

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
9 May 2019
Hinderclay Village Hall
20:00 – 20:40

COMMITTEE MEMBERS		Attendance	Apologies
John Davie-Thornhill	Chairman	X	
David Emerton	Vice-chairman	X	
Brian Brinkley	Councillor	X	
Karen Calton	Councillor	X	
Lindsey Aves	Councillor		X
Paul Rose	Councillor	X	
In attendance			
Matthew Larkin	Parish Clerk		

ACTION

1. Election of officers

- a. John Davie-Thornhill nominated as Chairman by Paul Rose and Brian Brinkley.
- b. David Emerton nominated as Vice-chairman by Paul Rose and Brian Brinkley.
- c. Appointment of officers & representatives to outside bodies

Shirley Bishop nominated as Footpath Warden.

Brian Brinkley volunteered to be the liaison for the Fens Charity.

Paul Rose volunteered to be the liaison for Gressingham Foods.

Karen Calton volunteered to be Tree Warden.

No liaison was nominated for the Village Hall.

David Emerton agreed to consider being liaison for the local school.

DE

2. Apologies

Received from Lindsey Aves.

3. To receive Councillor's Declarations of Interest in any item on the Agenda

No declarations of interest made.

4. To confirm and sign minutes for the Parish Council meeting held on 14th March 2019

Minutes confirmed and signed.

Action to get information on what gifts/donations the Parish Council are allowed to make, particularly regarding the Church.

ML

5. Reports (if not already provided at the Annual Parish Meeting)

No other reports outstanding that have not already been presented at the Annual Parish Meeting.

6. Planning Applications – to receive any applications/approvals/refusals.

The approval of planning application DC/19/00418 was noted for the development of the land adjacent to Ynysddu, The Street, Hinderclay.

7. Finance:

- a. **Finance Report – to adopt accounts for year ending 31st March 2019**

ACTION

The accounts were adopted and the dates for the exercise of public rights were agreed between 17th June 2019 and 26th July 2019.

b. Inspection of Assets Register & Statement of Assurance

The asset register was read and discussed. The asset register and the statement of assurance were then signed.

c. Agree internal auditor for the year

The Council agreed that Suffolk Association of Local Councils should be appointed as internal auditor.

d. To Approve Risk Assessment

The risk assessments presented were agreed and signed.

e. To agree Standing and Financial Orders

The standing and financial orders were adopted with the action for the clerk to review and update them where required. The outcome of this exercise is to be discussed at the next meeting.

ML

The model GDPR policy from the Suffolk Association of Local Councils was adopted with the action to discuss the implications of the policy at the next meeting.

ML

f. Issue cheques

Cheques issued with the action to produce a similar schedule of cheques to the one used in the past.

ML

It was agreed that David Emerton and Paul Rose should be signatories of the bank accounts. John Davie-Thornhill took the action to obtain the necessary forms from the bank.

JDT

8. Correspondence & any other correspondence received after issue of Agenda

No correspondence received or considered.

9. Telephone Box

It was agreed that David Ireland can put up shelves in the telephone box.

10. Date of next meeting - 11th July 2019

John Davie-Thornhill suggested holding an extraordinary general meeting to co-opt to seats on the council with the action to establish how many members can be co-opted to the council.

ML

It was agreed that the Parish Council's budget needs to be discussed at the next meeting.

ML

Meeting brought to a close at 20:40.