

MINUTES OF ANNUAL GENERAL MEETING OF PARHAM PARISH COUNCIL

Tuesday 8th May 2018 after the Annual Parish Meeting

1. To elect a Chairman

Michael Gray proposed Andy Nicholson to continue as Chair. This was seconded by Jason Wood and carried unanimously. AN confirmed that he would be happy to stand again.

2. To appoint a Vice Chairman

AN proposed Michael Gray. This was seconded by James Rogers and carried unanimously.

3. There were no apologies for absence.

Present

Andy Nicholson	Michael Gray	Rhodri Griffiths	Jason Wood
Claire Moore	James Rogers	Lydia Kirk (Clerk)	3 members of public

4. Declarations of interests & applications for dispensations

None

5. The minutes of the meeting of 20th March 2018 were approved as a true record of the meeting.

6. Matters arising

None

7. Co-Option of Councillors

Parish Councillors confirmed that they were all willing to stand again:

James Rogers	Claire Moore	Jason Wood	Rhodri Griffiths
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One member of public present was interested in becoming a Councillor. AN explained the role and invited him to ask any questions to help him ascertain if he would like apply for the vacancy. He observed the meeting and may put himself forward for the position at the next meeting. AN explained that if more than one person is interested in the role, Councillors will vote to fill the vacancy.

8. Appointment of Officers & Council Representatives

Responsible Financial Officer	Lydia Kirk
Examining Councillor	Claire Moore
Internal Auditors	Trevor Brown
Finance Sub Group	Andy Nicholson, Michael Gray, James Rogers, Lydia Kirk
Planning Committee	All Councillors
Standing Orders/Policy Sub Group	All Councillors
Risk Assessment/Compliance Sub Group	Claire Moore
Village Hall Annual Meeting Representative	Andy Nicholson
Village Hall Parish Council Representative	Claire Moore
SALC Representative	Jason Wood
Parish Tree Scheme	Adam Paul
Footpath Officer	James Rogers
Village Recorder	Malcolm Mcnichol
Wildlife Group	Michael Gray, James Rogers, Rhodri Griffiths
Emergency Plan Co-Ordinator	Annette Gray
Webmaster	Lydia Kirk

These nominations were proposed by Michael Gray, seconded by Andy Nicholson and carried unanimously.

Public Forum - No issues were raised

9. Chairman's Report

The Chair was pleased to report that he felt the Parish Council was functioning as it should do, with active Councillors who get involved in meetings and events. He thanked all for their input and enthusiasm, and hopes the Council will continue to run as well as it currently is.

AN was pleased that the new village sign had now been erected and the unveiling ceremony on 7th May 2018 was so successful. The unveiling turned into a lovely village event which was

attended by over 80 people. The new sign was well received and people enjoyed a social gathering afterwards with Councillors serving refreshments in the village hall.

AN thanked MG for his work restoring the village telephone kiosk that the Parish Council have adopted. He also thanked MG and Alan Gray for collecting over 20 sacks of rubbish on a spring litter pick around the village.

AN would like to pass on Council's thanks to David Garnett of Garnett's Gardens for providing the cakes for the unveiling ceremony at cost price.

10. Clerk's Report

The clerk has finished the accounts and audit paperwork for the year ending 31st March 2018 and wished to thank Trevor Brown for conducting a very thorough and prompt internal audit. The clerk and AN have sorted through Parish Council documents which had been kept at the Village Hall, and will be conducting a data audit of all other data the Council holds in view of the new General Data Protection Regulations. The news from NALC that Parish Councils will not require a Data Protection Officer is favourable to the Council, both financially and in terms of the clerk's workload.

The clerk has chased BT regarding removal of the payphone from the kiosk as the stated 18-23 week timeframe for the works has now expired.

The clerk has submitted the Footpath & Pavement Review to the authorities as agreed at the last meeting and is chasing responses from those who have not yet replied.

We have heard from SCDC that we can now fill our vacancy for a Councillor through co-option as there were no calls for an election.

The clerk contacted SCDC who reported that Parham currently has no CIL funding.

