## Sibton Parish Council

An Annual Meeting of the Parish Council was held at Sibton & Peasenhall Methodist Church on Monday, May 15th 2023 at 7-30pm after the Annual Parish Meeting.

#### Present:

Cllr. A. Dale (Chair); Cllr. A. Candler (Vice-Chair); Cllr. S. Lear; and Cllr. D. Sims:

#### **Also Present:**

Paul Widdowson (Clerk) and District Cllr. J. Ewart:

1) <u>To elect a Chair for 2023 – 2024 and receive the Chair's Declaration of Acceptance of Office:</u>

Cllr. A. Dale was elected unopposed:

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

2) <u>To elect a Vice-Chair for 2023 - 2024:</u>

Cllr. A. Candler was elected unopposed.

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

3) To appoint a Responsible Finance and Proper Officer for 2023 - 2024:

The Clerk, Paul Widdowson, was appointed Proper Officer and Responsible Finance Officer for 2023 - 2024.

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

- 4) Co-option of Councillor:
  - a) To consider any applicants who have applied for the vacancy on the Council:

There were no applicants.

b) To receive the Declaration of Acceptance of Office and to note any declarations of interest if co-opted.

As there were no applicants, no Declarations of Acceptance of Office were signed.

#### 5) To elect Council Appointments for 2023 – 2024 not elected above:

## a) Independent Internal Auditor:

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

Proposer: Cllr. A. Sims: Seconder: Cllr. A. Candler:

## b) Playing Field:

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

Proposer: Cllr. A. Sims: Seconder: Cllr. A. Candler:

## c) Village Hall:

This post was left vacant.

## d) Suffolk Association of Local Councils:

This post was left vacant.

## 6) Review of Standing Orders:

The Council reviewed the NALC Standing Orders 2019 (Revised 2022) and agreed to adopt the latest version for the year 2023 - 2024.

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

#### 7) Review of Financial Standing Orders:

The Council reviewed the NALC Financial Standing Orders 2019 and agreed to adopt the latest version for the year 2023 - 2024.

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

## 8) Adoption of Suffolk Code of Conduct:

The Council agreed to adopt the Suffolk Code of Conduct for 2023-2024.

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

#### 9) Apologies:

Cllr. A. Cable and Cllr. A. Levett-Scrivener. The Councillors accepted their apologies.

County Cllr. S. Burroughes also sent his apologies.

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 reminded Councillors to check and update their Register of Interests and to return their Election Expenses Forms.

## 11) Requests for dispensations:

There were no requests for dispensations.

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

District Cllr. J. Ewart submitted a written report but also said that the new East Suffolk Council was meeting for the first time on Thursday, June 25<sup>th</sup>. There was an extensive conversation on what the Parish Council would like to see the new East Suffolk Council do to help the Parish Council. There was also a discussion on how to spend the Cil Money. Cllr. S. Lear brought District Cllr. J. Ewart's attention to the Pouy Street River Bank issue.

County Cllr. S. Burroughes had sent a written report.

## 13) <u>Public Session: Members of the public have fifteen minutes to ask</u> questions on topics on the agenda.

There were no members of the public at the meeting.

## 14) <u>To confirm the Minutes of the Parish Council Meeting held on Monday,</u> March 20<sup>th</sup> 2023:

The Minutes of the Parish Council Meeting held on Monday, March 20<sup>th</sup> 2023 were agreed.

Proposer: Cllr. A. Dale: Seconder: Cllr. A. Candler:

#### 15) **Railings:**

Cllr. A. Dale reported that the Parish Council could paint the railings as long as the specified paint was used, safety requirements were fully complied with and the person painting the railings was acceptable to the County Council.

#### 16) Village Sign:

After some discussion, it was agreed to gain a firm quote to supply an Oak Post that was six inches by six inches by ten feet.

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

#### 17) <u>Highways and Speeding: Councillors to discuss Highways.</u>

This topic was discussed at length with District Cllr. J. Ewart in Item 12.

#### 18) Footpath in Pouy Street: Councillors to discuss the Footpath.

This topic was discussed at length with District Cllr. J. Ewart in Item 12.

#### 19) **Planning Matters:**

There were no planning applications.

#### 20) Clerk's Report and Correspondence:

The Clerk reported that he had received a 'Thank You' Letter from the East Anglian Air Ambulance, a donation request from the Royal British Legion, Zurich Insurance and Elan City Speed Equipment flyers, an invitation for the Parish Council to join the East Suffolk Planning Alliance (ESPA) and distributed the 'Election Questions Answered' by East Suffolk Council.

#### 21) Financial Report:

## a) Balances at the Bank on May 12th 2024: To receive an update on the current financial status.

Business Charitable Account £22 420-42
Business Money Manager £6 643-21

## b) Payments and Receipts:

#### Payments:

Internet Banking	Charitable A/c Bank Charges – March 2024	£5-00
Internet Banking	SALC Subscription 2024-2024	£140-31
Internet Banking	Clerk's Expenses for Folder and Dividers	£5-69

#### Receipt:

BACS	Precept 2024-2024	£2 250-00
BACS	CIL Payment – April 2024	£6 987-82

Proposer: Cllr. A. Dale: Seconder: Cllr. S. Lear:

### Accounts year ending March 31st 2023:

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

Section 1 of the Annual Return was approved and signed.

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

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

Section 2 of the Annual Return was approved and signed.

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

## c) To agree the accounts for the year ending 31st March 2023:

The Council agreed the accounts for the year ending 31st March 2023.

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

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

The Clerk reported that last year (2021-2022), the Receipts were the Precept Income of £2000-00 which including the carry forward of £13 221-52 from 2020-2021 and other income of £3644-71 equalled £18 866-23. With payments of £6020-97, this left a carry forward of £12 845-26 to next year.

The Clerk reported that this year (2022-2023), the Receipts were the Precept Income of £2000-00 which including the carry forward of £12 845-26 from 2020-2021 and other income of £8857-34 equalled £23 702-60. With payments of £3 799-39, this left a carry forward of £19 903-21 to next year.

At the end of March 2023 the Community Account held £14 011-90 in it and the Savings Account had £6643-21 totalling £20 655-11. With a payment of £751-90 outstanding, the reconciled amount in the Bank Account is £19 903-21. This means that the Parish Council's reserves have risen by £7057-95 in the last year.

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

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

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

Proposer: Cllr. A. Dale: Seconder: Cllr. A. Sims:

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

It was agreed that the next meeting of the Parish Council would take place on Monday, July 17<sup>th</sup> 2023 at 7pm.

#### The Meeting ended at 9-19pm