

DENNINGTON PARISH COUNCIL



**DRAFT MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON
MONDAY May 13th 2019
JUBILEE HALL**

The meeting followed the Annual Parish Meeting and started at 8pm.

Councillors: Robert C .T. Wardley (Chair), Matt Lunn, Robert C. Rous, Mary Mann, Doris Dearing, Nick Watts, John Calver, Rebecca. Smith

Copied for information to: County Councillor Stephen Burroughes;

Present: Robert C .T. Wardley (Chair), Robert C. Rous, Mary Mann, Doris Dearing, Nick Watts, John Calver, Rebecca. Smith

Members of the public: 5

Clerk: Ruth Hart

- 1. Election of Chairman and signing of Chairman's Declaration of Office:** Cllr R. Wardley was proposed by Cllr J. Claver and seconded by Cllr N. Watts. Councillors voted unanimously to elect him as Chair. He signed the Declaration of Office as Chairperson.
- 2. Election of Vice Chairman and signing of Declaration of Office:** Cllr M. Lunn was proposed by Ch. Cllr R. Wardley and seconded by Cllr N. Watts. (Cllr M. Lunn had indicated in a previous email that he was happy to stand). Councillors voted unanimously to appoint Cllr M. Lunn as Vice Chair. He will sign the Declaration of Office as Vice Chair at the next meeting.
- 3. All councillors to sign Declaration of Office following election:** Councillors who attended the planning meeting on May 9th had already signed Declaration of Office Forms. Cllrs R. Rous and R. Smith completed theirs, together with Expenses Returns.
- 4. Consideration of vacancy and co-option:** Following the election there remains one vacancy. It was agreed to advertise this on the village noticeboards and website. (clerk to action). If the vacancy remains at the time of the June newsletter, then to be advertised in the newsletter (Clerk to liaise with editor)
- 5. Apologies for Absence:** Cllr M. Lunn (work commitments (absence was approved))
- 6. Declaration of Interests:** Cllr R. Wardley (DCC), Cllr R. Rous (DCC, Church, Sports Club, Village Hall, landowner), Cllr M. Mann (Village Hall)
- 7. Confirm Council representatives and nominative representatives for:**
 - Dennington Jubilee Hall: Cllr N. Watts
 - Dennington Sports Club: Cllr M Lunn
- 8. Agree Council Committees and group/individual appointments for:**
 - Tree Warden: Cllr N. Watts
 - Highways and Footpaths: Cllr J. Calver
 - SALC: Cllr M. Lunn (to be confirmed at next meeting)
 - Neighbourhood Plan: Cllrs R. Wardley and M. Lunn to lead
 - Health and Safety: Cllr R. Wardley
- 9. Confirmation of Minutes for Parish Council Meeting held on February 25th 2019:** These were agreed and signed as a true record.
- 10. Matters raised in Annual Parish Meeting:** Wash Lane (see APM minutes)

- 11. To review and adopt Standing Orders.** The unchanged Standing Orders were proposed by Cllr R Rous and seconded by Cllr J. Calver, and adopted unanimously.
- 12. To review and adopt Financial Regulations .** The unchanged Financial Regulations were proposed by Cllr R Rous and seconded by Cllr J. Calver, and adopted unanimously.
- 13. To review and adopt the Asset Register** The Asset Register had been updated to include the defibrillator installed at Owls Green and the picnic bench installed on the playing field. Total assets value at March 2019 £46,348. Councillors agreed unanimously to adopt the Asset Register, proposed by Cllr R. Rous and seconded by Cllr J. Calver
- 14. To agree appointment of Ms Lydia Kirk as Clerk and Responsible Financial Officer.** Ch Cllr R. Wardley explained that the post had been advertised and Cllrs M. Lunn and J. Calver, together with him, had met and interviewed Ms Lydia Kirk and were recommending her appointment. Her appointment was proposed by Cllr N. Watts and seconded by Cllr R. Smith. Councillors agreed the appointment unanimously.
- 15. To agree appointment of Trevor Brown CPFA as Internal Auditor** (on recommendation of incoming Clerk). After a short discussion, Cllr J. Calver proposed and Cllr R. Smith seconded the appointment. Councillors agreed unanimously to appoint Trevor Brown, CPFA, as internal auditor for 2019/20. (Clerk to write to former auditors Heelis and Lodge thanking them for their work over the years)
- 16. To receive and note recommendations from the annual internal audit report** (previously circulated). Councillors received the annual internal audit report and noted the following recommendations:-

- To include reference to GDPR in the Council's Risk Assessment (agenda item for July 2019 meeting)
- To ensure that Data Protection Policy and Impact Statement covers all required information contained in Privacy Policy/Notice (agenda item for July 2019 meeting)

The Clerk confirmed she had contacted Came and Co regarding the level of Fidelity Cover and been informed it was £150,000 (ie more than adequate).

The Clerk confirmed that the value of the Asset Register 2017/18 corresponded to the amount shown in Section 2, Box 9 of the AGAR

These recommendations were proposed by Cllr R. Rous and seconded by Cllr N. Watts and agreed unanimously.

- 17. To agree and sign the Certificate of Exemption:** (previously circulated) The certificate was agreed and signed.
- 18. To agree and sign the Annual Governance Statement** (previously circulated): The statement was agreed and signed
- 19. To agree and sign the Annual Accounting Statement** (previously circulated): The statement was agreed and signed
- 20. Clerk's Report included:-**

-signing of receipts and expenditure book. This was signed by the Chair and Clerk
 - to confirm arrangements for cheque signatories (currently Cllr R Wardley, Cllr R Rous, Cllr M Lunn, Cllr N Watts, Cllr J Calver and Ruth Hart.). Councillors agreed to the removal of K. Whitbread and R. Hart as cheque signatories, and to add L. Kirk

The Clerk reported the bank balances as at 29/04/19 as follows:-

Current Account £ 980.43
 Active Saver £ 1,451.55
 Equipment Acct £12,431.03

She reported that a CIL payment of £105.23 had been received on 30/04/2019

Cheques signed since last meeting

100187	Suffolkbiz/website hosting	£ 100
100188	SALC membership	252.14
100189	ICO	40.00
100190	V/Hall hire	50.0
100191	Heelis and Lodge/audit	80.00
100192	Bartram mowers	66.00

Cheques to be signed as this meeting

100193	Robins Rowe/insurance	344.46
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Councillors agreed to the above cheques, proposed by Cllr R Rous and seconded by Cllr R Smith

The Clerk confirmed that insurances have been renewed for:

- the Parkway 3 mower with Robins Row
- public liability, asset register equipment etc with Came and Company

The Clerk confirmed that the following payments have been made under Section 137 donations to Village Hall £300, Sports Club £300, Church £450, EAAA £ 55 and Village Hall £500

The Clerk confirmed that she had renewed the subscription for membership to SALC.

Other actions

She informed the meeting that the sewerage problem at Owls Green had been followed up by contacting Flagship Housing and replying to the resident with an update.

The situation has been ongoing for several years with problems caused by previous landowners. However, new owner was keen to resolve issues and Flagship hope to resolve problem in new financial year.

21. Highways and Footpaths: It was reported that an overgrown hedge along a footpath (Churchfield Cottage) was causing problems (Chair and Clerk to follow up)

22. Correspondence: None

23. Public Session: Nothing raised

Meeting closed 8.45

SIGNED:

DATE: