## **Sibton Parish Council**

An Annual Parish Council Meeting was held on Thursday, May 17th 2018 in the Peasenhall and Sibton Methodist Meeting Room, Sibton at 7-25pm.

#### Minutes:

#### **Present:**

Cllr. A. Dale (Chair); Cllr. A. Cable; Cllr. R. Levett-Scrivener and Cllr. D. Sims:

## Also Present:

Paul Widdowson (Clerk) and one parishioner:

## 1) <u>To elect a Chair for 2018 – 2019 and receive the Chair's Declaration of Acceptance of Office:</u>

Cllr. A. Dale was the only nomination and was therefore elected unopposed.

Proposer: Cllr. D. Sims: Seconder: Cllr. A. Cable:

## 2) To elect a Vice-Chair for 2018 - 2019:

Cllr. A. Candler was suggested. It was agreed to ask him as he was not present.

## 3) To appoint a Responsible Finance and Proper Officer for 2018 - 2019:

Paul Widdowson was nominated and appointed the Parish Council's Responsible Finance and Proper Officer for 2018 – 2019.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. A. Cable:

### 4) To elect Council Appointments for 2018 – 2019 not elected above:

#### a) Independent Internal Auditor:

It was agreed that the Suffolk Association of Local Councils would be the Parish Council's Independent Internal Auditor.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. D. Sims:

#### b) Playing Field:

It was agreed that Cllr. A. Dale would be the Parish Council's Representative.

Proposer: Cllr. D. Sims: Seconder: Cllr. A. Cable:

#### c) Village Hall:

There was no nomination.

#### d) Suffolk Association of Local Council

It was agreed that Cllr. A. Cable would be the Parish Council's Representative.

Proposer: Cllr. D. Sims: Seconder: Cllr. R. Levett-Scrivener:

#### 5) Review of Standing Orders:

The Clerk said that as changes have been made, he suggested that Councillors read it and looked at it at the next meeting. This was agreed.

## 6) Review of Financial Standing Orders:

As there were no changes from last year, the Financial Standing Orders were agreed.

Proposer: Cllr. D. Sims: Seconder: Cllr. R. Levett-Scrivener:

#### 7) Apologies:

Cllr. S. Lear and Cllr. A. Candler:

8) To receive Declarations of Interest and confirm all Members have reviewed their Declaration of Interest Forms: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting:

There were no Declarations of Interest.

## 9) Requests for dispensations:

There were no requests for dispensation.

#### 10) To receive a report from the County and District Councillors:

County and District Councillor S. Burroughes was not at the meeting. The Clerk had circulated the Annual Suffolk Coastal District Council Written Report at the Annual Parish Meeting.

# 11) Public Session: Members of the public have fifteen minutes to ask questions on topics on the agenda.

As the member of the public had asked questions in the Annual Parish Meeting, there was no further public session.

## 12) <u>To confirm the Minutes of the Parish Council Meeting held on Monday, March 26th 2018 and Extra-Ordinary Meeting held on Monday, April 23<sup>rd</sup> 2018:</u>

The Minutes of the Parish Council Meeting held on Monday, March 26th 2018 were agreed.

Proposer: Cllr. D. Sims: Seconder: Cllr. A. Cable:

The Minutes of the Parish Council Extra-Ordinary Meeting held on Monday, April 23<sup>rd</sup> 2018 were agreed.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. D. Sims:

#### 13) Website:

Cllr. A. Cable explained that there was now a logo on the website. The Clerk said that it was very important to make sure that the website was up-to-date as he was sure that the Internal Auditors will check the website as part of the Internal Audit.

#### 14) **Highway Matters:**

It was reported that the bridge in Puoy Street had been hit and some of the bridge was now in the river. It was noted that Suffolk County Council would repair the bridge but in due course as the bridge is deemed safe.

## 15) Planning Matters:

There were no planning applications.

## 16) <u>Clerk's Report and Correspondence: The Clerk to update the council on</u> correspondence received and the administration of the council.

The reported that he had registered the Parish Council with the Pensions Regulator and it has been acknowledged. The Clerk also said that he had received a flyer for the 'Paws with a Cause' event.

## 17) Financial Report:

#### a) Balances at the Bank on April 12th 2018:

HSBC Community Bank Account	£9 304-98
HSBC Business Money Manager Bank Account	£6 591-79

### b) **Cheques for payment:**

Chg. No. 100340 SALC subscription £136-35

### c) Receipts:

First Precept £875-00

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. D. Sims:

## d) Community Action Suffolk Membership Subscription:

It was agreed to subscribe to Community Action Suffolk.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. D. Sims:

### 18) <u>To agree Internal Control Statement for Year Ending March 31st 2018:</u>

The Internal Control Statement for Year Ending March 31st 2018 was agreed and signed.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. A. Cable:

## 19) <u>To Register with the Information Commissioner's Office: Councillors to discuss and agree to register:</u>

It was agreed to register the Parish Council with the Information Commissioner's Office for Year Ending March 31st 2018.

Proposer: Cllr. D. Sims: Seconder: Cllr. A. Cable:

## 20) Accounts year ending March 31<sup>st</sup> 2018: Review of the Accounts for Internal Audit and any questions:

## a) To approve Section 1 of the Annual Return and sign declaration:

Section 1 of the Annual Return was approved and signed.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. A. Cable:

## b) To approve Section 2 of the Annual Return and sign declaration:

Section 2 of the Annual Return was approved and signed.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. D. Sims:

## c) To agree the accounts for the year ending 31st March 2018:

The Council agreed the accounts for the year ending 31st March 2018.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. A. Cable:

### d) Acceptance of financial report and year end accounts:

The Council accepted the Financial Report and Year End Accounts.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. D. Sims:

## e) <u>To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':</u>

The Council agreed to sign a 'Certificate of Exemption' to the 'Limited Assurance Review'.

Proposer: Cllr. R. Levett-Scrivener: Seconder: Cllr. A. Cable:

## 21) <u>To decide the date and receive agenda items for the next Parish Council Meeting:</u>

It was agreed to put Standing Orders on the agenda.

#### The Meeting ended at 8-15pm.