

Stonham Aspal Parish Council

Approved Minutes of the Annual General Meeting held on Tuesday 15 May 2018 at 8.00pm at Village Hall, Stonham Aspal

Present: Cllr Ian Wright (Chair & Incoming Vice-Chair), Cllr Peter Emberson, Cllr Josephine Mitson, Cllr Rob Stevenson and Cllr Charles Tydeman

Attendance: Cllr Suzie Morley (District Councillor), Simon Ashton (Parish Clerk) and seven Members of the Public

1. **Election of Chair and Signing of the Declaration of the Chair's Acceptance**

The meeting commenced at 8.50pm following the conclusion of the Annual Parish Meeting. Cllr Leith, in advance of the meeting, confirmed that he would stand for re-election as Chair. There were no other contenders declared by the Members present, or in advance by any of those not present. Members then voted in Cllr Leith's favour who was then appointed as Chair until the Annual General Meeting in May 2019. Cllr Leith would be requested to sign the Declaration of the Chair's Acceptance at the next meeting.

2. **Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**

Cllr Wright confirmed that he would stand for re-election as Vice-Chair. There were no other contenders declared by the Members present, or in advance by any of those not present. Members then voted in Cllr Wright's favour who was then appointed as Vice-Chair until the Annual General Meeting in May 2019. Cllr Wright signed the Declaration of the Vice-Chair's Acceptance.

3. **Apologies and Approval of Absences**

(a) Apologies were received from Cllr Malcolm Leith. Apologies were also received from Cllr Jean Timms and her absence was approved.

(b) The Parish Clerk presented a SALC briefing note on apologies and non-attendance at meetings. Members were requested to advise the Parish Clerk of an absence in advance of any future meetings with sufficient information to enable Members to consider approval of their absence at the start of the meeting. Members were also advised that they would be disqualified, without any discretion, following a six-month period of unapproved absence.

4. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**

Cllr Tydeman expressed a non-pecuniary interest in Item 7b) and agreed not to participate in any decision making.

5. **Approval of Minutes of the Previous Meeting on 17 April 2018**

Minutes of the previous meeting of the Parish Council on 17 April 2018 were received and approved as a true record and signed by the Chair.

6. Contributions by Members of the Public

Representatives of the owner, builder, architect, planning consultant and football ground shared their plans for the development of 39 homes on the football field. The matter of a collapsed 30-mph road sign on The Street advised by a parishioner in advance of the meeting by email was also shared by the Parish Clerk.

7. Consideration of Planning Applications and Decision Notices

(a) MSDC DC/18/01766: Application Received (Comments Due 21 May 2018)

High Elm Bungalow, Crowfield Road, Stonham Aspal, IP14 6AW

Members noted that this planning application is outside the settlement boundary.

(b) MSDC DC/18/01901: Application Received (Comments Due 25 May 2018)

High Bank, Mill Green, Stonham Aspal, IP14 6DA

Members noted that this planning application is outside the settlement boundary.

(c) MSDC DC/18/00307: Application Granted (10 April 2018)

Stonham Barns, Pettaugh Road, Stonham Aspal, IP14 6AT

Members noted the outcome of this planning application.

(d) MSDC DC/18/00065: Application Granted (11 April 2018)

Stonham Barns, Pettaugh Road, Stonham Aspal, IP14 6AT

Members noted the outcome of this planning application.

8. Finance

(a) Cashbook, income, expenditure and budget reports of activity to 31 March 2018 were reviewed and noted.

(b) Approval of the Statement of Accounts, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Stevenson, seconded by Cllr Tydeman and agreed by Members.

(c) Approval of the Bank Reconciliation of activity to 31 March 2018 and an Asset Register 2017/18, prepared by the Parish Clerk and reviewed by Members was proposed by Cllr Stevenson, seconded by Cllr Tydeman and agreed by Members.

(d) Approval of the Governance Statement, Accounting Statements and Variances 2017/18, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Stevenson, seconded by Cllr Tydeman and agreed by Members.

(e) Approval of the Council's Internal Audit 2017/18 report by SALC, presented by the Parish Clerk and reviewed by Members, was proposed by Cllr Stevenson, seconded by Cllr Tydeman and agreed by Members. The Parish Clerk agreed to raise any queries with SALC. Further consideration of the report's findings, including the Recreation Ground and contract of employment, would be given at the Council's next main meeting in July 2018.

(f) Members noted the receipt of a Neighbourhood CIL payment for £2,453.88 on 16 April 2018.

(g) Approval of the Certificate of Exemption, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Stevenson, seconded by Cllr Tydeman and agreed by Members.

(h) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£368.85) and Suffolk Association of Local Councils for the Internal Audit 2017/18 (£170.40). Approval of these payments was proposed by Cllr Tydeman, seconded by Cllr Mitson and agreed by Members.

9. Governance

(a) An updated list of Members' Responsibilities 2018/19 was presented by the Parish Clerk and reviewed and agreed by Members.

(b) Members considered that GDPR legislation was likely to exempt parish councils from having to appoint a Data Protection Officer despite this continuing to be good practice.

10. Recreation Ground

(a) Members agreed to review any issues relating to the Recreation Ground at the Council's next main meeting in July 2018.

11. Highways

(a) Members were advised that there were no current Highways issues requiring attention.

12. Matters for Future Consideration

(a) Review of Conclusion of External Audit & Reporting Requirements 2017/18

13. Dates of the Next Meetings

(a) 19 June 2018 (Urgent Items & Supporting Documents Received by 11 June 2018)

(b) 17 July 2018 (Agenda Items & Supporting Documents Received by 9 July 2018)

(c) 18 September 2018

(d) The meeting finished at 10.00pm.

Simon Ashton, Parish Clerk

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19 June 2018