

# **Sibton Parish Council**

**A Meeting of the Annual Parish Council was held on Monday, May 20<sup>th</sup> 2019 in the Peasenhall and Sibton Methodist Meeting Room, Sibton at 7pm.**

## **Minutes:**

### **Present:**

Cllr. A. Dale (Chair); Cllr. A. Candler (Vice-Chair); Cllr. A. Cable; Cllr. S. Lear; Cllr. R. Levett-Scrivener; Cllr. C. Nicholson and Cllr. D. Sims:

### **Also Present:**

Paul Widdowson (Clerk)

#### 1) **New Councillors to sign the Declaration of Acceptance of Office:**

This was completed.

#### 2) **To elect a Chair for 2019 – 2020 and receive the Chair's Declaration of Acceptance of Office:**

Cllr. A. Dale was elected unopposed:

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

***Administrative Error: This Item should have been the first Item on the Agenda.***

#### 3) **To elect a Vice-Chair for 2019 - 2020:**

Cllr. A. Candler was elected unopposed:

Proposer: Cllr. R. Levett-Scrivener:                      Second: Cllr. C. Nicholson:

#### 4) **To appoint a Responsible Finance and Proper Officer for 2019 - 2020:**

The Clerk, Paul Widdowson, was appointed Proper Officer and Responsible Finance Officer for 2019 - 2020.

Proposer: Cllr. A. Dale:    Second: Cllr. A. Cable:

#### 5) **To elect Council Appointments for 2019 – 2020 not elected above:**

##### **a) Independent Internal Auditor:**

It was agreed to appoint Suffolk Association of Local Councils (SALC) and Cllr. S. Lear as the Internal Control Councillor.

Proposer: Cllr. S. Lear: Second: Cllr. A. Candler:

**b) Playing Field:**

Cllr. A. Dale was appointed as the council representative to the Sibton Playing Fields Committee.

Proposer: Cllr. R. Levett-Scrivener: Second: Cllr. A. Candler:

**c) Village Hall:**

This post was left vacant

**d) Suffolk Association of Local Councils:**

Cllr. C. Nicholson was appointed as the council representative to the Suffolk Association of Local Councils.

6) **Review of Standing Orders: To consider any changes needed:**

The Clerk said that the Standing Orders had two amendments added last year. The Council agreed to the Standing Orders with the April 2018 and July 2018 Amendments added for 2019-2020.

Proposer: Cllr. S. Lear: Second: Cllr. A. Cable:

7) **Review of Financial Standing Orders: To consider any changes needed:**

The Clerk said that the Financial Standing Orders were unchanged. The Council agreed to the Financial Standing Orders for 2019-2020.

Proposer: Cllr. A. Candler: Second: Cllr. S. Lear:

8) **Adoption of Code of Conduct: To agree the Code of Conduct:**

The Clerk said that the Code of Conduct was unchanged. The Council agreed to the Code of Conduct for 2019-2020.

Proposer: Cllr. S. Lear: Second: Cllr. D. Sims:

9) **Apologies:**

County and District Cllr. S. Burroughes.

- 10) **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.

The Clerk said that there was a new system for councillors to record their Register of Interests. He said that he had notified the system of all the councillors on the council and would add the newly co-opted councillors. He said once the system was notified of the councillor, it sent an automatic link to that councillor which would guide the councillor through registering their interests.

- 11) **Requests for dispensations: Consideration of any requests for dispensation.**

There were no requests for dispensations.

- 12) **To receive a report from the County and District Councillors:**

Councillors noted the written County Report from County and District Cllr. S. Burroughes.

- 13) **Public Session: Members of the public have fifteen minutes to ask questions on topics on the agenda.**

There were no members of the public at the meeting.

- 14) **To confirm the Minutes of the Parish Council Meetings held on Friday, March 29th 2019 and Tuesday, May 7th 2019:**

The Minutes were approved of the Parish Council Meetings held on Friday, March 29th 2019:

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

The Minutes were approved of the Parish Council Meetings held on Tuesday, May 7th 2019:

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

- 15) **Environment Agency:**

Cllr. A. Dale reported that three people had visited the Pouy Street site to make their report. He said that the work needed was now awaited.

