

ALPHETON PARISH COUNCIL

MINUTES FOR THE PARISH COUNCIL MEETING HELD ON THURSDAY 30 MAY 2024 IN ALPHETON VILLAGE HALL AT 7.40PM AFTER THE ANNUAL PARISH RESIDENTS MEETING

Present: Cllrs M Gray (Chair), K Jacobs, R Kemp, J Moore, Tim Rix and District Cllr Malvisi. 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 unanimously elected Chairman for the year. Proposed Cllr Kemp, 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 Cllrs Baker and Nunn.
4. Declarations of Interest None declared.
5. To approve Minutes of the meeting of 11 April 2024 The minutes were approved. Proposed, Cllr Moore, Seconded, Cllr Gray.
6. Public Forum. No members of the public were present.
7. To receive the Parish Clerk's report
 - (i) The Council approved the payment of all items on the schedule of payments. Proposed Cllr Kemp. Seconded, Cllr Jacobs.

Evan Markell grass cut 13/5/24	£	200.00	PHA 1875 s.164
Heelis & Lodge – Internal Auditor fee	£	130.00	LGA 1972 s.111
Clerk's Expenses Oct 23-Mar 24	£	13.83	LGA 1972 s.111
Sudbury CAB donation as agreed Dec 2023	£	100.00	LGA 1972 s.111
Alpheton Village Hall hire May 30 meeting	£	20.00	LGA 1972 s.111
8. To receive District and County Councillors' Reports Cllr Kemp's report was noted. Cllr Malvisi noted that due to the pre-election period there was little to report.
9. To:
 - (i) Review Standing Orders and approve Standing Orders, which were unchanged were approved for the coming year. Proposed, Cllr Gray, Seconded, Cllr Jacobs.
 - (ii) Resolve to review the new NALC model Financial Regulations and approve at July meeting The Clerk briefed the Parish Council that the new regulations had only just been published. Therefore, the Parish Council resolved to consider them at the July meeting. Proposed, Cllr Gray, Seconded Cllr Jacobs.

10. To appoint Parish Council Portfolio Holders The Parish Council resolved to appoint the following Portfolio Holders:

Cheque Signatories	Cllr Madeline Gray, Cllr John Nunn, Cllr John Moore
Electronic Banking 'Signatories'	Cllr Madeline Gray, Cllr John Moore
Planning	Cllr John Moore and Cllr Madeline Gray
Footpaths and Highways	Cllr Madeline Gray, Cllr Katie Jacobs, Cllr Gemma Baker

Signed

Dated.....

Website Manager	Cllr Tim Rix
Asset Manager	Cllr Madeline Gray
Village Hall Representative	Vacant (until it is possible for the Village Hall to approve the appointment of a new person in early 2025, before their AGM.

Cllr Kemp proposed a vote of thanks to Cllr Moore and Julie Moss for their hard work on the Village Hall Committee which was reiterated by Cllr Malvisi.

11. To consider any new planning matters and report on any decisions. No new planning matters at this time.

12. To consider and approve the Annual Governance and Accountability Report 2022/23 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 2022/23
- (ii) To consider and approve Annual Internal Audit Report for 2022/23
- (iii) To consider and approve the Annual Internal Auditor's Report 2022/23_– the internal auditor noted that rounding up had caused the totals to need revising which the Clerk had completed. In addition further wording regarding GDPR will be added to the Risk Register.
- (iv) To consider and approve Annual Governance Statement 2022/23
- (v) To consider and approve Accounting Statement 2022/23

13. To receive an update on the Village Gates.

Cllr Kemp was thanked for the £2,000 from his Local Highways budget. He suggested that the Parish Council approached him for further funding in early July in the hope that more budget may be available. Cllrs Malvisi and Nunn also hope to be able to provide funds for the second element of the project from their Locality budgets in early July.

The Parish Council considered the Cost/Funding Assessment from Cllr Moore and Gray as well as the estimated available budget figures from the Parish Clerk. Following discussion, the Parish Clerk will check on the VAT reclaim timetable; Cllr Moore will check with Contractor, Glasdons when a price increase is likely as this may influence the purchase timetable. The Parish Council resolved to purchase Phase 1 items as per Cllr Moore's paper once these details are confirmed with an anticipated purchase and start date in autumn 2024. Proposed Cllr Kemp, Seconded Cllr Rix. Phase 2 will require further funding and therefore may not start until 2025.

14. To receive a briefing on the accidental collapse of Bridge Street bus shelter and discuss replacement options Cllr Moore and Gray updated the Parish Council on the accident which effectively demolished the bus shelter. Two quotes for the work to clear the demolished shelter had been received. The Parish Clerk reported that the Council's insurers were happy to pay for clearing the remains of the shelter before the replacement shelter quote was available but that quotes had to be approved before work commenced. The Parish Council's excess on the claim is £125. Once the concrete plinth is exposed, by the removal of the remains of the bus shelter, Cllr Gray will start to seek quotes for replacement options.

15. Date and time of next Parish Council meeting:

Tuesday 23 July at 7.00pm

The meeting closed at 9.07pm.

Signed

Dated.....