11. Responsible Financial Officer's report

a) The following payments were approved:

Reference Number	Amount	Payee	Details
P01/18-19	£500.00	Parham Village Hall	Annual donation
P02/18-19	£120.00	James Rogers	Hedgecutting
P03/18-19	£133.80	Unipar Services Ltd	Speedgun servicing, collection and delivery
P04/18-19	£84.80 £61.22	L. Kirk	Expenses- HWA, web editing, mileage Personalised cake, plaque for sign
P05/18-19	£136.09	SALC	Annual subscription
P06/18-19	£120.00	SALC	Councillor training
P07/18-19	£100.00	Trevor Brown	Internal audit
P08/18-19	£64.47	Andy Nicholson	Cakes for sign unveiling
P09/18-19	£38.82	Claire Moore	Drinks for sign unveiling

Invoices with full details of items above were on display at the meeting.

Payments 08 and 09 were authorised and will be issued when the new cheque book arrives.

b) Payments made since the last meeting were noted:

Reference Number	Amount	Payee	Details
E31 17-18	£30.00	SALC	Planning Workshop & Payroll
E32 17-18	£ 7.20		
E30 17-18	£1,274.40	Moat Hall Farms Ltd	Biodiversity clearance

c) Payments received since the last meeting were noted:

Date	Amount	Payee	Details	Notes
27/04/18	£2,650.00	SCDC	First instalment of precept	

09/04/18	£ 334.38	HM Revenue & Customs	VAT repayment	Claim for 2017-2018
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The clerk confirmed that £20 raised from selling surplus cakes at the sign unveiling was banked on 8th May 2018.

- d) The bank balances and reserved fund balances were reviewed. As at 26th April there was £10,372.72 in the current account and £6,714.30 in the savings account. It is noted that over half of this is in reserved funds, mainly for biodiversity projects.
- e) Council reviewed the end of year bank reconciliation and CM signed off the bank statements that were available.

14. Procedural

- a) The **Accounts** and **Statement of Significant Variances** for the year ending 31st March 2018 were explained and accepted.
- b) **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31st March 2018 were approved by council and completed and signed by the Chairman.
- c) Council resolved **to opt out of an External Audit** as an exempt council & the **Certificate of Exemption** was completed and signed by the Chairman and RFO.

15. The Internal Auditor's Report on 2017-2018 annual paperwork was reviewed and the recommendation regarding allocation of expenses in relation to staff costs was noted. Councillors were pleased to note that there were no significant issues with the audit and all was in order.

16. The following policies were reviewed:

- a) Standing Orders, including revisions as per NALC's recommendations.
- b) Assets Register
- c) Financial Regulations
- d) Statement of Internal Control. This was considered fit for purpose and effective.
- e) Risk Assessment- Financial & Physical Assets. CM will provide a draft risk assessment for the new village sign to be discussed at the next Council meeting.

17. The 2012 Suffolk Model Code of Conduct was re-adopted.

18. A Privacy Notice relating to GDPR that will come into place 25th May 2018 was adopted.

19. Trevor Brown was appointed as the internal auditor for the year ending 31st March 2019.

21. Correspondence received since the date of last meeting was considered. Members of the public present were interested to see the preliminary plans provided by Orwell Housing for the prospective housing development opposite Willoughby Close. AN reiterated that these are only preliminary plans which are of little value until a planning application is submitted as they may change significantly before then. As and when a planning application is submitted, the PC will liaise with the community to get feedback and comments regarding the proposed development.

22. MG gave a report on the Biodiversity group and discussed possible future works.

They are proposing the removal of tree stumps along the edge of Silverlace Green to help reduce encroachment, and to push back the hedgerow to maximise the amount of open space on the greens. Also to create a small pond in the scrub near the top of Hall Hill at Silverlace Green. This is boggy land where water naturally gathers. Council were in agreement with these suggestions so MG will contact Natural England for its approval to proceed with the works.

23. The following matters are to be raised at the next meeting:

- Consider amended risk assessment to include village sign
- Discuss responses to pavement survey
- Discuss re-planting oak trees at North Green

24. The next meeting was confirmed as Tuesday 10th July at 7.15pm.

There being no further business, the Chairman thanked Councillors and parishioners for attending and closed the meeting at 8.55pm.

Signed:

A. Nicholson
Chairman

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Date