

Stonham Aspal Parish Council

Minutes of the Annual General Meeting held at 7:30pm on Tuesday 14th May at the Village Hall, The Street, Stonham Aspal

Present: Cllr Peter Emberson (Chair), Cllr Rae Betts, Cllr Charles Tydeman

Attendance: Cllr Matthew Hicks, Cllr Suzie Morley, Alison Green (Parish Clerk) and 3 members of the public

19.59 Election and appointment of the Chair of the Parish Council for the year 2019/20

Cllr Tydeman proposed Cllr Emberson for Chair and Cllr Betts seconded. Cllr Emberson was unanimously elected Chair of Stonham Aspal Parish Council for the year and signed the declaration of acceptance of office.

19.60 Election and appointment of the Vice Chair of the Parish Council for the year 2019/20

Cllr Wright had informed the members that he was happy to perform the role of Vice Chair however would not be in attendance at the meeting. Cllr Betts proposed Cllr Wright, Cllr Tydeman seconded. Cllr Wright was unanimously elected Vice Chair of Stonham Aspal Parish Council by a show of hands. The declaration of acceptance of office will be signed at the next meeting.

19.61 Filling 3 Parish council Vacancies by Co-option

Mrs Jean Timms (present), Miss Josephine Mitson (present) and Mr Rob Stevenson (not in attendance) had all volunteered to fill the vacant seats on the council.

Cllr Emberson proposed Mrs Jean Timms for the role and Cllr Tydeman Seconded the proposal. Mrs Timms was unanimously elected to the council by a show of hands and signed the declaration of acceptance of office.

Cllr Tydeman proposed Miss Josephine Mitson and Cllr Betts seconded the proposal. Miss Mitson was unanimously elected to the council by a show of hands and declaration of accept and of office was signed Cllr Emberson proposed Mr Rob Stevenson and Cllr Timms seconded the proposal. Mr Stevenson was elected to the council by a show of hands. The declaration of acceptance of office will be signed at the next meeting.

19.62 Apologies and Approval of Absences

Apologies were received from Cllr Ian Wright, his absence was approved by the members.

19.63 Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no declarations of interest.

19.64 Governance

19.64.1 Review and adoption of Standing Orders.

It was unanimously agreed to adopt the model Standing Orders with the addition of clause 1.u "Where appropriate, and at the discretion of the Chairman debates may take a more informal and open format." A copy of the standing orders can be found on the Parish Council website

19.64.2 Review and adoption of Financial Regulations

There were no changes to the 2018/9 NALC model financial regulations. Cllr members

unanimously agreed to adopt these. A copy of the financial regulations can be found on the Parish Council website

19.64.3 Annual risk review

This was previously carried out in September 2018 but would be done by two councillors prior to AGM.

19.64.4 Agree dates and frequency of meetings for the coming year

It was agreed to hold meetings each month except August and December. Meetings will be on third Tuesday of the month with the exception of June's meeting which would be on Tuesday 11th June. A full timetable of meetings can be found on the Parish Council website.

19.64.5 Review and approval of the Members responsibilities for 2019/20

The following responsibilities were proposed for the current year. Cllr Emberson, Chair, Highways, Dog Fouling, Stonham Barns, SALC and GDPR. Cllr Wright, Vice Chair, Metcalf Charities. Cllr Mitson SACC, SAMPCC, WI and Village Hall. Cllr Stevenson Metcalf Charities, Cllr Timms, Stonham Barns and SNT, Cllr Tydeman Village Hall, Cllr Betts Recreation Ground. The full list will be displayed on the Parish Council website

19.65 Approval of Minutes of the Previous Meeting on 16th April 2019

The members agreed that the minutes of the meeting held on 16th April 2019 were a true and accurate record of the meeting. The Chair signed each page of the minutes

19.66 Consideration of Reports by the District Councillor and County Councillor

County Cllr Matthew Hicks presented his report to the meeting. A full copy of the report is on the Parish Council Website. Cllr Hicks left the meeting

District Cllr Suzie Morley presented her report to the meeting. A full copy of the report is on the Parish Council Website.

19.67 Contributions by Members of the Public

There were no contributions from members of the public.

19.68 Planning

19.68.1 Consideration of Planning Applications

No planning applications were received in time for inclusion on the agenda for the meeting. Application DC/19/00788 for 5 dwellings at Green Farm will be discussed at an additional meeting on 28th May.

19.68.2 Decision Notices

Members noted the following planning decisions

Application DC/19/00684 Full planning application – use of land for the stationing of lodge for occupation by fishing warden Stonham Barns – Refused

Application DC/19/00685 Full planning application -use of land for stationing of lodge for security guard, Stonham Barns - Granted

19.69 Finance

19.69.1 Authorisation of Payments

Members approved the following payments and signed the authorisation and cheque book

Clerks Salary £160.32

Clerks Expenses £18.00

Claire Harrison, competition prizes to design signage to encourage people to clear up after their dogs (maintenance of public areas) £21.99

19.69.2 Review and approval of Councils bank reconciliation to 31st March 2019

Bank reconciliation was reviewed and approved at the meeting. Councillors requested that the reconciliation information is sent in advance of future meetings and that ways of sharing online looked at.

19.69.3 Review and approval of income and expenditure against budget

Income and expenditure against budget were reviewed. Members sought clarification of what development CIL payments had been made for.

19.69.4 Review and approval of asset register

The members reviewed the asset register, changes from previous year included the addition of the ball stop netting and recreation ground signs and the restated value of the village sign, fencing and benches which were omitted from the 2017/18 asset register.

19.69.5 Review and approval of the External audit submission and Certificate of Exemption.

Details of the Certificate of exemption and the Annual Governance statement were read out and agreed at the meeting however the new clerk was having trouble understanding the previous clerk's figures so had not completed all of the forms. Agreed to review outside of the meeting.

19.70 Recreation Ground Update

Rotten posts will be removed from the recreation ground this coming weekend. Quotes for repairs to be sought from Roger Gooding

Missing goal nets incorrectly ended up with highways. The clerk will contact MSDC for correct department.

19.71 Notice Board

A parishioner has offered to make the notice board on the basis of materials only. The council members asked that they provide a quote for the materials

19.72 Highways update on current issues and matters arising

It was confirmed that signs would not be cleaned. Some have been cleaned by members of the public.

Cllr Emberson had received a response from Highways re lining. It is not policy to put white lines at the edge of the road where there is a path.

Cllr Emberson is looking at locations for vehicle activated signs. Signs will cost between £5k and £6k. Funding for the signs should be available via Mid Suffolk District Council however if this is not the case council members agreed that CIL money could be used to fund the signs.

Clearing of gullies on the street was raised again, clerk to check previous response.

19.73 Dates of the next meetings

28th May Extraordinary planning meeting

11th June 7:30pm at the church

16th July 7:30pm at the Village Hall

19.74 The Chairman closed the meeting at 9:37pm

Alison Green, Clerk to Stonham Aspal Parish Council,

sapc.clerk@yahoo.co.uk

3rd June 2019