few yards away being left and the lack of co-ordination in road works in Bury was discussed. Cllr NA said that Whepstead would be interested in the proposed self-help scheme. She praised the PC for attracting 3 co-option candidates when most PCs failed to have enough councillors. **Public Forum**None**Planning Applications****DC/18/0785/ADV** – Beehive Cottage, Old School RoadThe application for a non-illuminated free standing advertising board for Beehive Cottage’s recently approved Cattery was discussed. Drawings suggested that the board would be outside the property boundary. Councillors agreed that while they did not oppose the size of the advertising board, they felt it should not be on the highway’s verge.**DC/18/0926/TCA** – 2 Rectory GroveCouncillors approved the application to prune the overhanging branches of an Ash tree.**Minutes of the Meeting held on March 28th 2018**Cllr MM proposed and it was seconded by Cllr LS that the minutes were a true record. **Matters Arising from the Meeting on March 28th**None**Matters Arising from the APM on April 20th**DR said that she had chased up a villager request re: broadband and had written and thanked guest speaker Robbie Silk.Regarding broadband, Cllr NA said that residents at the Lawshall end of Tuffields Road were pursuing a number of options but County Broadband didn’t seem interested in helping just a few houses. At next year’s APM, he suggested that planning applications should be mentioned and he urged councillors to think of a possible speaker to do with recycling and waste disposal.**Clerk’s Report**DR said she had given the village footpath grass cutting schedule to Alan Perkins as the council arrived to cut a path just after the Doughnut gang had started cutting one. She has also reported a broken waymarker, fingerpost and bridge sleeper.She had sent the cricket club’s home matches dates to Vertas. Cllr Soons had put her in touch with a new team working on footpath maps. They would be free to meet some time after July 16th. DR to chase. No news on the replacement post box for Tuffields Road, which should be in place before June 12th.DR to put a resident, who has requested help with affordable housing, in touch with Suffolk Housing, which favours those with a connection to the village. DR had renewed the PC’s membership of Community Action Suffolk which is free again this year. Councillors approved NALC’s recommended pay increase for the clerk from £8.863 to £9.341 an hour. SALC’s updated Standing Orders - to reflect changes to the Data Protection regulation - were adopted. The Financial regulations remain the same and have not been updated since 2016. Cllr NA and the Clerk had carried out a risk assessment and it was agreed that the asset register – which had been circulated – was up to date. **Finance** There were 2 invoices for payment: SALC annual subscription - £251.26Vertas – grass cutting Mar-Jun - £601.49It was proposed by Cllr LS and seconded by Cllr SD that the cheques and bank reconciliations for the year ending March and the month of April were correct and be duly signed.The precept of £8,410 had been paid and DR would submit a VAT reclaim. DR had circulated the annual accounts ahead of the meeting. Robin Drayton had agreed to internally audit them.DR explained that there had been major changes to the requirements for smaller authorities for the 2017/18 reporting season. Although we still have to file an annual return - exactly as before - we could exempt ourselves from review as our total gross income and expenditure is below £25,000, we have existed since before 2014 and the external auditor didn’t raise any major matters in his review last year.Following discussion, Cllr MM proposed and it was seconded by Cllr LS that Section 1 – the annual governance statement – was approved. Cllr NA and DR signed it. DR had signed Section 2 – the accounting statement – before the meeting. It was proposed by Cllr MM and seconded by Cllr LS that the statement be approved and also signed by the chairman. DR to file the exemption certificate before June 11th and publicise the exercise of public rights before they start on July 2 for 30 days. DR drew councillors’ attention to the auditor’s comments from last year’s audit when she had been pulled up on a rounding issue and had valued the donated defibrillator at £2,000 instead of £1.Following the resignation of two bank signatories, DR to update bank details.**Bank balance at 30th March 2018**

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| Balance in Treasurers Account | £8,051.24 |
| Savings account | 10,443.67 |
| Total | 18,494.91 |
| Less cheques not presented | nil  |
| Total | 18,494.91 |

**Bank balance at 30th April 2018**

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| --- | --- |
| Balance in Treasurers Account | 13,406.00 |
| Savings account | 10,444.11 |
| Total | 23,850.11 |
| Less cheques not presented | nil  |
| Total | 23,850.11 |

**GDPR May 25th**DR explained that PCs were no longer required to appoint a Data Protection Officer, but that it was good practice to have one and Cllr DT was happy to continue in the role. She had worked on a consent form which she would email to the few residents whose email addresses she had before the May 25th deadline and let them know that the sole purpose for holding their details was to notify them of events etc. Cllr DT had completed a new privacy policy which DR would put on the website and he had nearly completed a data audit questionnaire. **Footpaths, Highways and Byways**Cllr NA said that the owner of the land that runs from the Old School Road junction on Rede Road to the bottom of Church Hill was happy to provide a permissive path. Terry Smith said the Doughnut Boys had been offered wood chippings to put on the river path. Cllr NA suggested speaking to the council first as it manages the path. DR to give TS the email address of SCC’s footpath officer. TS to see if he can find the footpath map that DR had framed for the community centre. **Neighbourhood Watch Report**Cllr LS had thanked PC Darren Marshall for his APM report and summarised it for the June newsletter. **Suffolk Association of Local Councils**None. **Whepstead Community Association Report**None. TS said the kitchen refit was due to start in August. **Bus Shelter**Cllr NA to get a few more quotes for repairs to the roof and fitting windows and had spoken to the new owners of West Barn who share a party wall with the shelter. **Correspondence** None**Chairman’s Comments**None**Any Other Business**  Cllr SD said the reflectors at the end of Straight Road had still not been replaced. DR to chase. The meeting closed at 8.50pmSigned………………………………..Dated………………… |