

DENNINGTON PARISH COUNCIL
Draft Minutes of the Annual Meeting of the Parish Council
held at the Jubilee Hall on Monday 27th July 2020
Following the Annual Parish Meeting

1. **Following his retirement as Chairman, Robert Wardley proposed Matthew Lunn to take on the role.** This was seconded by Nick Watts and carried unanimously. Cllr Lunn confirmed that he would be happy to become the Chair and thanked RW for all his hard work over many years as Chair. ML signed the Chairman's Declaration of Office.
2. **John Calver proposed Robert Wardley as Vice-Chairman.** This was seconded by Nick Watts and carried unanimously. Cllr Wardley signed the Vice Chairman's Declaration of Office.
3. **Apologies for absence were received and accepted from Councillors Smith and Dearing, County Councillor Burroughes and Ward Councillor Cook.**

Present

Matthew Lunn (Chairman)	Robert Wardley	Nick Watts	Sam Steward
John Calver	Lydia Kirk (clerk)	2 members of public	
Absent	Mary Mann		

4. **There were no declarations of interest.**
5. **The Minutes of the:-**
 - i) **Planning Meeting of 16th March 2020 and**
 - ii) **Council Meeting of 16th March 2020****were approved as true records of the meetings.**

6. Matters arising

Some of the events mentioned in the minutes of 5ii) were cancelled due to the Covid 19 pandemic. The meeting with the Highways Department regarding siting of the traffic speed sign was cancelled.

ACTION ML will take this up directly with Highways to progress the matter

As per the minutes, ML is compiling a list of topics to discuss at Parish Council meetings to put to residents asking how they would like the Council to support and develop the village in the future.

7. Appointment of Officers and Council Representatives

Responsible Financial Officer	L. Kirk
Examining Councillor	R. Wardley
Tree Warden	N. Watts

ACTION The PC has access to some trees to plant. LK to ask residents if they know of any suitable locations for the trees in the next village newsletter.

Highways and Footpaths	J. Calver
SALC Representative	M. Lunn
Neighbourhood Plan	M. Lunn, S. Steward
Health and Safety	R. Wardley

Council Representatives

Dennington Jubilee Hall	S. Steward
Dennington Consolidated Charities	R. Wardley
Dennington Sports Club	M. Lunn

The appointments were proposed in block by RW and seconded by JC, save for the positions involving those Councillors. These were proposed by ML and seconded by SS. All appointments were approved unanimously.

8. Chairman's Report

Robert Wardley gave a report as the retiring Chairman. He was pleased that over the year, repairs to Frostley Bridge have been carried out. Sadly the village sign damaged by a vehicle near the church has still not been repaired.

ACTION RW asked ML to chase this.

RW thanked NW for cleaning out the ditch on the village green.

RW was sorry to report the resignation of Cllr. Ken Hoyle since the last meeting. The resignation leaves one vacancy on the Council, which can be filled by co-option after 6th August if no by-election is called.

9. Clerk's Report

The clerk wished to thank the retiring Chair, Robert Wardley for all his help and advice since she joined the Parish Council last year. She is pleased to note that he is staying on the Council as Vice Chair.

The clerk has tried renewing Dennington Parish Council as a data processor with the Information Commissioner's Office, but the cheque has not yet been banked, nor confirmation paperwork received. She is continuing to chase this.

The Pension's Regulator's auto enrolment re-declaration has been completed.

The clerk and the village webmaster have both completed online SALC training regarding upcoming Website Accessibility Regulations. This is a huge task that will be very time consuming and difficult. A Website Accessibility Statement needs to be published in September, with ongoing reviews to action outstanding works.

The clerk would like to thank the Internal Auditor for his help in completing the annual paperwork remotely, and so thoroughly, in testing times during the Covid- 19 pandemic.

The following Planning permission updates were reported -

Little Crimbles- Caravan	Decision awaited
Owl's Green- Sewage works	Decision awaited
2 Churchfield Cottages- Garden office	Permitted
Gay House Farm- Extension and change of use	Permitted

