

MINUTES OF ANNUAL MEETING OF SAXTEAD PARISH COUNCIL

Thursday 9th May 2019, after the Annual Parish Meeting

1. To appoint Chairman

The clerk called for nominations for a Chairman. Graham Ward proposed George Cullingford to continue as Chair, and this was seconded by Lisa Handley. There were no other nominations and this was carried unanimously. GC confirmed that he would be happy to stand again.

2. To appoint Vice Chairman

Lisa Handley nominated Graham Ward as Vice Chair. This was seconded by George Cullingford. There were no other nominations and this was carried unanimously.

3. All Councillors present signed a Declaration of Office following Saxtead's uncontested Parish Election. Councillor Sullivan will be asked to sign his Declaration at the next meeting.

4. Jonathan Sullivan sent his apologies for absence as he was abroad.

Present

George Cullingford (Chair) Graham Ward Lisa Handley Lydia Kirk (Clerk)

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

6. The minutes of the meeting on 14th March 2019 were approved as a true record of the meeting.

7. There were no matters arising.

PUBLIC FORUM

There were no members of public present.

There were no reports from the Police or District and County Councillors

8. Chairman's report

Following the response from the Highways Department regarding our site meeting, the Chair suggested that we bring forward the next Council meeting in order for a thorough discussion on the various options in a timely manner.

The Chair was also sad to report of the death of the previous parish clerk, Barry Cable and sent condolences to his family on behalf of the Parish Council.

9. Clerk's Report

The clerk reported that she had submitted an additional VAT claim for £50.76 for the period ending 31/3/19 but this had been returned as it was under £100 and for less than a 12 month period.

Having received no other tenders, the clerk contacted the current mowing contractor asking them to continue cutting the green this year.

The end-of-year accounts work has now been completed and the internal audit went well. Once again, the internal auditor was very efficient, prompt and helpful.

10. Appointment of Officers and Council Representatives

		Proposer	Second
Responsible Financial Officer	Lydia Kirk	GW	LH
Examining Councillor	Lisa Handley	GW	GC
Footpath Officer	Graham Ward	GC	LH
Neighbourhood Watch Coordinator	Graham Ward	GC	LH
Webmaster	Lydia Kirk	GW	LH

These nominations were all carried unanimously.

11. Responsible Financial Officer's report

a) The following payments were approved and GC and GW signed the cheques.

Reference Number	Amount	Payee	Details
P1 19-20	£35.10	L. Kirk	Mileage
P2 19-20	£179.10	SALC	Annual Subscription
P3 19-20	£100	Trevor Brown	Internal Audit Fee

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

- b) The only payment received since the date of the last meeting has been the first installment of the precept (£2,375).
- c) The bank balances were reviewed as being £5,193.85 and £296.02 as at 30th April 2019.
- d) The bank statements and bank reconciliation for year ending 31st March 2019 and the period 1st April- 30th April 2019 were reviewed and signed by the Examining Officer.
- e) The year-to-date payments and receipts account was reviewed.
- f) With LH being the examining officer and GC and GW already signatories, Council resolved to add Jonathan Sullivan as an additional signatory.

ACTION POINT GC will get the appropriate forms from the bank.

12. Procedural

- a) The Accounts for the year ending 31st March 2019 were considered and were 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 Chairman.
- c) The **Statement of Significant Variances** was explained and accepted.
- d) Council resolved **to opt out of an External Audit** as an exempt council & the **Certificate of Exemption** was completed and signed by the Chairman and RFO.

The clerk will put copies of the end of year paperwork on the village website.

13. The Internal Auditor's Report for the 2018-2019 annual paperwork was reviewed, having been previously circulated. Councillors were pleased with the auditor's thorough and transparent report, and were pleased to note that no issues for concern had been raised during the audit. Council are implementing his recommendation at clause 4.4 regarding creating a specific financial risk assessment, see item 16.

14. 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. This was amended to include risks associated with the defibrillator. LH has a checklist regarding the defibrillator that she regularly completes and checks its green light is displaying several times a week.
- GC agreed to undertake maintenance checks on the flagpole, benches and goalpost, in addition to the other assets he currently checks.
- GW asked if the pond at Little Green should be included in this risk assessment. The clerk referred to a previous meeting where there was discussion over whether or not Little Green should be included as an asset. Council considered that it should not be included as, whilst it maintains the Green for the benefit of the parish, it does not own it. *See minute 13b. of 10th May 2018.*

15. The 2012 Suffolk Model Code of Conduct was re-adopted.

16. **Council considered the draft Financial Risk Assessment that was circulated prior to the meeting, as well as a previous version from January 2018.** After discussion, Council decided to adopt the draft circulated on 30th April, which was based on a template provided by the Internal Auditor. Councillors are welcome to examine this further and it can be revisited again at a future meeting if additions or amendments are thought necessary.
17. **Council resolved to continue using Trevor Brown as its internal auditor for the year ending 31st March 2020.** This was proposed by GC, seconded by LH and carried unanimously.
18. **PLANNING**
A prior notification application for change of use of outbuilding at Wood Hall Farm, The Green, Saxtead DC/19/1598/PN3 was discussed and Council resolved to support this application.
19. **Discuss progress with proposed footpath extension** *This will be carried over to the next meeting*
20. **Discuss village entrance signs, speed limits and site visit with the Highways Department and Cllr Burroughes.** *This will be carried over to the next meeting*
21. **Discuss road repairs on A1120 opposite Church Farm** *This will be carried over to the next meeting*
22. **LH was pleased to report that the defibrillator had now been installed, with herself, the Chairman of the Parish Council and a representative from the Townlands Trust in attendance at the opening.** Following a slow take-up, the training on how to use the defibrillator was then oversubscribed on the day. The trainer was excellent and discussion took place about a further possible training session. This would cost £400. LH reiterated that you do not need training as the machine gives clear instructions on what to do when in use.
ACTION POINT LH will chase the East Anglian Daily Times regarding featuring the article she has submitted about the defibrillator.
23. **The clerk contacted East Suffolk Council on 15th March and was informed that the hedging at the former toilet site was due to be replanted on 18th March, subject to weather conditions.** Councillors confirmed that there is now some signs of hedge growth at the site.
24. **Correspondence received was discussed and no further action required.**
25. **Receive Councillors' reports** *This will be carried over to the next meeting*
26. **Due to limited time, items 19, 20, 21, 24 will be carried over until the next meeting when they can be discussed at length.** Public rights of way in the village may also need discussion.
27. **The date of the next meeting was considered and several dates in June being mooted.** The final date will be confirmed when Councillors have checked their diaries.
There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 21.40pm.

L. Kirk
Clerk to Saxtead Parish Council