

MINUTES OF HOLTON ST MARY PARISH COUNCIL ANNUAL MEETING
held at 8 p.m. on Wednesday 8th May 2019
in Holton St Mary Village Hall

		Action
	<p>Present: Parish Council (PC) Erik Ellis (EE), Sally Thurlow (ST), Claire Rowan (CR), Mark Anderson (MA), Jan Cheng (JC), Anne Wicks (Clerk) District Councillor: John Ward (JW) County Councillor: Gordon Jones (GJ) Members of the Public: 0</p>	
19/01	<p>Elections: a. Sally Thurlow was elected as Chairman and signed a Declaration of Acceptance of Office. Proposed CR. Seconded MA. Passed unanimously. b. Erik Ellis was elected as Vice Chairman. Proposed CR. Seconded MA. Passed unanimously. c. All members of the council were elected to Planning Committee. Proposed EE. Seconded MA. Passed unanimously d. All members of the council were elected to Finance Committee. Proposed EE. Seconded CR. Passed unanimously</p>	
19/02	<p>Apologies for Absence: Richard Appleton (RA). Absent: Oliver Greene (OG),</p>	
19/03	<p>Declarations of Interest: Villagers are known to councillors, but this will not affect their judgement. The clerk will send new register of interest forms to everyone.</p>	Clerk
19/04	<p>Minutes: It was RESOLVED that the Minutes of meeting held 13th March 2019 were signed as a true and accurate record by the chairman and adopted by the Council.</p>	
19/05	<p>Public Forum County councillor: – cycle tour coming this way soon. Additional SEN monies available. GJ sits on F40 executive committee and aims to get fairer distribution of educational funding. 98% pupils received choice of primary school placement. Changes to travel to schools arrangements make appeals easier. The question was asked if there was there any proposals on exclusions policy to prevent county lines involvement. This is high priority and is being looked at by the council. GJ will report back soon on responses from Highways and Tim Passmore regarding road issues raised at the Annual Parish Meeting. District Councillor: John Ward introduced himself as the new leader of cross party administration in Babergh.</p>	GJ
19/06	<p>Appointments: It was RESOLVED that the following appointments were made: Footpath Wardens – CR and Naomi Ellis. Highways Representative – MA. Tree Warden – ST with Keith Jeffreys. Emergency Officer – Clerk to ask RA. Millennium Green Representative – CR Village Hall Management Committee Representative – EE Safer Neighbourhood Panel – MA Working party for Broadband with Raydon - ST</p>	Clerk
19/07	<p>Annual Subscriptions: RESOLVED that subscriptions to Community Action Suffolk (free) and SALC, NALC to be renewed.</p>	Clerk
19/08	<p>Asset Register: The Council reviewed the asset register. It was RESOLVED that the Asset Register to 31st March 2019 be adopted as presented.</p>	
19/09	<p>Internal Audit: The Council considered the internal Audit report for the year to 31st March 2018. RESOLVED that: 1. The internal Audit report for the year ending 31st March 2018 was received and agreed effective, and 2. SALC are to be appointed to carry out the audit for the year ending 31st March 2019</p>	Clerk
19/10	<p>Risk Assessment: The Risk Assessment was reviewed. It was resolved that in light of findings on control checks, renewal of rotten bollards and posts in Church Square will be budgeted for next year. A new noticeboard will also be required next year on Church Square. The salt bin was waterlogged –we will wait for dry weather and look at it again and report in September if this needs replenishing for next winter. Data – Clerk to re-instate data stick backups. ST to hold password envelope and back up.</p>	Clerk
19/11	<p>Standing Orders: The Standing Orders were reviewed and no amendments were necessary. RESOLVED that the standing orders be adopted as presented and appended to the minute book.</p>	
19/12	<p>Financial Regulations: Financial Regulations were reviewed. RESOLVED that bank signatories should now be: MA, ST, EE, CR and OG and that the Financial Regulations be adopted as presented and appended to the minute book.</p>	
19/13	<p>Insurance: It was confirmed that the Council remains properly insured with Came and Company. A new three year policy commenced from 1st October 2018 for three years or until policy is cancelled.</p>	
19/14	<p>Meeting Dates: Dates for meetings during 2019/20 are - 10th July, 18th Sept, 13th Nov, 8th Jan 2020, 11th Mar 2020, 13th May 2020 Annual Parish Meeting 2020 – 15th April 2020</p>	
19/15	<p>Annual Return for year ended 31 March 2019:</p>	

