

STRADISHALL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 8th May 2017

Councillors present: Adrian Lee (Vice Chairman), Ian Hutchinson, Martin Hurst, Robert Deeks and Jonathan Masfield

Also present: Joanne Kirk (Clerk)

1. Election of chairman and vice chairman

Ady Swift was nominated and following a vote, it was resolved that he would be chairman. Adrian Lee was nominated and following a vote, it was resolved that he would be vice-chairman. In the absence of Ady Swift, Adrian Lee chaired the meeting.

2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman

The chairman signed a Declaration of Acceptance of Office.

3. Acceptance of apologies for absence

Apologies were received Martin Hurst and Debbie Gates

4. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

7. Register of Members' Interests form.

The councillors checked their Register of Interest. Several amendments were necessary. The clerk agreed to notify SEBC of the changes.

6. Approval of minutes of meeting held on Monday 6th March 2017

It was resolved that the minutes were correct. The chairman then signed the minutes.

7. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

8. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- J P Kirk - expenses – LGA 1972, s111 – **£20.67**
- J P Kirk – additional pay from the Transparency Code grant received to cover the additional work undertaken to prepare and maintain the new One Suffolk website in 2016 - LGA 1972, s111 - **£398.08**
- Stradishall PCC – churchyard maintenance – Local Government Act 1972, s214(6) - **£600.00**

Ian Hutchinson and Robert Deeks signed the Schedule of Payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

The following payment was authorised between meetings;

- Greene and Greene, fee for carrying out a local search – authorised by AS - **£170.00**

c) Payments made between meeting but previously authorised

Date	Minute reference	Details	Payment method	Amount
03/04/17	176/8a	LCPAS membership subscription	Online	£80.00
07/04/17	176/8a	HMRC - PAYE	Online	£129.40
10/04/17	176/8h	Fidelity Funds Network	D/D	£15.00

d) Approval of the record of online payments made since the last meeting

It was resolved that the record of online payments would be approved. Ian Hutchinson then signed it.

e) Signatory to complete the checklist of Internal Controls

Ian Hutchinson completed and signed the checklist of internal controls.

f) Internal control of the 2016/17 accounts carried out by Ady Swift

Ady Swift has completed internal controls of the accounts. No issues were raised.

- g) **Inspection of Council property**
Adrian Lee has inspected the Council's property. No urgent work was necessary other than the repairs to the cricket pavilion.
 - h) **To approve the Income and Expenditure accounts for the financial year 2016-2017**
It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.
 - i) **To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the annual return 2017 and to approve and sign the supporting notes.**
Councillors completed sections 1 and 2 of the Annual Return 2017 (Statement of Accounts and Statement of Assurance). The chairman and RFO then signed both sections. Councillors also approved the supporting notes. The chairman then signed them.
 - j) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2017**
It was resolved that the financial report would be approved.
 - k) **Precept information for 2017/18**
St Edmundsbury Borough Council has approved the precept request made by Stradishall Parish Council.
9. **Planning**
- a) **DC/16/0453/FUL - appeal reference AP/16/0044/REF - Former village hall, The Street, Stradishall – appeal dismissed – for information only**
10. **Highways/rights of way matters/tree or transport issues:**
No issues were raised.
11. **Playing Field issues**
- a) **Damage to the cricket pavilion**
Adrian Lee has checked the damage to the cricket pavilion. It was resolved that Adrian Lee would put new boards on the end of the pavilion.
 - b) **Update on the purchase of the playing field**
The purchase of the playing field is going ahead along with a transfer of the section of the playing field owned by a local landowner, who has agreed to donate the land to the Parish Council. The Parish Council is waiting for a date to exchange contracts and for completion. It was resolved that the Chairman Ady Swift and the clerk Joanne Kirk would be authorised to sign the purchase documents for the playing field on behalf of the Parish Council and that the clerk would be authorised to make an electronic payment for playing field of £22,000 and the solicitors bill subject to the agreement of the Chairman.
 - c) **Play inspection reports March and April**
No new issues were raised.
12. **Village issues**
No issues were raised.
13. **Correspondence**
- a) **Letter from Suffolk Accident Rescue Service requesting a donation**
It was resolved that a donation of £50 would be made and that the clerk would be authorised to make an electronic payment.
 - b) **Letter from Voluntary Network requesting a donation**
It was resolved that a donation of £50 would be made and that the clerk would be authorised to make an electronic payment.

There being no further business the meeting closed at 8.55pm.

Signed (Chairman) Dated