Sibton Parish Council

An Annual Meeting of the Parish Council was held at Sibton & Peasenhall Methodist Church on Monday, May 28th 2024 at 8-15pm after the Annual Parish Meeting.

Present:

Cllr. A. Dale (Chair); Cllr. A. Cable; Cllr. S. Lear (Left 8-23pm); Cllr. A. Levett-Scrivener and Cllr. D. Sims:

Also Present:

Paul Widdowson (Clerk) and District Cllr. J. Ewart (Left 8-35pm):

1) <u>To elect a Chair for 2024 – 2025 and receive the Chair's Declaration of Acceptance of Office:</u>

Cllr. A. Dale was elected unopposed:

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

2) To elect a Vice-Chair for 2024 - 2025:

Cllr. A. Candler was elected unopposed.

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

3) To appoint a Responsible Finance and Proper Officer for 2024 - 2025:

The Clerk, Paul Widdowson, was appointed Proper Officer and Responsible Finance Officer for 2024 - 2025.

Proposer: Cllr. S. Lear: Seconder: Cllr. A. Levett-Scrivener:

4) To elect Council Appointments for 2024 – 2025 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. A. Candler as the Internal Control Councillor.

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

b) Playing Field:

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

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

c) Village Hall:

This post was left vacant.

d) Suffolk Association of Local Councils:

This post was left vacant.

e) Suffolk Association of Local Councils:

Cllr. A. Candler was appointed to represent the Parish Council at Sizewell C Meetings.

Proposer: Cllr. S. Lear: Seconder: Cllr. A. Levett-Scrivener:

5) Review of Standing Orders:

The Council reviewed the NALC Standing Orders 2019 (Revised 2022 and amended January 1st 2024) and agreed to adopt the latest version for the year 2024 - 2025.

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

6) Review of Financial Standing Orders:

The Council reviewed the new NALC Financial Regulations 2024 Template and agreed to adopt the new NALC Financial Regulations 2024 for the year 2024 - 2025.

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

7) Adoption of Suffolk Code of Conduct:

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

Proposer: Cllr. A. Dale: Seconder: Cllr. A. Levett-Scrivener:

8) Apologies:

Cllr. A. Candler (Vice-Chair): The Councillors accepted his apologies.

County Cllr. S. Burroughes also sent his apologies.

9) 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.

10) Requests for dispensations:

There were no requests for dispensations.

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

County Cllr. S. Burroughes and District Cllr. J. Ewart both had sent written reports.

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

There were no members of the public at the Meeting.

13) <u>To confirm the Minutes of the Parish Council Meeting held on Monday,</u> March 18th 2024:

The Minutes of the Parish Council Meeting held on Monday, March 18th 2024 were agreed.

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

14) Highways and Speeding:

It was reported that the Police Speed Van had visited Sibton but some drivers were still driving too fast through the village.

15) Footpath in Pouy Street:

It was noted that this was ongoing with County Cllr. S. Burroughes reporting that he was pursuing the issue and that it had been discussed in the Annual Parish Meeting earlier in the evening.

16) **Planning Matters:**

There were no planning applications.

17) Clerk's Report and Correspondence:

The Clerk reported that he had received a Thank You Letter from the Citizen's Advice Bureau, a Suffolk Accident Rescue Service Activity Report 2024 and a Recycled Furniture brochure.

18) **Financial Report:**

a) Balances at the Bank on May 12th 2024:

£14 302-41 **Business Charitable Account** £16 841-82 Business Money Manager

b) Payments and Receipts:

Internet Banking	Charitable A/c Bank Charges – March 2024	£5-00
Internet Banking	Charitable A/c Bank Charges – April 2024	£5-00
Internet Banking	Clerk's Pay – January until March 2024	£418-90
Internet Banking	Clerk's Tax – January until March 2024	£7-40
Internet Banking	SALC Six-Months Payroll to March 2024	£22-80
Internet Banking	SALC Internal Audit Service 2024	£212-40
Internet Banking	Clerk's Expenses – Stationery	£10-74
Chq. 100404	Peasenhall and Sibton Playing Field Donation	£70-00
Chg 100404 has been issued as Chg 100403 has been cancelled		

Chq. 100404 has been issued as Chq. 100403 has been cancelled.

Receipts:

BACS Precept 2024-2025 £2350-00 BACS Cil Money – April 2024 £16-91

The Financial Report was accepted.

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

19) Accounts year ending March 31st 2024:

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

Section 1 of the Annual Return was approved and signed.

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

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

Section 2 of the Annual Return was approved and signed.

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

c) To agree the accounts for the year ending 31st March 2024:

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

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

d) Acceptance of financial report and year end accounts:

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 2021-2022 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.

The Clerk reported that last year (2023-2024), the Receipts were the Precept Income of £2250-00 which including the carry forward of £19 903-21 from 2022-2023 and other income of £10 916-63 equalled £33 069-84. With payments of £3856-22, this left a carry forward of £29 213-62 to next year.

At the end of March 2024 the Charitable Account held £12 371-80 in it and the Money Manager Account had £16 841-82 totalling £29 213-62. This means that the Parish Council's reserves have risen by £9310-41 in the last year.

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

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

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

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

20) 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 15th 2024 at 7pm.

The Meeting ended at 9-22pm