

# STRADISHALL PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held on Wednesday 1<sup>st</sup> May 2024.

**Councillors present:** Ian Hutchinson (Chairman), Robert Deeks, Adrian Lee, Ed Hollingsworth and Louise Latarche.

**Also present:** Joanne Kirk (clerk).

### 1. Election of chairman

Ian Hutchinson was nominated and following a vote, it was resolved that he would be chairman.

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

The chairman signed a Declaration of Acceptance of Office.

### 3. Election of a vice chairman

Robert Deeks was nominated and following a vote, it was resolved that Robert Deeks would be vice-chairman.

### 4. Register of Members' Interests form.

Councillors checked their Register of Interest forms. No amendments were made.

### 5. Acceptance of apologies for absence

Apologies were received from parish councillors Jonathan Masefield and Debbie Gates and the reason for absence accepted.

### 6. Declaration of Interest in items on the agenda and dispensation requests.

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

### 7. Approval of minutes of meeting held on Monday 4<sup>th</sup> March 2024 and the planning meeting held on Tuesday 26<sup>th</sup> March 2024.

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

### 8. Public session (5 minutes).

No issues were raised.

### 9. To receive an update on the list of actions agreed at the last meeting.

Adrian Lee has arranged a meeting in July with Bill Smith from Parks at West Suffolk Council about the outstanding playing field actions.

### 10. Finance

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

It was resolved that the following payments would be approved:

SALC – annual subscription – LGA 1972,s111 - **£248.24**

Cathy Whitaker – internal audit – LGA 1972, s111 - **£75.00**

J P Kirk – expenses - LGA 1972, s111 - **£25.74**

Payments agreed in the budget:

- St Margaret's Church – donation towards cost of churchyard maintenance as agreed in the budget – Local Government Act 1972, s214(6) - **£600.00.**

Ed Hollingsworth and Adrian Lee signed the Schedule of Payments. The Chairman countersigned it.

#### b) Approval of payments authorised between meetings

No payments were authorised between meetings.

#### c) Statement of receipts and payments made since 1<sup>st</sup> April 2024.

#### Receipts

Date	Description	Supplier	Total
09/04/2024	VAT refund 2022-23	HMRC	£1,128
	Precept	West Suffolk Council	£12,327

**Payments**

Date	Minute	Description	Supplier	Total
09/04/2024	326/10e	Pest control	DS Pest Control	£150.00
Staff costs as per confidential cashbook				

**d) Bank balances and confirmation of bank reconciliation as of 30<sup>th</sup> April 2024.**

Lloyds bank current account	£14,579.03
Lloyds reserve account	£3,508.66
<b>Total in Banks</b>	<b>£18,087.69</b>

It was resolved that some of the funds in the current account would be transferred to the reserve account once the payments agreed at this meeting have been made. Ed Hollingsworth and Adrian Lee verified and signed the bank statements.

**e) Update on the inspection of parish council property carried out by Adrian Lee.**

Adrian Lee has completed the inspection of Council property No issues were raised.

**f) To approve the receipts and payments summary for the financial year 2023 – 2024 and the explanation of significant variances (over 15%).**

It was resolved that the receipts and payments summary and explanation of variances would be approved.

**g) Internal auditor's report**

No issues were raised.

**h) To approve Stradishall Parish Council's Annual Governance Statement 2023/24 and section 1 of the Annual Governance and Accountability Return 2023/24.**

It was resolved that Stradishall Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2023/24 would be approved. The Chairman and RFO signed section 1.

**i) To approve and sign section 2 of the Annual Governance and Accountability Return 2023/24- the Accounting Statements 2023/24**

It was resolved that section 2 of the Annual Governance and Accountability Return 2023/24- the Accounting Statement 2023/24 would be approved. The Chairman and RFO signed section 2.

**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 2023/24 was £11,730 and its expenditure was £14,904 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

**k) Confirmation of the dates for the notice of the period for the exercise of public rights.**

It was resolved the dates for the exercise of public rights would be Monday 3 June – Friday 12 July 2024.

**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 2023/24.**

A precept payment of £12,327 was received from West Suffolk Council on 25<sup>th</sup> April 2024.

**n) Insurance renewal.**

The insurance renewal is £511.44. This is a lower figure than last year (£559.91) as the cricket pavilion has been redesignated as a shelter now that the front has been removed. It was resolved that the insurance payment would be approved.

**11. Planning.**

No planning applications have been received.

**12. Highways/rights of way matters/tree or transport issues****a) Update on the VAS posts and application for Suffolk County Council's temporary VAS scheme.**

Stradishall Parish Council has asked to be included in Suffolk County Council's Temporary VAS Scheme and has registered for the ANPR scheme.

It was resolved that Stradishall Parish Council would try and raise the money to purchase their own VAS. County Councillor Bobby Bennett and District Councillors Karen Richardson, Marion Rushbrook and Nick Clarke have been asked if they would be willing to put some of their locality funding towards a new VAS.

**13. Suffolk Devolution consultation which ends on 26<sup>th</sup> May.**

It was resolved that Stradishall Parish Council would submit a response saying that whilst they support the idea of more funding, they have concerns about how Suffolk County Council will manage the funding based on their previous track record (for example their management of SEND). Having an elected Leader of The Council will add an unnecessary level of bureaucracy and cost.

**14. To discuss the following playing field issues:**

**a) Latest play inspection report.**

The following new issues were raised:

- The shackles on the swinging steps have corroded and need replacing.
- The fixings on the flat swings need replacing

It was resolved that a quote would be obtained for replacement shackles, to replace the fixings on the flat swings and for replacement seats for both sets of swings.

**15. To discuss any village issues.**

No issues were raised.

**16. To discuss any correspondence.**

**a) Email from the new churchwarden, Peter Thompson, about finding volunteers to help with improvements to St Margaret's Church.**

The Chairman agreed to speak to Peter Thompson.

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

No issues were raised.

**There being no further business the meeting closed at 8.15pm.**

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