10. Responsible Financial Officer's report

a) The following payments were approved

Reference	Amount	Payee	Details
P07 20-21	£730.65	L. Kirk	Pay to 30.06.2020
P08 20-21	£10.40	HMRC	PAYE
P09 20-21	£50.00	Lee's Mechanical Services	Fixing container

b) Payments made since the last meeting were noted

Reference	Amount	Payee	Details
P01 20-21	£200.04	Robins Row Ltd	Mower insurance
P02 20-21	£100.00	Suffolk Cloud	Website hosting
P03 20-21	£259.59	SALC	Annual subscription
P04 20-21	£21.60	SALC	6 months payroll
P05 20-21	£40.00	ICO	Data Processor fee
P06 20-21	120.00	Trevor Brown	Internal audit

c) Payments received since the last meeting were noted

Date	Amount	Company	Details
25.03.2020	£4,228.04	HMRC	VAT refund
29.04.2020	£4999	East Suffolk Council	50% precept

d) The bank balances were as follows on 25th July 2020:

Current Account	£4,530.39
Active Saver	£847.80
Equipment Account	£3,455.89

The bank reconciliation to 25th July 2020 and statements were signed by the Examining Councillor.

11. Procedural

a) The Accounts for the year ending 31st March 2020 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 2020. The Notice of Public Rights will be advertised on village notice boards and the village website.

c) The Council is subject to a Limited Assurance Review as its expenditure was over £25,000 in the financial year ending 31st March 2020.

ACTION LK to submit accounts and relevant paperwork to Suffolk's appointed external auditors as a matter of urgency

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

e) There were no recommended pay increases by NALC this year, but the Clerk is to move up a scale point from SCP 9 to 10, for one year's service from 20th May 2020, as per her contract.

12. The Internal Auditors' Report on 2019-2020 annual paperwork was considered. His recommendations are being acted on- see items 11b) and 15. ML was pleased to note that the audit only raised two minor recommendations, and that the report was so thorough.

13. The following policies were reviewed:-

a) Standing Orders- NALC's model version, including minor amendments dated July 2020 to section 18, re public contract figures, were adopted.

b) The Assets Register was updated to include the Kubota mower and remove the Parkway mower.

c) There was a minor amendment to footnotes in section 11 of the Financial Regulations, as per NALC's changes to the Standing Orders- see item 13.a.

d) The Statement of Internal Control was considered effective.

e) Risk Assessments for Physical Assets were reviewed. The Council adopted a risk assessment for the new tractor mower and a new Health and Safety Policy as provided by RW. All mower drivers have been given training and a copy of the risk assessment.

f) The Financial Risk Assessment was reviewed and a new clause regarding digital data protection was adopted.

g) The Data Protection Policy was reviewed.

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

ACTION RW to send SS his training presentation on the Code of Conduct as he was not elected at the time of the Council's training session last year.

15. The circulated Community Infrastructure Levy (CIL) Report for 2019/2020 was approved, subject to figures A & B being totalled. The Council will need to consider how future CIL money should be spent.

ACTION Clerk to send report to East Suffolk Council.

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

17. NALC's new model code of conduct, to replace the 2012 Suffolk model, was discussed. RW has been through the proposals and suggested accepting them.

18. The following planning applications were discussed:-

i) DC/20/2502/TCA Little Wish, The Street, Dennington: Tree works

Councillors noted that no neighbouring properties had raised concerns. The Council had no objections to the application.

ii) DC/20/2406/LBC Corner House, The Square, Dennington: Replace 3 windows

Councillors noted that no neighbouring properties had raised concerns. The Council had no objections to the application.

In addition, for the sake of transparency, RW reported that he is in the process of obtaining a permitted development certificate for replacement windows (DC/20/2442/CLP).

19. Highways and Footpath Issues

Concerns were again raised about vehicles parking on the road outside the old chapel. Cars can see to overtake when it is just a car parked here, but it is very difficult to get past the campervan that often parks there. RW has raised similar issues in the past with the police but was told that no offences are being committed.

ML has cut back hedges that were obstructing speed limit signs along Laxfield Road and will do the same on Badingham Road and Framlingham Road. He also noted that there are some rotten footpath signs around the village and he will report these online.

NW reported that motorbikes racing along the A1120 have been particularly frequent during the past few months, although he also noted that they do tend to stick to the speed limits within the village.

ACTION LK to write to Suffolk Police alerting them to this and asking them to monitor motorbikes on this stretch of road.

20. Correspondence received since date of last meeting was considered. ML has responded to East Suffolk Council's consultation on National Rural Strategy. **ACTION** Clerk to send response to all Councillors

The clerk has responded to all other correspondence requiring action.

21. There were no other reports from Councillors.

PUBLIC FORUM

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

22. Matters to be raised at the next meeting

- Extending 30mph zone to include entrance to the village hall
- Discussing Sizewell C application & residents' opinions.

23. The date of the next meeting was confirmed as 7.30pm on 14th September 2020.

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 9.10pm.