

MINUTES OF ANNUAL GENERAL MEETING OF PARHAM PARISH COUNCIL

Tuesday 14th May 2019 after the Annual Parish Meeting

1. To appoint a Chairman

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

2. To appoint a Vice Chairman

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

3. Following the uncontested election, all nominations to stand for the Parish Council were successful. Councillors present signed their Declarations of Acceptance of Office.

ACTION POINT Andy Nicholson and David Crosbie to sign Declarations at the next meeting.

4. Apologies for absence were received from Andy Nicholson, David Crosbie and Stephen Burroughes.

Present

Michael Gray Jason Wood Claire Moore James Rogers Lydia Kirk
(Clerk)

5. There were no declarations of interests or applications for dispensations

6. The minutes of the meeting of 12th March 2019 were approved as a true record of the meeting.

7. There were no matters arising.

8. Co-Option of Councillors There were no nominations to fill the final Councillor vacancy. It was noted that the Parish Council has until 24th June to fill its final vacancy without the same requirements for mid-term casual vacancies.

9. Appointment of Officers & Council Representatives

Responsible Financial Officer	Lydia Kirk
Examining Councillor	Claire Moore
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	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 MacNichol
Wildlife Group	Michael Gray, James Rogers, Jason Wood
Webmaster	Lydia Kirk

These nominations were proposed by Michael Gray, seconded by James Rogers and carried unanimously.

There was no Public Forum

The County Councillor's Annual Report was noted and MG went through some of the key issues within it. The full report was circulated prior to the meeting and can be found on the village website.

10. Chairman's Report

AN provided a written report and apologised for not being able to attend this meeting. He reported that the parish has had an uncontested election, with space for one additional Councillor. The Council's internal audit on their accounts and affairs has come back with a pleasing report and the annual spending was in line with the budget.

AN was sorry to report of the recent demise of the previous parish clerk, Barry Cable.

AN thanked the current clerk, Lydia Kirk, for her work and guidance over the year.

11. Clerk's Report

The clerk has finished the accounts and auditing paperwork for the year ending 31st March 2019 and wished to thank Trevor Brown for, again, conducting a very thorough and prompt internal audit.

Following submission of our comments to BT regarding its alternative proposed location, they have now confirmed that they no longer continuing with the installation of a box on Silverlace Green.

With Suffolk Highways carrying out far fewer routine maintenance jobs, the clerk has recently cleaned highways signs within the village that were safe to access.

As agreed at the last meeting, the clerk has purchased condolence folders and stationery for Operations London Bridge and Forth Bridge.

A VAT claim was submitted in February 2019 but it has not yet been received. The clerk is in communications with HMRC in this regard and will continue to chase it.

The clerk reminded Councillors that, following the election, they need to complete their online Declaration of Interests by 28th May and each candidate must also submit an expenses form even if they did not incur any expenses.

12. Responsible Financial Officer's report

a) The following payments were approved:

Reference Number	Amount	Payee	Details
P01 19-20	£500.00	Parham Village Hall	Annual Donation
P02 19-20	£29.35 £23.40	L. Kirk	Condolence Folders and Stationery Mileage
P03 19-20	-	Unipar Services Ltd	<i>INVOICE NOT RAISED</i>
P04 19-20	£100.00	Trevor Brown	Internal Audit
P05 19-20	£136.76	SALC	Annual Subscription

In addition payment P06 19-20 for £35.00 to Gary Whiting for grass-cutting to the pound was authorised. This was raised after the agenda was issued.

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

b) One payment received since the last meeting was noted:

Date	Amount	Payee	Details	Notes
20/04/19	£2,650.00	East Suffolk Council	First instalment of precept	

c) The bank balances and reserved fund balances were reviewed. As at 13th May, there was £12,151.82 in the current account and £6,727.70 in the savings account. In addition, the Council reviewed the end of year bank reconciliation and CM signed off the bank statements that were available.

13. Procedural

a) The **Accounts** and **Statement of Significant Variances** for the year ending 31st March 2019 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 2019 were approved by council and completed and signed by the Vice-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 Vice-Chairman and RFO.

14. **The Internal Auditor's Report on 2018-2019 annual paperwork was reviewed** and the recommendation regarding introducing a financial risk assessment was noted and is being addressed at item 17 of this meeting. Councillors were pleased to note that there were no significant issues with the audit and all was in order.
15. **The following policies were reviewed:**
 - a) Standing Orders
 - b) Assets Register
 - c) Financial Regulations
 - d) Statement of Internal Control. This was considered fit for purpose and effective.
 - e) Risk Assessment- Physical Assets.
16. **The 2012 Suffolk Model Code of Conduct was re-adopted.**
17. **Council considered and adopted the Financial Risk Assessment that had been circulated prior to the meeting.**
18. **Trevor Brown was appointed as the internal auditor for the year ending 31st March 2020.**
19. **MG has started works to the telephone kiosk. He will be fixing a board along the back wall with shelving.**
20. **There was no progress to report regarding the housing development at Main Road, Parham**
21. **There were no further developments to discuss regarding the Sizewell C Public Consultation**
22. **Correspondence received since the date of last meeting was discussed & necessary actions determined.**
23. **To receive Councillors' reports**

A request has been received from a resident for a village picnic on North Green to celebrate 'Suffolk Day' on 21st June. Whilst the Parish Council thought this was a very nice idea they were concerned about a lack of Councillor availability on that night and possible legal responsibilities such as risk assessments if it was organized by the Parish Council.

ACTION POINT Parish Clerk to report this back to the resident. It is suggested she liaise with Annette Gray to publicise it via the village mailing list.
24. **Matters to be raised at the next meeting**

- Community Speedgun- Is it still being used?
25. **The next meeting was confirmed as Tuesday 9th July at 7.15pm.**

There being no further business, the Vice-Chairman thanked Councillors and parishioners for attending and closed the meeting at 9pm.