

DENNINGTON PARISH COUNCIL

DRAFT Minutes of the Annual Meeting of the Parish Council held at the Jubilee Hall on Monday 17th May 2021 At 8pm, following the Annual Parish Meeting



- 1. The clerk called for nominations for a Chair.** Robert Wardley proposed Matt Lunn to continue as Chair. This was seconded by Nick Watts and carried unanimously. Cllr Lunn was pleased to continue as Chair and signed the Chair's Declaration of Office.
- 2. John Calver proposed Robert Wardley as Vice-Chair.** This was seconded by Mary Mann and carried unanimously. Cllr Wardley signed the Vice Chair's Declaration of Office.
- 3. There were no apologies for absence.**
Present
Matthew Lunn (Chairman) Robert Wardley Nick Watts Sam Steward
John Calver Rebecca Fox Tom Mountain Mary Mann Doris Dearing
Lydia Kirk (clerk) 2 members of public
- 4. There were no declarations of interest.**
- 5. The Minutes of the Council Meeting on 22nd March 2021 were approved as a true record of the meeting.**
- 6. There were no matters arising.**
- 7. Appointment of Officers and Council Representatives**

		Proposer	Seconder
Responsible Financial Officer	L. Kirk	RW	ML
Examining Councillor	R. Wardley	ML	JC
Tree Warden	N. Watts	TM	SS
Highways and Footpaths	J. Calver	SS	TM
SALC Representative	T. Mountain	NW	SS
Health and Safety	R. Wardley	SS	RF
Emergency Planning & Welfare Officer	R. Wardley	SS	RF

Council Representatives with legal trustee responsibilities

Dennington Jubilee Hall	S. Steward	RW	MM
Dennington Consol. Charities	R. Wardley	ML	TM
Dennington Sports Club	R. Fox	NW	TM

All appointments were approved unanimously.

- 8. The Chair's report for the Annual Parish Meeting will be put on the village website, other than that he had nothing to report since the last Council meeting.**
- 9. Clerk's Report**
The government no longer permits online meetings for Parish and Local Councils in any form.

The clerk has completed the accounts and auditing paperwork for the year ending 31st March 2021 and wished to thank Trevor Brown for carrying out a thorough audit and producing such a comprehensive report.

She would like to thank Shirley Cunningham for all her hard work on the website, making it such an interesting and up-to-date village resource.

The following planning application updates were reported -

Church Farm	Erection of Grain Silo	Permitted
Belvedere	Single Storey Extension	Permitted
Land opposite the Village	Hall Mock Barn Nursery	Permitted

10. Responsible Financial Officer's report

a) The following payments were approved

Reference	Amount	Payee	Details
P01 21-22	£192.92	Robins Row Ltd	Mower insurance
P02 21-22	£100.00	Suffolk Cloud	Website hosting
P03 21-22	£266.21	SALC	Annual subscription
P04 21-22	£40.00	ICO	Data Processor fee
P05 21-22	120.00	Trevor Brown	Internal audit
P06 21-22	£32.50*	Dennington Village Hall	Meeting 17.05.2021

* raised since the agenda was issued.

b) Funds received since the last meeting were noted:

Date	Amount	Company	Details
30.04.2021	£10,038	East Suffolk Council	100% precept and grant

c) The bank balances were as follows on 14th May 2021:

Current Account £12,793.22 Active Saver £848.94
 Equipment Account £5,459.89 The reserved funds balance was £8,477.95.

ACTION The Council authorised the clerk to transfer £7,000 from the Current Account to the Active Saver account.

11. Procedural

a) The Accounts for the year ending 31st March 2021 were accepted

b) ML read through the Annual Governance Statements and Councillors agreed with each statement. ML completed Section One and Section Two (Accounting Statements) of the Local Councils' Annual Return for year ending 31st March 2021. The Notice of Public Rights will be advertised on village notice boards and the village website.

c) The Council resolved to opt out of an External Audit as an exempt council. The Certificate of Exemption was completed and signed by the RFO and Chairman.

c) The Clerk went through the Statement of Significant Variances and this was accepted

e) As per her contract, the clerk is to move up a scale point, from SCP 10 to 11, from 1st April 2021 for another year's service. There has been no information from NALC as to recommended pay increases for the 2021-2022 year as yet.

