

# Belstead Parish Council

## Approved Minutes of the Annual General Meeting held on Wednesday 22 May 2019 at 7.30pm at the Village Hall

**Present:** Cllr Richard Clift (Chair), Cllr Trevor Beckett (Vice-Chair), Cllr Christine Eade and Cllr Ken Stowe

**Attendance:** Simon Ashton (Parish Clerk)

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

The meeting started at 8.00pm following the conclusion of the Annual Parish Meeting. Cllr Clift confirmed that he would stand for election as Chair. There were no other contenders declared by the Members present, or in advance by those not present. Members then voted in Cllr Clift's favour who was then appointed as Chair until the Annual General Meeting in May 2020. Cllr Clift signed the Declaration of the Chair's Acceptance.

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

Cllr Beckett confirmed that he would stand for election as Vice-Chair. There were no other contenders declared by the Members present, or in advance by those not present. Members then voted in Cllr Beckett's favour who was then appointed as Vice-Chair until the Annual General Meeting in May 2020. Cllr Beckett signed the Declaration of the Vice-Chair's Acceptance.

**3. Apologies and Approval of Absences**

(a) Apologies were received from Cllr Mark Fiske and his 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 also understood 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**

There were no pecuniary or non-pecuniary interests declared by Members.

**5. Approval of Minutes of the Previous Meeting on 27 March 2019**

Minutes of the previous meeting of the Parish Council on 27 March 2019 were received and approved as a true record and signed by the Chair.

**6. Contributions by Members of the Public**

There were no issues raised by members of the public.

**7. Consideration of Planning Applications and Decision Notices**

(a) BDC DC/19/02130: Application Received (Comments Due 31 May 2019)

Fieldgate, Chapel Lane, Belstead, IP8 3LR

Members agreed that they did not object to this planning application.

(b) BDC DC/19/01292: Application Withdrawn (10 May 2019)

The Blacksmith's Farm, Bentley Lane, Belstead, IP8 3LY

Members noted the outcome of this planning application.

**8. Governance**

(a) The Parish Clerk confirmed that Members attending the meeting had completed a Declaration of Acceptance Form in advance of the meeting.

(b) Members agreed that Cllr Fiske would need to sign a Declaration of Acceptance Form before his next attendance at a meeting.

(c) The Parish Clerk confirmed that he would circulate details to Members regarding a requirement to complete the BDC Register of Interests following the recent election.

(d) The subject of Members' responsibilities for 2019/20 was presented by the Parish Clerk for discussion by Members who agreed to approve a final version of the list at the next meeting.

(e) Cllr Beckett advised that the SID battery currently holds its charge for a fortnight. Following enquiries, he confirmed that a solar powered conversion, including delivery, would cost £1,099.92. Approval for Cllr Beckett and Cllr Stowe to proceed with an order on this basis was then proposed by Cllr Clift, seconded by Cllr Beckett and agreed by Members.

(f) The Parish Clerk confirmed that it was not possible to purchase a dog waste bin from BDC Public Realm. Approval for the Parish Clerk to purchase a dog waste bin from Glasdon in accordance with the previously discussed cost of £126.69 (plus VAT and delivery to Cllr Beckett's address) was then proposed by Cllr Eade, seconded by Cllr Beckett and agreed by Members.

(g) The Parish Clerk confirmed that it had not been BDC Public Realm who had attached the existing dog waste bin on the Church's fence. Approval for Cllr Beckett to relocate the bin on the Council's behalf was agreed by Members.

(h) Cllr Clift confirmed that no volunteers had come forward to lead on the Council's newsletter housekeeping arrangements. Approval for Cllr Eade to refer this matter at the next Village Hall Committee meeting was agreed by Members.

(i) The Parish Clerk confirmed that requested information had not been received from the editor of the In Touch magazine to assist the Council with its housekeeping arrangements and its potential future use of this medium. Members agreed to discuss this matter further at the next meeting.

(j) Cllr Eade lead a discussion on the consideration of the purchase of a defibrillator. Members agreed to discuss this matter further at the next meeting.

**9. Finance**

(a) Members noted the receipt of the BDC Precept (1/2) for £3,500.00 in April 2019.

(b) Members noted the receipt of the SCC Locality Budget VAS grant for £1,660.00 in May 2019.

- (c) The Parish Clerk confirmed the removal of the former Parish Clerk's mandate and the change of address for any future correspondence received from Barclays Bank.
- (d) The Parish Clerk confirmed that arrangements for the SALC Internal Audit (2018/19) had been made for during week commencing 3 June 2019.
- (e) The Parish Clerk presented the need for an additional meeting for the Council to sign off its year end accounts and undertake related responsibilities following the receipt of the internal audit report expected in early June 2019. Members therefore agreed to hold an urgent items only meeting at the Village Hall on 24 June 2019 at 6.00pm.
- (f) Following a review of the document, Members gave their approval for the Chair and Parish Clerk to sign the payroll service level agreement received from SALC.
- (g) Following its consideration, Members decided against a donation request received from East Anglia's Children's Hospices.
- (h) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£634.56), R Clift for reimbursement for a gift to the outgoing Parish Clerk (£15.00), Belstead Village Hall for venue hire (March 2019) (£26.00), Suffolk Association of Local Councils for an annual subscription (2019/20) (£134.81), Business Services at CAS Ltd for insurance coverage of new assets (2018/19) (£11.35) and Sharward Services Ltd for newsletter printing (March 2019) (£25.00). Approval of these payments was proposed by Cllr Beckett, seconded by Cllr Stowe and agreed by Members.

#### **10. Highways**

- (a) The Chair confirmed that an acknowledgement had been received from the BDC Corporate Manager for Countryside and Public Realm relating to previous queries raised regarding footpaths at the Mill Farm development. There was also confirmation that the Council would be kept informed of the progress made.
- (b) Members agreed to postpone the consideration of a replacement HGV sign with the SCC Councillor at the next meeting.
- (c) Confirmation had been received from SCC Highways that there were no resources available to attend to repairs to the footpath steps at the bottom of Grove Hill.
- (d) Cllr Clift confirmed that there had been no further correspondence received from the Member of Parliament relating to road noise from A14.
- (e) Cllr Beckett updated Members on the project to re-build the village gateways. Approval for the maximum cost of £200 to be spent on materials was proposed by Cllr Stowe, seconded by Cllr Eade and agreed by Members.
- (f) There were no other Highways issues presented for consideration by Members.

#### **11. Matters for Future Consideration**

- (a) Review & Approval of the Council's Internal Audit (2018/19) Report by SALC
- (b) Review & Approval of Statement of Accounts, Receipts & Payments (2018/19)
- (c) Review & Approval of the Council's Bank Reconciliation (2018/19)
- (d) Review & Approval of the Council's Asset Register (2018/19)
- (e) Review & Approval of AGAR Section 1 Annual Governance Statement (2018/19)
- (f) Review & Approval of AGAR Section 2 Accounting Statements & Variances (2018/19)
- (g) Review & Approval of AGAR Part 2 Certificate of Exemption (2018/19)

**12. Dates of the Next Meetings**

- (a) 24 June 2019 (Urgent Items & Documents Received by 16 June 2019)
- (b) 10 July 2019 (Agenda Items & Documents Received by 2 July 2019)
- (c) 25 September 2019
- (d) The meeting finished at 9.40pm.

Simon Ashton, Parish Clerk

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24 June 2019