- 16) **Noticeboards:**

Cllr. A. Cable reported that the Perspex was ready but the person was currently unavailable to put the new Perspex on to the noticeboard doors.

17) **Planning Matters: To agree and discuss the following planning applications.**

a) **The Future of Planning Applications**

The Clerk said that he had been told by the Planning Department that planning applications will no longer be able to be extended in time so that they can be considered at the next scheduled meeting.

Councillors agreed that more time was needed for the Parish Council to process a planning application if there were to be no extensions allowed. The Clerk was asked to email County and District Cllr. S. Burroughes regarding this change to the processing of planning applications.

18) **Clerk's Report and Correspondence:**

The Clerk reported that he had received a brochure from HAGS and the renewal notification of the Community Action Suffolk Subscription. The Clerk said that it was Free to join. It was agreed that the Council should subscribe to Community Action Suffolk.

Proposer: Cllr. R. Levett-Scrivener:                      Second: Cllr. C. Nicholson:

19) **Financial Report:**

a) **Balances at the Bank on May 12th 2019:**

|                            |           |
|----------------------------|-----------|
| Business Community Account | £9 239-89 |
| Business Money Manager     | £6 600-67 |

b) **Cheques for payment and review receipts:**

There were no cheques for payment nor receipts.

20) **Accounts year ending March 31<sup>st</sup> 2019: Review of the Accounts for Internal Audit and any questions:**

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

The Council approved and signed Section 1 of the Annual Return.

Proposer: Cllr. R. Levett-Scrivener:                      Second: Cllr. C. Nicholson:

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

The Council approved and signed Section 2 of the Annual Return.

Proposer: Cllr. S. Lear:    Second: Cllr. R. Levett-Scrivener:

**c) To agree the accounts for the year ending 31<sup>st</sup> March 2019:**

The Council agreed the accounts for the year ending 31<sup>st</sup> March 2019.

Proposer: Cllr. S. Lear:                                      Seconded: Cllr. A. Cable:

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

The Clerk reported that last year (2017-2018), the Receipts were the Precept Income of £1750-00 which including the carry forward of £14 775-41 from 2016-2017 and other income of £3-13 equalled £16 528-54. With payments of £969-33, this left a carry forward of £15 559-21 to next year.

The Clerk reported that this year (2018-2019), the Receipts were the Precept Income of £1750-00 which including the carry forward of £15 559-21 from 2017-2018 and other income of £8-78 equalled £1 758-78. With payments of £2 362-53, this left a carry forward of £14 955-56 to next year.

At the end of March 2019 the Community Account held £8 476-79 in it and the Savings Account had £6 600-67 totalling £15 077-46. However with three cheques outstanding which total £121-90, the reconciled amount in the Bank Account is £14 955-56. This means that the Parish Council's assets have fallen by £603-65 in the last year. However the Council has some plans to help cut speeding, increase spending on the maintenance of village infrastructure and to replace the Village Sign which would soon reduce Parish Council reserves.

Proposer: Cllr. R. Levett-Scrivener:                                      Seconded: Cllr. S. Lear:

**e) To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**

It was agreed to complete a 'Certificate of Exemption' Form.

Proposer: Cllr. R. Levett-Scrivener:                                      Seconded: Cllr. C. Nicholson:

**21) Clerk's Pay for 2019 – 2020:**

It was agreed that the Clerk's Pay would be set at Point 10 on the New Clerk's Pay Scale.

Proposer: Cllr. R. Levett-Scrivener:                                      Seconded: Cllr. S. Lear:

**22) To decide the date and receive agenda items for the next Parish Council Meeting:**

There were no Agenda items for the next Parish Council Meeting on July 22<sup>nd</sup> 2019 at 7pm.

**The Meeting ended at 8-55pm.**