

# STRADISHALL PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held on Monday 13th May 2019

**Councillors present: Ady Swift (Chairman), Adrian Lee (Vice Chairman), Robert Deeks and Jonathan Masefield.**

**Also present: Joanne Kirk (Clerk) and District Councillor Marion Rushbrook.**

- 1. Election of chairman**  
Ady Swift was nominated and following a vote, it was resolved that he would be Chairman.
- 2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman**  
Ady Swift signed a Declaration of Acceptance of Office
- 3. Signing of Declarations of Acceptance of Office form by councillors**  
Councillors completed and signed Declaration of Acceptance of Office forms.
- 4. To elect a vice chairman**  
Adrian Lee was nominated and following a vote, it was resolved that he would be vice-chairman.
- 5. Register of Members' Interests form.**  
The councillors updated their Register of Interest forms.
- 6. Acceptance of apologies for absence**  
Apologies were received from Ian Hutchinson and Debbie Gates.
- 7. General Power of Competence**  
It was resolved that Stradishall Parish Council meets the criteria for the General Power of Competence as  $\frac{2}{3}$  of the councillors were elected on 2<sup>nd</sup> May and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.
- 8. Agreement to receive the summons to meetings and other information by email**  
Councillors signed a form agreeing to receive the summons to meetings and other information by email.
- 9. Declaration of Interest in items on the agenda**  
Adrian Lee declared an interest in item 16c on the agenda and withdrew from the meeting when this item was discussed.
- 10. Approval of minutes of meeting held on Monday 4<sup>th</sup> March 2019 and the planning meetings held on Monday 1<sup>st</sup> April and Monday 15<sup>th</sup> April**  
It was resolved that the minutes were correct. The chairman then signed them.
- 11. Co-option of a new councillor**  
It was resolved that Ed Hollingsworth would be co-opted onto the Parish Council.
- 12. Update on list of actions agreed at the last meeting**  
There were no outstanding councillor actions.
- 13. Finance**
  - a) Approval of any payments and signing of Schedule of Payments**  
It was resolved that the following payments would be approved:
    - St Margaret's Church – donation towards cost of churchyard maintenance as agreed in the budget – Local Government Act 1972, s214(6) - **£600.00**
    - C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£65.00**
    - J P Kirk - expenses - LGA 1972, s111 – **£49.10**
  - b) Approval of payments authorised between meetings**  
No payments were authorised between meetings
  - c) Receipts and Payments (including online payments) made since the last meeting**

d)

Receipts		Details		Amount
10/04/19		HMRC - VAT refund		£370.48
25/04/19		West Suffolk Council – precept payment		£5,678.00
Payments	Minute reference	Details	Method	Amount
03/04/19	196/8a	LCPAS - subscription	Online	£90.00
08/04/19	196/8a	HMRC - PAYE	Online	£133.20
10/04/19	191/6g	Risby PC - pension payment	S/O	£15.00
23/04/19	203/5	Sovereign 20% deposit for play and gym equipment - 1st payment	Online	£5,000.00
24/04/19	203/5	Sovereign 20% deposit for play and gym equipment - 2nd payment	Online	£1,300.55
30/04/19	191/6f	J P Kirk - staff	Online	

e) **Bank balances as of 30<sup>th</sup> April 2019****Current account:** £6,433.67**Reserve account:** £6,706.23

Jonathan Masfield verified and signed the bank statements.

f) **Signatory to complete the checklist of Internal Controls**

completed and signed the checklist of internal controls.

g) **Update on the inspection of parish council property**

This item was deferred until the next meeting.

f) **Internal auditor's report**

No issues were raised.

g) **To approve the Income and Expenditure accounts for the financial year 2018-2019**

It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.

h) **To complete and sign section 1 of the Annual Governance and Accountability Return 2018/19 - the Annual Governance Statement 2018/19**

Councillors completed section 1 of the Annual Governance and Accountability Return 2018/19 - the Annual Governance Statement 2017/18. The Chairman and RFO then signed it.

i) **To complete and sign section 2 of the Annual Governance and Accountability Return 2018/19 - the Accounting Statements 2018/19**

Councillors completed section 2 of the Annual Governance and Accountability Return 2018/19 - the Accounting Statement 2018/19. The Chairman and RFO then signed it.

j) **To decide whether Stradishall PC should submit a Certificate of Exemption from an external audit**

It was resolved that Stradishall Parish Council would submit a Certificate of Exemption from an external audit as its income in 2018/19 was £16,796 and its expenditure was £6,963 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

k) **To confirm the dates for the notice of the period for the exercise of public rights**It was resolved that the dates for the notice of the period for the exercise of public rights would be 17<sup>th</sup> June – 26<sup>th</sup> July 2019.l) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the financial report would be approved.

m) **Precept information for 2019/20**West Suffolk Council has approved the precept request made by Stradishall Parish Council. A payment of £5,678 was received on 25<sup>th</sup> April 2019.

**14. Planning****a) DC/19/0878/TCA - Fell one hawthorn and two ash trees**

It was resolved that no objections would be made to this application.

**15. Highways/rights of way matters/tree or transport issues:****a) Update on the VAS assessment carried out by Debbie Gates**

This item was deferred until the next meeting.

**16. Playing Field issues****a) Play inspection report**

No new issues were raised.

**b) Update on the playing field project and grant applications**

Two of the grants have been received, a National Lottery Community Fund grant and a Community Chest Fund grant from West Suffolk Council. A pre-inspection survey has been carried out and the new equipment is due to be installed on the week commencing 3<sup>rd</sup> June 2019.

**c) Quote for work for on the playing field**

It was resolved that the Council would accept the quote of £350.00 to remove and dispose of the climbing tower and £435.00 to remove, clean and relocate the spring birds.

**17. Village issues****a) Affordable housing in Stradishall and the need to carry out a Housing Needs Survey**

The clerk updated the Council about the meeting she attended with Julie Salisbury and a resident at West Suffolk House. The first step would be to carry out a Housing Needs Survey to provide evidence of need. The clerk has drafted an initial flyer to distribute to all the residents of Stradishall to gauge whether a more detailed formal housing needs survey should be carried out.

**18. Correspondence****a) Letter from Suffolk Accident Rescue Service requesting a donation**

It was resolved that no donation would be made at this stage.

**19. Any other business for noting or including on the next agenda**

Jonathan Masfield has cleared the weeds out of the planters in the village and planted seeds.

**There being no further business the meeting closed at 9pm.**

Signed ..... (Chairman) Dated .....