

ALPHETON PARISH COUNCIL

MINUTES FOR THE PARISH COUNCIL MEETING HELD ON THURSDAY 8 MAY 2025 IN ALPHETON VILLAGE HALL AT 7.30PM AFTER THE ANNUAL PARISH RESIDENTS MEETING

Present: Cllrs M Gray (Chair), K Cullimore, R Kemp, J Moore, J Nunn and T Rix. Also present: Mary Luton-Woodburn, Parish Clerk and attending Sarah Headland, next 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 Nunn. 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 Gray, Seconded Cllr Rix.
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 Malvisi.
4. Declarations of Interest None declared.
5. To approve Minutes of the meeting of 11 April 2025 The minutes were approved subject to changing the final sentence of Item 14 to read '... Cllr Rix' rather than Cllr Moore. Proposed, Cllr Moore, Seconded, Cllr Nunn.
6. Public Forum. No members of the public were present.
7. To receive the Parish Clerk's report The Parish Clerk retiring from the role gave a brief recap of some of the main items from the last four years and thanked the PC for their help and support for the role during her time. The Chair thanked the Clerk for her efforts over these years and this was endorsed by the rest of the Council. A small presentation was made to the Clerk
 - (i) The Council approved the payment of all items on the schedule of payments, including the May invoice for Evan Markell, added at the meeting. Proposed Cllr Gray. Seconded, Cllr Nunn.

Evan Markell – April cut (prepaid)	£	190.00	<i>PHA 1875 s.164</i>
Gryphon First Aid Unit (prepaid)	£	130.00	<i>PHA 1936, s.234</i>
Evan Markell – May cut	£	210.00	<i>PHA 1875 s.164</i>
Reimbursement of elec cost for defib – Village Hall	£	30.00	<i>PHA 1936, s.234</i>
Reimbursement of elec cost for defib – Alpheton Garage	£	30.00	<i>PHA 1936, s.234</i>
SCC Suffolk Jobs Direct – Advert for Parish Clerk	£	75.00	<i>LGA 1972 s.111</i>
SALC 6 mths payroll services ending 31 Mar 2025 (VAT £3.80)	£	22.80	<i>LGA 1972 s.111</i>
SALC Annual membership sub	£	172.48	<i>LGA 1972 s.111</i>
Alpheton Village Hall hire 17 Apr job interviews	£	55.00	<i>LGA 1972 s.111</i>
Alpheton Village Hall hire meeting 8 May	£	25.00	<i>LGA 1972 s.111</i>
Heelis & Lodge – year end internal audit to 31 March 2025	£	220.00	<i>LGA 1972 s.111</i>
Clerk's expenses 1 Oct 2024-13 June 2025	£	37.48	<i>LGA 1972 s.111</i>
Clerk's tax 1 Jan – 13 June 2025	£	235.20	<i>LGA 1972 s.111</i>
Clerk's salary 1 Jan – 13 June 2025	£	666.17	<i>LGA 1972 s.111</i>
8. To receive District and County Councillors' Reports Cllr Kemp and Cllr Nunn's reports were noted.

Signed

Dated.....

9. To Review and approve revised Standing Orders and Financial regulations The Clerk outlined the changes made to Standing orders. These were approved. Proposed, Cllr Gray. Seconded, Cllr Moore. The Clerk gave details of the changes to Financial Regulations. These were approved. Proposed, Cllr Cullimore. Seconded Cllr Moore.

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 Tim Rix
Website Manager	Cllr Tim Rix
Asset Manager	Cllr Madeline Gray
Village Hall Representative	Vacant.

11. To consider any new planning matters and report on any decisions.

(i) DC/25/01403 New Maltings, Old Bury Road, Alpheton, Sudbury Suffolk CO10 9BT Application for works to Trees subject to Tree Preservation Order WS176 – The Clerk reported that this application has been approved.

12. To consider and approve the Annual Governance and Accountability Report 2024/5 The Clerk reported that owing to the income received from the insurance claim for £16,432 for the accidental demolition of the bus shelter which exceeded the £25,000 limit which would allow the Parish Council to self-certify themselves as exempt from an external audit. This has led to some more detailed reporting to the external auditor and some extra unexpected expense for the audit process. The Council considered and approved all the audit items listed below ‘en bloc’. The Clerk/RFO and Chair signed all papers as required. Proposed, Cllr Kemp, Seconded, Cllr Rix.

- (i) To consider and approve Annual Internal Audit Report for 2024/25
- (ii) To consider and approve the Annual Internal Auditor’s Report 2022/23. The internal auditor noted that in future the actual amount of the approved precept should be included in the minutes.
- (iii) To consider and approve Annual Governance Statement 2022/23
- (iv) To consider and approve Accounting Statement 2022/23

13. To receive a progress report on progress with the Village Gates project, receipt of gates, tenders and installation (Cllr Moore) Cllr Moore reported that 3 invitations to tender had been sent out. One had declined to tender; one was very expensive and the third seemed an acceptable tender and price. It was noted that the 30 mph sign near the northbound left side village gate needed a higher pole. It was proposed and resolved by the Parish Council to go ahead with the ABC Wiles tender subject to their ability to sort out the necessary post. The authority to go-ahead on this basis was delegated to Cllr Moore by the Parish Council. Proposed, Cllr Kemp. Seconded Cllr Cullimore.

14. To receive an update on the recruitment of a replacement Clerk Cllr Gray updated Councillors on the interviews and recruitment process. Cllr Gray introduced Sarah Headland who has been appointed as Parish Clerk and RFO. She will join the Council on 9 June and overlap with the present Clerk for one week.

15. To receive an update on the moving of the SID devices Cllr Moore updated the Parish Council on arrangements. LM Groundcare will now move the SIDs at six-week intervals rather than

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four-week intervals. This should mean that the costs will be within budget. LM Groundcare do not charge VAT. The Parish Council resolved to go-ahead on this basis and delegate instructing LM Groundcare to Cllr Moore. Proposed, Cllr Gray. Seconded Cllr Rix.

16. To receive an update on draft sign and other ideas related to dog fouling issues (Cllr Moore)

The Parish Council discussed and agreed final wording for the sign which would be laminated, hole-punched and mounted using cable ties at appropriate sites in the village. Proposed, Cllr Gray. Seconded, Cllr Cullimore.

17. To discuss Neighbourhood Planning and consider if Alpheton needs such a Plan Cllr Moore

reported that he had made enquiries with other local Parish Councils regarding Neighbourhood Plans. Costs appear to be in the region of £10,000 and currently there are no grants available. Cllr Nunn mentioned that grants may be available from June. A consultant for one of the local Parish Councils would be prepared to meet informally to discuss possibilities. Cllr Moore and Gray plan to take this forward.

18. Date and time of next Parish Council meeting:

Thursday 17 July 2025 at Shimpling Village Hall

The meeting closed at 8.30pm.

Signed

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