12. The Internal Auditors' Report on the 2020-2021 annual paperwork was considered. It

was noted that donations to advisory organisations such as the C.A.B can be made under Section 142 of the LGA without having to resort to using Section 137, although it was noted that the Council is well under the S.137 spending limit. Future reports and certificates from external audits must be approved at Council meetings. The Council should try to build up the general reserves balance to be 3-12 months of the net revenue expenditure. The general reserve balance at 31st March 2021 was only £586. The Council will actively begin to build its general reserves, although the Asset Maintenance reserved funding would cover many unforeseen costs.

The VAT for the Christmas tree has now been separated in the accounts and will be included in the next VAT claim.

13. The following policies were reviewed:-

- a) Standing Orders
- b) The amendment to the Assets Register to include the Speed Indicator Device was approved.
- c) Financial Regulations *Minor amendments to footnotes in section 11 of the Financial Regulations, as per NALC's recommendations in Legal Topic Notice F02-21, were adopted.*
- d) The Statement of Internal Control was considered effective and fit for purpose.
- e) The Risk Assessments for Physical Assets were reviewed.
- f) Financial Risk Assessment
- g) The Data Protection Policy

14. The 2012 Suffolk Model Code of Conduct was re-adopted.

It was noted that at NALC's assembly in March, it was agreed to support the Local Government Association's model code of conduct and to cease production of the NALC code. Implementation of this code is under review.

ACTION RW to send his Code of Conduct training presentation to all Councillors as refresher as training for more recently co-opted Councillors and refresher training for other Councillors.

15. The circulated Community Infrastructure Levy (CIL) Report for 2020-2021 was approved. The Council will need to consider how this CIL money should be spent before it expires and needs returning to East Suffolk Council. Some possible ideas to spend the funds on were discussed and this will be raised again at the next meeting.

ACTION Clerk to send report to East Suffolk Council and obtain information on how CIL funding can be spent.

16. RW proposed re-appointing Trevor Brown as the Council's internal auditor for the year ending 31st March 2021. This was seconded by NW and carried unanimously.

17. Planning application DC/21/2006 The Willows, Owls Green: A proposed new 4 bedroom family home. There were some questions as to the accuracy of the scaling of the plans and locations of the neighbouring properties. There were concerns that there may not be sufficient space for a turning circle and parking at the plot which could result in cars parking on the road and causing difficulties for farm vehicles to pass.

This area is also known to have drainage problems and there were concerns that dirty water run-off from the septic tank had not been considered.

RW proposed supporting the application subject to these issues being considered. RF seconded this and it was carried unanimously.

18. Highways and Footpath Issues

i SCC have now confirmed that the sign posts for the speed indicator sign should be erected by 16th July.

ii. The gateway sign along Badingham Road has had the 30mph speed sign ripped off so the speed limit is not currently legally enforceable. This should be fixed this week.

iii. The damage at Clay Hill Lane caused by a sugar beet harvester has now been repaired more substantially.

iv. RF asked if the advisory "20's Plenty" speed limit outside the Primary School could be made a statutory speed limit. This has been looked into before but there is an insufficient buffer zone for decreasing speeds and it would require the 30mph zone to be extended out of the village. It was also suggested that we examine the data from the Speed Indicator Sign at this location to ascertain what drivers' actual speeds there are.

v. Recent verge cutting has damaged some footpath signs and a chevron sign, as well as some newly planted hedging.

19. Correspondence received since the date of last meeting was considered.

A planning application for a single storey rear extension at Bamfeld has been received since the agenda was issued. Councillors agreed not to hold a separate planning application to discuss this but were reminded that all Councillors were welcome to respond as residents directly to the Planning Department.

A letter from the Bowls Club regarding the Sports Clubs Covid grant funding and distribution had been received. There was no contact information on the letter, but ML knows one of the people who sent it so will ask them to discuss this with the Chairman of the Sports Club as the Parish Council is not responsible for the Sports Clubs' affairs.

A resident has asked if the Parish Council would consider purchasing a digital map of the village to be used as a resource at meetings and for residents.

ACTION ML will look into mapping software and send information to Councillors to consider at the next meeting.

The clerk has responded to all other correspondence requiring action so that a revised litter-pick date can be set.

20. Councillor Reports

ML will contact Norse regarding loan of litter picking equipment.

PUBLIC FORUM

There were no issues raised by the members of public present, other than those already raised during the Annual Parish Meeting.

21. Matters to be raised at the next meeting

Reviewing location and repairs to noticeboards

Discuss how to spend CIL funding

Consider subscribing to digital mapping services

22. The next meeting was confirmed as 7.30pm on 12th July 2021.

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 9.20pm.