

HINDERCLAY PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
THE VILLAGE HALL, HINDERCLAY
THURSDAY 9th MAY 2024 AT 7.30 PM
(Draft until approved and signed)**

PRESENT:

Councillor Paul Rose ((PR)
Councillor Lindsey Aves (LA)
Councillor Andrew Goodhall (AG)
Councillor Jessica Holligan-Hollingsworth (JH)
Councillor Rob McGuire (RM)
Councillor Suzie Vincent (SV)

ABSENT

Councillor Michael Bishop (MB)

IN ATTENDANCE:

County Councillor Jessica Fleming (JF)
District Councillor Gilly Morgan (GM)
Nicholas Spring, Parish Clerk

The meeting closed at 9.10 pm.

1. Election of Chair and Vice Chair
 - a) PR was elected as Chair
 - b) RM was elected as Vice Chair
 - c) PR & RM signed their Declarations of Office
2. Apologies for absence were received from MB
3. Members' declarations of interests & requests for dispensations
None
4. Public participation session
None

5. Reports from the County and/or District Councillor
JF spoke to her written report and noted that she now had some budget to deal with damaged road signs. Some highways issues were mentioned including the culvert.
GM had nothing further to add to her earlier report to the Annual Parish Meeting.
6. The minutes of 5th April were approved. Amendments were needed to the minutes of 11th January and 22nd April, and they would be presented for approval again at the July meeting.
7. Policies and Procedures

The Council re-adopted the following policies and procedures, and it was agreed that they should be looked at further, a few at a time, at future meetings.

Data Protection Impact Assessment Procedure
Privacy Notice
Code of Conduct
Cookie Policy
Data Protection Information Management Policy
Financial Regulations July 2019
Grant Policy
Media Policy
Standing Orders
Subject Access Request Policy
Subject Access Request SAR Procedure
Travel and Expenses Policy
Village Green Policy
Website Accessibility Statement

The policies can be found at
<https://hinderclay.onesuffolk.net/your-parish-council/policies-and-procedures/>

8. Planning

No planning applications had been notified by Mid Suffolk District Council.

9. It was agreed that the Clerk should proceed with the purchase of a gov.uk domain and hosting of related gov.uk email addresses for the Council.

10. Finances

- a. The Council received the monthly Budget Report
- b. The Council agreed that more information was need before considering the application for a grant from Hinderclay Village Hall for £642.50 for the upkeep of Hinderclay Playing Field 2023-24
- c. The Council approved the use of Easy PC Accounts at a cost of £60 per annum
- d. The Council approved the Payments Schedule
- e. The Council approved the appointment of Judith Lawson of Per Pro Services to conduct the 2023-24 internal audit.

11. AG informed the meeting that councils including parish councils have a legal duty under recent updates to the Environment Act to give due consideration and to act in a positive way for the good of parish biodiversity and the wider impact on the environment. There were various ways to approach this including taking into account biodiversity when responding to planning application consultations, carrying out a biodiversity audit of any land owned by the Council (i.e. the Village Green) and working with other bodies such as Green Hinderclay. The issue of road verges in the parish was also raised. AG would present ideas as to a biodiversity action plan for Hinderclay at a future meeting.

12. Information updates from Councillors

JH reported that everything was up to date with the defibrillator.

MB had provided a written report on footpaths which would be circulated.

13. To review any action points raised at previous meetings and not already considered
 - PR was asked if anything had been learnt as to how the problems with the defibrillator had arisen. He reported that it had not been possible to establish what had happened, but they seem to have arisen during the pandemic when communications had been difficult in the absence of face-to-face meetings of the Council.
 - The Emergency Plan was a work in progress and AG hoped to put together a working group to task and finish.
 - Work on a village welcome pack would not be proceeding further.
 - Due to the weather last year, a tree to mark the Coronation had yet to be planted. At the July meeting the Council would discuss what tree to request and it was suggested that there might be a poll in the village newsletter.
14. The Council approved the schedule of meetings 2024-25 including the date of the next meeting, Thursday 11th July 2024