

DRAFT

ANNUAL MEETING OF THE PARISH COUNCIL

Minutes of the Sudborough Parish Council Meeting held on Tuesday 24th May 2016 in the Francis Giffin Memorial Hall commencing at 8.15PM

Present:

Parish Councillors

Brian Braithwaite

Phil Colbourne

Jenny Innes

David Neale

Brian Silk

Clerk – Rosie Warne

Borough Councillor – Wendy Brackenbury

There were 2 residents in attendance.

17/001 Election of Chairman

Councillor Innes was elected as Chairman on proposition by Councillor Colbourne, seconded by Councillor Neale and with all Councillors in agreement. Councillor Innes accepted the position of Chairman for the forthcoming year.

17/002 Election of Vice Chairman

Councillor Braithwaite was elected as Vice Chairman on a proposition by Councillor Innes, seconded by Councillor Neale and with all Councillors in agreement. Councillor Braithwaite accepted the position of Vice Chairman for the forthcoming year.

17/003 Apologies

All Councillors were in attendance.

17/004 Appointment of Internal Auditor

Ian Arnott appointed as Internal Auditor for the accounts currently being audited – Year Ended 31st March 2016. Going forward the Parish Council agreed to sign up to the NCALC Internal Audit Service and this was agreed on a proposition by Councillor Neale, seconded by Councillor Braithwaite and with all Councillors in agreement.

17/005 Residents

No additional items for discussion with the Parish Council

16/006 Declarations of Interest

Pecuniary: None

Other interests: None

Requests for Dispensations: None

16/007 Minutes of the meeting 22nd March 2016

The Minutes of the meeting 22nd March 2015 were signed and agreed as a true record on a proposition by Councillor Neale, seconded by Councillor Braithwaite and all Councillors in agreement

16/008 Matters arising

Other Matters outstanding from March meeting – please see attached Appendix B/16
Matters outstanding from May meeting – please see attached Appendix C/16

16/009 Police Issues

Clerk did invite PC Neil Cowley to the Annual Meeting of the Parish but not in attendance – Clerk to email to invite again

16/010 Reports from Other Meetings

Brigstock 27th April 2016 – ref flooding – Councillor Innes reported on this meeting and advised that she has been issued letters for Sudborough residents who suffered from the recent flooding which she has delivered. Residents need to complete these and return to Environmental Agency.

Planning Enforcement Committee 28th April 2016 – Councillor Innes reported on this meeting and advised that the Committee are looking at ways to improve communication and information between the various parties involved in a planning application.

16/011 Broadband updates and actions

Reported that an assessment group has been established and a village meeting is being held on 31st May 2016. This will be a question and answer session and following this will move forward with getting costings.

16/012 Defibrillator – update from Councillor Silk

Defibrillator is now installed and working. 2 CPR training sessions have been held and well attended. There will be another CPR training session about the 3rd week in June. Maintenance is straight forward with weekly checks taking place. Councillor Silk advised that there should be two people responsible for this ongoing duty and do not necessarily have to be Parish Councillors. Defibrillator to be added to the Parish Council fixed assets and Clerk to inform Came and Co Insurance.

16/013 – Queens 90th Birthday

Councillor Innes provided an update and made a request to the Parish Council for some funding towards the entertainment. Medals have arrived and these will be delivered to Councillor Innes tomorrow morning. The Parish Council agreed funding of up to £200.00 on a proposition by Councillor Braithwaite, seconded by Councillor Colbourne and with all Councillors in agreement.

16/014 Resignation of Councillor Silk on 30th June 2016 and Parish Council vacancy

Councillor Silk, sadly, has to resign from the Parish Council due to his imminent move. Parish Council appreciate his contribution to the village and wish him well. This means there will be a vacancy on the Parish Council and Councillors are encouraged to discuss this with residents with a view to interesting someone to join.

16/015 Motion from Sudborough resident reference reduction in Council Tax bands for Sudborough properties

Councillors discussed this in depth with the resident during the Annual Meeting of the Parish and agreed that Councillor Colbourne will write initially to the District Auditor to have a meeting to discuss the possible effects, both positive and negative, of this motion.

16/033 Correspondence

- Came and Co – Spring Councils Matter
- NCALC update
- Clerks and Councils Direct
- Centenary Fields programme

16/034 Planning Matters

To consider applications received –

- **16/00809/FUL – single storey rear extension at 4 Brewery Yard, Sudborough** – Councillors considered the plans and the application and have no objections or observations to make
 - **16/00862/FUL – installation of a flue for new wood burner at Brewery Cottage, Main Street, Sudborough** - Councillors considered the plans and the application and have no objections or observations to make
 - **16/00399/TCA/PTDM – Hawthorn hedge at Harpers Barn at Rose Barn, Main Street – Application withdrawn – noted**
1. **To report on applications considered since last meeting:** None
 2. **Other planning matters:** None

16/035 Accounts

- **To consider and approve monthly statement** – The Clerk presented the monthly statement of accounts which was agreed and approved by Councillors. £1750.00 Precept received April 2016
- **Annual review of Financial Regulations, Risk Assessment, Internal Audit arrangements and Insurance cover** – With the exception of the Financial Regulations Councillors reviewed and approved these documents. Clerk requested to review the Financial Regulations in detail before presenting to the Parish Council, Councillors agreed and this will be resubmitted for approval at the July meeting.
- **To approve the Annual Return for the Year Ended 31st March 2016** – Councillors reviewed and approved the Annual Return for the Year Ended 31st March 2016. Documentation was signed by Chair and Clerk.
- **Internal Audit report** – Two points raised – salary is ongoing and being dealt with by Clerk and Chairman. The need to undertake random independent bank reconciliations – Clerk and Chair to meet before each meeting to review the accounts and bank reconciliations.
- **Other financial business** – no further items for discussion
- **To consider allocating funds to the “Keep Sudborough Tidy” team** – Parish Council are happy to support this and look forward to receiving an official request for funding.
- **The following invoices were approved for payment**, proposed by Cllr. Neale and seconded by Cllr. Innes:

Payee	Reason	Cheque Number	Amount
NCALC	Membership renewal £199.18 internal audit scheme £90.00	200453	£289.18
M Cheadle	Installation of defibrillator	200454	£120.00
EON	Maintenance	200455	£3.30
Came and Co	Insurance renewal – Councillors agreed to commit to 3 year deal	200456	£276.49
EON Direct	Electricity charges	Direct Debit	£71.12

16/036 Items Requiring Urgent Attention, For Information or For the Next Agenda

Noted that posts round the sandpit are rotten and that Village Hall Committee are aware of this.

17/037 Date of next meeting

The next meeting will be held on **Tuesday 26th July 2016 in the FGMH commencing at 7:30pm**

Provisional meeting date –28th June 2016 for planning or urgent matters only

There being no further urgent business, the Chairman closed the meeting at 9.50pm.

Confirmed that the minutes are a true and accurate record

Chairman

Dated