

Minutes of Little Bealings Annual Parish Council meeting held at Bealings Village Hall at 7.15pm on Monday 13 May 2019

Present: Mrs M Wilson (current Chairman), Mr M Garnham , Ms D Head, Dr C Hopkins, Mr D Hunter, Mr I Ransome and Ms H Saagi

In attendance: Mrs C Ramsden, Clerk to the Council, Mrs J Shaw (Webmaster), Mr R Vickery, County Councillor (for part of the meeting) and eight residents (for all/part of the meeting)

1 Election of Chairman and Vice Chairman

Mrs Wilson (as current Chairman of the Council) asked for nominations. It was **RESOLVED:**

- that Mr Ian Ransome be elected Chairman of the Parish Council.

Mr Ransome signed the Declaration of Acceptance of the Office of Chairman.

The Chairman asked for nominations for Vice Chairman. It was **RESOLVED:**

- that Mrs Wilson be elected Vice Chairman of the Parish Council.

2 Declarations of Acceptance of Office

It was noted that all Councillors had signed the declaration of acceptance of office of Parish Councillor before the meeting.

3 Apologies, Declarations of Interest and Dispensation Requests

Apologies had been received from District Councillors Colin Hedgley and Tony Fryatt, due to other meetings. The reports received had been circulated to Councillors.

Mrs Wilson and Ms Head both declared a personal interest in matters relating to Bealings Village Hall Trust.

There were no requests for dispensations

4 County Councillor's Report

Mr Vickery's report had been circulated. He reported on his work with Suffolk County Council Scrutiny Committee, as a substitute member of the Suffolk Police and Crime Panel, as a representative of Suffolk Fire and Rescue Pension Board, as Suffolk County Council Armed Forces Champion, serving on the Lord Lieutenant's WW1 Centenary Commemoration Committee and as Chairman of the Ipswich branch of The Royal British Legion. He stated he had tried to attend as many Parish Council meetings as possible and that highways issues had taken up a lot of his time. He had been pleased to provide funding for various projects in the Carlford Division, including traffic calming measures, and the provision of play equipment.

5 Appointments

It was **RESOLVED:**

- That the following be appointed for the forthcoming year:

VHMC representative: Ms Head
SALC representative: Mr Ransome
Webmaster: Mrs Shaw
Police/ESC Liaison Representative: Dr Hopkins
SAVID representative: Mr Garnham
Sinks Pit Community Liaison Group representatives: Mr Hunter
 and Ms Saagi

6 Standing Orders

These were reviewed and it was **RESOLVED** that:

- The National Association of Local Councils Standing Orders (2018) be adopted
- The Council's policies and procedures were appropriate.

7 Public Participation Session

No member of the public wished to speak.

8 Minutes of the Meetings Held on 25 March and 23 April 2019

It was **RESOLVED**:

- To approve the minutes of these meetings.

9 Matters Arising from the Minutes

Minutes of the Meeting Held on 25 March: Information Audit and Parish Council Records

It was reported that the items listed for deposit at Suffolk Records Office had been copied and scanned, and the originals deposited. Copies had also been published on the Council's website.

10 Planning

10.1 DC/19/1604/TPO: The Bear Cave Martlesham: Prune back spruce trees by 2-3m over building and garden to let more light into property

It was **RESOLVED**:

- That there was no objection to this application.

10.2 DC/19/1679/COU: Mallard House Business Centre The Street: Change of Use of Unit from B1 to mixed use B1 and D1

It was **RESOLVED**:

- That there was no objection to this application.

10.3 Update on Applications

DC/19/0599/FUL: Erection of a 3 bed detached dwelling with detached garage and store: 1 Holly Lane

It was noted that ESC had refused permission for this development.

11 Highways

11.1 SAVID

It was noted that information was not yet available regarding insurance for the SID by the Council. There was no known date for the next SAVID meeting.

12 Police/ESC Liaison**12.1 Minutes of the Meeting held on 4 April**

The minutes of the meeting had been circulated to Councillors. There were no matters arising.

12.2 Date of Next Meeting

It was **RESOLVED**:

- that Dr Hopkins would represent the Council at the meeting to be held on 16 May and would raise recent vandalism at the Village Hall Playing Field.

13 Finance**13.1 Adoption of Financial Regulations**

It was **RESOLVED** :

- to adopt the Financial Regulations model as provided by NALC, as previously customised by the Council.

13.2 Review of Internal Audit and Adoption of Accounts for 2018/19

The accounts for 2018/19 and Annual Governance and Accountability Return Part 2 (AGAR), including the internal auditor's report had been circulated to Councillors. The Council reviewed the effectiveness of its internal financial control in accordance with the requirements of the Annual Governance Statement. After consideration, and noting that the PAYE paying in book had been misplaced during the year, it was **RESOLVED**:

- that the current system for internal financial control and the internal audit were effective and appropriate
- that the Council certify itself as exempt from a limited assurance review on the grounds of meeting the relevant criteria
- to approve the Annual Governance Statement contained in section 1 of the AGAR

After further consideration it was **RESOLVED**:

- to approve the accounts and the Accounting Statements for 2018/19 contained in section 2 of the AGAR

The Chairman and Responsible Financial Officer/Clerk signed the AGAR as required.

13.3 Income and Authorisation of Expenditure

The first half of the precept (£3,450) had been received from ESC. It was **RESOLVED** that the following expenditure be incurred:

- CAS Membership: £30
- SALC membership: £251.07

- Donation to Fynn-Lark News: £150
- Donation to Bealings Village Hall and John Belstead Playing Field: £750
- Donation to AGE UK Suffolk: £25
- Donation to Citizens Advice Felixstowe & District: £25
- Gift to Internal Auditor: £20
- Clerk's Annual Allowance: £216
- Clerk's net salary for May: £273.70
- PAYE for May: £68.20
- Clerk's net salary for June: £273.70
- PAYE for June: £68.20

A schedule of the above payments was signed by the Chairman and cheques were signed by Ms Head and Dr Hopkins.

13.4

Pension Re-Enrolment

It was noted that the Council was required to re-enrol with the Pensions Regulator between 1 May and 31 October 2019.

14

Councillor Training

It was **RESOLVED**:

- that Mr Garnham and Ms Saagi would attend training for Councillors arranged by SALC.

15

Circulated Items and Correspondence

15.1

Circulation Arrangements

It was **RESOLVED**:

- that the order of circulation would be Mrs Wilson, Dr Hopkins, Mr Ransome, Mr Hunter, Ms Saagi, Mr Garnham and Ms Head.

15.2

Circulated Items

ESC 'World of Planning' Forum

It was **RESOLVED**:

- that Ms Head and Ms Saagi would represent the Council at this event to be held at ESC on 7 June.
- that the following items be circulated to Councillors:
 - Clerks & Councils Direct No 123
 - Letter from EACH

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Date of Next Meeting

The next scheduled meeting of the Council would be on 1 July 2019.

A vote of thanks was given to Mrs Wilson for her work as Chairman of the Council.

There being no further business to discuss the meeting closed at 8.05pm.