

Minutes of the Annual Meeting of Nedging with Naughton Parish Council **held on Tuesday 9th May 2017 at 7.00 pm**

Present: Cllr Harding (Chairman), Cllr Chapman, Cllr Pratt, Cllr Witham, Cllr Clarke, District Cllr Ferguson, Ms L Allum (Clerk), 5 members of the public.

1. Election of Chairman and signing of Chairman's Declaration of Acceptance:

It was proposed by Cllr. Chapman that Cllr. Harding be re-elected to this post;
Seconded by Cllr. Witham and unanimously agreed.
The Chairman signed his Declaration of Acceptance for the post.

2. Chairman's Welcome and Councillor's Declarations of Interest:

The Chairman welcomed everyone to the meeting. There were no declarations of interest.

3. Election of Vice Chairman:

It was proposed by the Chairman that Cllr. Clarke be elected as Vice Chairman:
Seconded by Cllr.Chapman and unanimously agreed.

4. Appointment of RFO:

It was unanimously agreed that the Clerk, Lynn Allum, should be appointed as the Responsible Finance Officer.

5. Minutes of the meeting held on 14/03/2017

The minutes of the meeting held on 14/03/2017 were approved and signed by the Chairman as a true record.

6. Matters Arising directly from the Minutes:

There were no matters arising.

7. Chairman's Annual Report:

The Chairman delivered his Annual Report for 2016/2017 to the meeting. (See attached)

8. Reports from Visiting Councillors:

District Councillor Alan Ferguson read his report to the meeting. (see attached)
County Councillor Robert Lindsey has just been appointed and did not attend the meeting.

9. Planning Applications Received:

Planning Application B/17/00262 The Gables, New Road, Nedging with Naughton, IP7 7BX – erection of single-storey rear extension; conversion of garage and store room into additional living accommodation (following demolition of existing conservatory).

It had been agreed via e mails that there were no objections to this application and this was endorsed at the meeting. Notification has been received that planning was approved.

10. Any other planning applications received since this notice:

No further planning applications received.

11. Finance Report

Balance b/fwd from previous meeting 14/03/2017	£3,882.96
<u>Income</u>	
31/03/17 CAS (Insurance) refund	£0.89
10/04/17 Precept – Babergh District Council	£2461.00
Total Income	£2461.89

Expenditure

20/03/17 SALC 'Planning for All Conference' CH	£90
20/03/17 Babergh D C 'Litter & Dog Bin Emptying	£49.55
20/03/17 Clerk's Salary	£453.28
21/03/17 CAS – Insurance for Defib & Cabinet	£6.46
21/03/17 L Allum (PC World) Laptop, Printer & Software	£589.96
04/04/17 SALC Payroll Service to 31 March 2017	£18.00
13/04/17 Plusnet broadband (direct debit)	£13.51
Total Expenditure	£1,220.76

Balance as at 09/05/17 £5,124.09
(Community Account £6.48 – Premium Account £5,117.61)

There are 2 outstanding invoices to pay:-

SALC Subscription 2017/18 (authorised by e mails) £174.94

SALC Internal Audit for year ending 31/03/2017 £162.00 (authorised by all Councillors)

There is a final year for transparency funding so RFO to apply for Broadband and Line Rental for a further year.

The Internal Audit has been completed by SALC.

The 'Exercise of public rights' will take place from 5th June to 14th July 2017, when the Annual Return, including the Annual Governance Statement and Accounting Statements will be added to the web site.

The Annual Report will now be sent to BDO to carry out the external audit.

12. Completion and approval of Annual Governance Statement: (Section 1 of the Annual Return)

The Annual Governance Statement had been sent to the councillors prior to the meeting and it was unanimously agreed that all requirements had been fulfilled. The Annual Governance Statement was approved and signed by the Chairman.

13. Approval of accounts for year ended 31/03/2017: (section 2 of Annual Return)

The councillors had been sent a copy of the completed accounts prior to the meeting and they were agreed, approved and signed by the chairman.

14. Appointment of internal auditor:

It was unanimously agreed that SALC should continue to undertake the internal audit for 2017/18.

15. Review of Standing Orders:

Councillors had been sent the standing orders prior to the meeting, and after reviewing, it was unanimously agreed that the changes recommended on the Internal Audit provided by SALC, with reference to the NALC Legal Briefing LO5 – 15 and the NALC Legal Topic Note 5 of February 2015 should be adopted.

16. Review of Financial Regulations and Risk Assessments:

Councillors had been sent the financial regulations and risk assessments prior to the meeting and after reviewing, it was unanimously agreed that the changes recommended on the Internal Audit provided by SALC, with reference to NALC Financial Briefing F01E-16, should be adopted.

17. Election of SALC Representative:

Cllr. Harding proposed Cllr. Witham who accepted and this was unanimously agreed.

18. Election of Village Hall and Community Council representative:

Cllr. Harding proposed Cllr. Chapman, who accepted and this was unanimously agreed.

19. Setting Dates for Next Year's Meetings: These are listed on the Meetings List. There are 6 Parish Council Meetings planned for the coming year 2017-2018. All Meetings will continue to be held in the Village Hall at 7.30 pm. The next Annual Meeting of the

Parish Council will be held on the 8th May 2018 commencing at 7.00 pm.
The next Annual Parish Meeting will be on the 8th May 2018 commencing at 8.00 pm.
Clerk to arrange the dates to be printed in the Roundabout magazine.

20. Clerk's Report: The Clerk's Report was read to the Council:-

- The Internal Control was carried out after the last meeting (14/03/17) which was approved and signed.
- Correspondence has been received from the occupants of Ivy Cottage in response to a letter sent regarding overgrown hedges. This is now in hand.
- Wallow Lane support letter – Correspondence was sent to Suffolk Highways on 30/03/17. A reply and Report was received from Suffolk Highways 05/05/17 (e mailed to Cllrs) to advise that they will not be recommending changes to the existing limit. Councillors are still concerned about the amount of traffic turning out of Wallow Lane and it was suggested to bring the issue to the attention of County Cllr. Lindsey.
- ICO review – Arising from the Internal Audit, SALC recommended that the Council should review the requirement for ICO (Information Commissioners Office) registration. Cost is approx. £35. After discussion it was unanimously agreed that Nedging with Naughton Parish Council did not require registration with ICO.
- A letter has been received from Sudbury & District Citizens Advice, asking the Parish Council to consider making a grant towards their free advice services. After discussion it was unanimously agreed that the Council would decline. The Clerk will write a letter to inform them of this decision.

21. Any Questions:

There were no further questions.

There being no further business, the Meeting closed at 7.45 pm

Please note: All Reports given at the Meeting are available by request or via One Suffolk web site.

I certify that these Minutes have been agreed by the Council as a fair and true record of the proceedings.

Chairman.....

Date.....