

Bradfield Combust with Stanningfield Parish Council

Minutes of the Annual Parish Council Meeting held following the Annual Parish Meeting in the Village Hall, Stanningfield on Monday 21st May 2018

Present: Councillors (Cllrs) Mark Duchesne, Mark Hinde, Clive Mears, David Staff (Chair), Sam Jordan, Jez Cladd

In attendance: Amanda Hinde (Clerk) and 0 members of the public.
Borough Councillor Sara Mildmay-White

The agenda, together with appendices 1 to 10 will be appended to the signed minutes.

1 Election of Chair

David Staff agreed to carry on as Chairman until the next meeting to be held on 30th July 2018 when he would stand down. It was proposed by Cllr Mears and seconded by Cllr Jordan.

Cllr Staff signed the Acceptance of Office form.

2. Apologies

There were apologies received from County Councillor Karen Soons, Cllr Grimmer, Cllr Langan and Cllr Walters.

3. Election of Vice Chair

It was proposed by Cllr Mears, seconded by Cllr Duchesne and agreed unanimously that Cllr Anthony Langan be elected as Vice-Chairman of Bradfield Combust with Stanningfield Parish Council. The Clerk had already spoken to Cllr Langan prior to the meeting regarding the position of vice-chairman who agreed to stand if no other councillor wanted to take the role. The Acceptance form had been signed.

4. Declarations of Interest

The requirement to update the Register of Interests was noted but the clerk informed all the parish councillors that they had been reviewed and all are up to date. No dispensations were sought.

5. Minutes of the last meeting

The minutes of the Parish Council meeting dated 26th March 2018 were agreed a true record and signed by the Chair.

6. Governance issues

- (i) It was proposed by Cllr Mears, seconded by Cllr Cladd and agreed unanimously that the delegation arrangements to the Clerk at appendix 1 be adopted;
- (ii) It was proposed by Cllr Mears, seconded by Cllr Jordan and agreed unanimously that the standing orders at appendix 2 be adopted;
- (iii) It was proposed by Cllr Duchesne, seconded by Cllr Cladd and agreed unanimously that the financial regulations at appendix 3 be adopted;
- (iv) the following arrangements for representation on, or work with, external bodies were agreed:
 - Stanningfield Community Association – Cllr Clive Mears;

Bradfield Combust with Stanningfield Parish Council

- Suffolk Association of Local Councils – Cllr Anthony Langan;
 - Neighbourhood Watch – Cllr Jordan
 - Allotments – Graham Clampin
 - Rights of Way – Cllr Colin Walters.
- (v) Cllrs noted that the inventory of land and assets had been agreed on 26th March 2018.
- (vi) It was proposed by Cllr Duchesne, seconded by Cllr Jordan and agreed unanimously that the Council pay the following 2018/19 council and staff subscriptions;
- National Association of Local Councils;
 - Suffolk Association of Local Councils;
 - Community Action Suffolk.
- (vii) It was proposed by Cllr Hinde, seconded by Cllr Mears and agreed unanimously that the complaints procedure at appendix 5 be adopted;
- (viii) It was proposed by Cllr Mears, seconded by Cllr Duchesne and agreed unanimously that the procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 at appendices 6a and 6b be adopted;
- (ix) It was proposed by Cllr Jordan, seconded by Cllr Duchesne and agreed unanimously that the policy for dealing with the press/media at appendix 7 be adopted;
- (x) It was proposed by Cllr Mears and seconded by Cllr Jordan that the protocol for recording be adopted. (Appendix 4)

7. Clerk's report

The Clerk referred to Appendix 8 actions from prior meetings and there are only 2 actions carried over which are Cllr Walters to carry out road sign survey and to complete works on the play area.

The Clerk informed the Parish Council that the Internal Audit was booked with SALC for 11th June.

The Clerk and Chairman David Staff reported back on the safeguarding course which they attended at SALC. Cllr Cladd and Cllr Jordan are going to compile a safeguarding policy and Cllr Jordan said he would be willing to stand as the Safeguarding Officer for the Parish Council.

The Landlady from the Red House Pub had emailed the clerk with an enquiry about removing the broken notice board from outside the pub as she wants to erect a new cycle rack in its place and asked if it could be removed to another position in the village. Cllr Mears said he will review all notice boards in the village to see what can be done.

9. Decisions taken since the last meeting

No decisions were taken.

The meeting was adjourned for public question time

| |
|--|
| No members of the public were present. |
|--|

Bradfield Combust with Stanningfield Parish Council

The meeting reconvened.

10. Planning and Environment

- (i) There were 2 planning applications received prior to the meeting and all councillors had been sent them.
No comment was returned for both.
- (ii) Chairman David Staff updated on the progress of the village hall extension which is progressing and is hoped to be finished by the summer.

11. Finance

- (i) Cllrs agreed that the report of the Responsible Finance Officer (RFO) at appendix 9 be received and that outstanding payments be made.
- (ii) It was proposed by Cllr Mears, seconded by Cllr Duchesne and agreed unanimously that the accounts for the year to 31 March 2018 at appendix 10 be adopted.

12. Councillors reports and items for future meetings

- (i) there were no reports on meetings attended.
- (ii) there were no meetings anticipated.
- (iii) there were no future agenda items raised.
- (iv) councillors raised the following issues:
 - Cllr Hinde informed the council that he would be resigning at the end of this meeting. Cllr Hinde was thanked for all his hard work and contribution to the parish council.
 - Cllr Jordan agreed to take over the running of the parish council website.
 - Cllr Cladd raised the issue of verge cutting especially the verge at the end of chapel road onto the A134 but this has been raised before as a concern but this is dealt with by Suffolk Highways.
 - Cllr Mears had brought 2 new football goals for the village hall which had been discussed prior to the meeting and a cheque was raised at the meeting for these of £133.40.

Meeting closed at 9pm

Chairman
30th July 2018