

ALPHETON PARISH COUNCIL

MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING HELD ON TUES MAY 3 2022 IN ALPHETON VILLAGE HALL AT 7.25PM AFTER THE ANNUAL PARISH RESIDENTS MEETING

Present: Cllrs M Gray (Chair), K Jacobs, R Kemp, J Moore, J Nunn. Also present: Mary Luton-Woodburn, Parish Clerk.

1. Election of Chairman and Vice Chairman Cllr Gray confirmed that she was willing to continue as Chairman and she was thanked and unanimously elected Chairman for the year. Proposed Cllr Nunn, Seconded Cllr Jacobs. Cllr Gray took over the meeting at this point. Cllr Moore also confirmed that he was willing to continue as Vice Chairman and was unanimously elected Vice Chairman for the year. Proposed Cllr Kemp, Seconded Cllr Jacobs.
2. To receive the Chairman's and Vice Chairman's Acceptance of Office Forms Cllr Gray and Cllr Moore duly signed their Acceptance of Office forms as Chair and Vice Chair respectively in the presence of the Proper Officer.
3. To receive apologies for absence Apologies were received from Cllr Rix and Cllr Baker. (Cllr Malvisi to join the meeting later.)
4. Declarations of Interest Cllr Moore declared a non-pecuniary interest in matters related to the Alpheton Village Hall.
5. To approve Minutes of 5 April 2022 The Minutes were approved, (subject to changing the spelling of Cllr Jacobs name from Jacob to Jacobs where this occurred) and signed by the Chair. Proposed Cllr Jacobs, Seconded, Cllr Nunn.
6. Public Forum One member of the public present but no questions raised.
7. To receive the Parish Clerk's verbal report:
 - (i) The Clerk reported that the first half of the Precept (£3,004.50 had been received during April). The schedule of payments was approved. Proposed, Cllr Gray, Seconded, Cllr Moore.

SALC – Membership subscription 2022-23	£ 147.08	<i>LGA 1972 s.111</i>
Evan Markell, April grass cut, as per contract	£ 180.00	<i>PHA 1875 s.164</i>
Heelis & Lodge – Internal Auditor fee	£ 90.00	<i>LGA 1972 s.111</i>
Village Hall hire, May meeting	£ 20.00	<i>LGA 1972 s.111</i>
Reimbursement of elec cost for defib – Village Hall	£ 30.00	<i>Public Health Act 1936, s.234</i>
Reimbursement of elec cost for defib – Alpheton Garage	£ 30.00	<i>Public Health Act 1936, s.234</i>
8. To review and approve Standing Orders and Financial Regulations The Clerk pointed out that the Standing Orders and Financial Regulations had not changed from the last Annual Parish Council meeting. Both documents were approved. Proposed, Cllr Gray, Seconded, Cllr Kemp.
9. To appoint Parish Council Portfolio Holders Prior to the meeting, Cllr Rix contemplated the practicality of remaining one of the portfolio holders for Planning. Having raised the matter, the Council considered it and decided that it would be the best if Cllr Rix stepped back from the role. The Chair thanked Councillor Rix for his efforts over many years. The Council are unaware of the nature of the Alpheton email group, mentioned on the webpage. It was agreed that this reference be removed from the webpage. All other portfolio roles remain the same and the Chair thanked all Councillors for their efforts as portfolio holders.
10. To consider any new planning matters No new planning matters were available for discussion at this time.
11. To consider and approve the Annual Governance and Accountability Report 2021/22 The Council considered and approved all items listed below 'en bloc'. The Clerk/RFO and Chair signed all papers as required. Proposed, Cllr Kemp, Seconded, Cllr Gray.
 - (i) To consider and approve Certificate of Exemption for 2021/22 – this is the only item which is submitted to the external auditor by 30 June 2022.

Signed

Dated.....

- (ii) To consider and approve Annual Internal Audit Report for 2021/22 – the Clerk reported that this process had been very smoothly executed, for the first time by Heelis & Lodge.
- (iii) To consider and approve the Annual Internal Auditor’s Report 2021/22 – the internal auditor made a number of recommendations as follows:
 - a. the Council noted that the cash book had been amended to note £33.80 of additional VAT would be claimed together with other amounts later in the year.
 - b. The Parish Council agreed to register with ICO at a cost of £40. Proposed, Cllr Gray, Seconded Cllr Jacobs.
 - c. In order to be compliant the Risk Assessment and Internal Controls for the Parish Council will next be reviewed at the March 2023 meeting.
 - d. The Council agreed to ensure that public land and building asset information will be added to the webpage by 1 July.
- (iv) To consider and approve Annual Governance Statement 2021/22
- (v) To consider and approve Accounting Statement 2021/22

Cllr Malvisi joined the meeting at this point.

- 12. To consider the location for a TVAS pole in Bridge Street - cost of £275. The Parish Council discussed this pole and its position and agreed to go ahead with this project. Proposed, Cllr Moore, Seconded, Cllr Nunn. Cllr Kemp offered to fund this via his Local Highways Budget. The Clerk will email Cllr Kemp to apply for this.
- 13. In light of the Babergh District Council’s Community Governance Review to –
 - (i) consider whether the Parish Council wishes to approach the Local Government Boundary Commission for England (LGBCE) regarding boundary changes. Cllr Kemp proposed that the LGBCE is contacted by Parish Council to inform them that the proposed boundary decisions do not take local peoples views into consideration. Seconded by Cllr Gray.
 - (ii) consider making a formal response to the Babergh District Council’s Community Governance Review – following a detailed discussion about Babergh DC’s Review the Parish Council resolved to send a reply stating that they did not wish any changes to the list provided in the Review. Cllr Gray will draw up a template letter to help Councillors write as individuals and encourage residents to do the same. Proposed, Cllr Gray, Seconded Cllr Nunn.
- 14. To note the SID schedule for April 2022 to Feb 2023 The schedule was noted. The Parish Council resolved to look into the cost of an additional battery for SIDs for the next meeting. Proposed, Cllr Gray, Seconded, Cllr Jacobs.
- 15. To receive a verbal update from the Speed Working Group No meeting had been held. Cllr Moore raised the matter of the additional SID pole. Cllr Kemp offered to see if the position could be resolved via his contact at SCC. It was proposed that although the Clerk would set up a dedicated email address for reporting speed related accidents and that Cllr Moore would provide an example spreadsheet for gathering information although some thought is still needed regarding how information is collected, protected for anonymity and deleted in a timely fashion. Proposed by Cllr Gray, Seconded Cllr Jacobs.
- 16. Date and time of next Parish Council meeting:

Wednesday 10 August at 7.30pm but noted that an additional meeting may be required to discuss a recent planning application.

The meeting closed at 8.50pm

Signed

Dated.....