	<p>The Council considered the accounts, annual governance statement and annual return for the year ended 31st March 2019 as presented. The Clerk advised that the notice of Audit would be displayed on the noticeboards and website before the 1st July 2019</p> <p>It was RESOLVED;</p> <p>a. To approve the Annual Governance Statement for the year ended 31st March 2019 and authorise the Chairman to sign the declaration on behalf of the Council.</p> <p>b. To approve the Accounting Statements for the year ended 31st March 2019 as signed by the Clerk as Responsible Financial Officer and authorise the Chairman to sign Section 2 of the Annual Return on behalf of the Council.</p>																
19/16	<p>Correspondence.</p> <p>A few Letters of thanks were noted from retiring Councillors and a letter from a resident regarding AGM attendance was discussed. Agreed we will use FB and get an invitation inserted in the Quartet in future years.</p> <p>Defibrillator training: ST knows of a few people interested in doing this. Clerk and Sally to investigate possible providers.</p> <p>Clerks Report: The Clerk reported on her meeting with the CEO of SALC, and advised of the costs of CILCA training. The Clerk advised that training was available for new and existing Parish Councillors. JC and CR expressed a desire to attend. Clerk will organise.</p> <p>It was RESOLVED to approve Clerk attending CILCA foundation course and Parish Councillors attending appropriate training.</p>																
19/17	<p>Finance:</p> <p>a. Financial Report</p> <p>Bank Balances at 30.04.19 were: Current Account £3113.39 Saver Account £4780.42</p> <p>Receipts since 01.04.19: Precept £3415.16 Interest £1.67</p> <p>Total Payments since 01.04.17: £392.88</p> <p>The balances were examined against bank statements, signed and agreed a true record.</p> <p>b. It was RESOLVED The following payments be received and approved:</p> <table border="0"> <tr> <td>Village Hall Management Committee</td> <td>Hire of Hall: 24.04.19 & 8.05.19</td> <td>£34.00</td> </tr> <tr> <td>JAK Services</td> <td>Grass cutting inv 1429</td> <td>£155.00</td> </tr> <tr> <td>Babergh District Council</td> <td>Bin emptying inv1000074448</td> <td>£49.55</td> </tr> <tr> <td>SALC</td> <td>Membership invoice 21656</td> <td>£136.02</td> </tr> <tr> <td>ICO registration</td> <td>online</td> <td>£40.00</td> </tr> </table> <p>For items of expenditure over £100 the date expenditure was incurred is the authorisation date unless another date is specified</p>	Village Hall Management Committee	Hire of Hall: 24.04.19 & 8.05.19	£34.00	JAK Services	Grass cutting inv 1429	£155.00	Babergh District Council	Bin emptying inv1000074448	£49.55	SALC	Membership invoice 21656	£136.02	ICO registration	online	£40.00	
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19/18	<p>Highways:</p> <p>Updates were provided as follows:</p> <p>Speeding and other road issues: Underpass speed limit – end of slip road should be 40mph. MA will pursue. It was noted that cars parked on the road were good at slowing down traffic. It was suggested we could place a static sign on the highways post that mounts the flashing speed sign when it is not in the village. MA will investigate.</p> <p>Road Condition – a surface dressing should be applied soon</p> <p>Footpaths and Pavements – all relatively OK</p>	MA															
19/19	<p>Village Welcome Pack</p> <p>ST and EE will update this.</p>	EE ST															
19/20	<p>Matters to be brought to the attention of the Council</p> <p>None</p>																
19/21	<p>Next meeting: Date of next meeting confirmed as 10th July 2019.</p>																

The meeting closed at 21.44.pm.

Signed Date