**LIDGATE PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Thursday 12th May 2016**

**Councillors present: Chris Bliss (Chairman), John Whitefield, Stuart Crosby, Linda Gilmour, Chris Morley, Sue Sage and Steve Child**

**Also present: Joanne Kirk (Clerk)**

1. **Election of chairman and vice chairman**

John Whitefield was nominated and following a vote, it was resolved that he would be chairman. Chris Bliss was nominated and following a vote, it was resolved that he would be vice-chairman.

1. **Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman**

The chairman signed a Declaration of Acceptance of Office.

1. **Acceptance of apologies for absence**

No apologies were received.

1. **Declaration of Interest in items on the agenda**

No councillors declared an interest in any items on the agenda.

1. **Approval of minutes** **of meeting held on Thursday 10th March 2016**

It was resolved that the minutes were correct. The chairman then signed the minutes.

1. **Register of Members’ Interests form.**

The councillors checked and updated their Register of Interest forms where necessary.

1. **Update on list of actions agreed at the last meeting**

There were no outstanding councillor actions.

1. **Finance**
2. **Approval of any payments and signing of Schedule of Payments**

It was resolved that the following payments would be approved:

* + Lidgate Village Hall – donation as agreed in the budget – Local Government (Miscellaneous Provisions) Act 1976 s 19 - **£100**
	+ Friends of Lidgate Churchyard – churchyard maintenance **–** Local Government Act 1972, s214(6) **- £150.00**
	+ Lidgate PCC – donation as agreed in the budget – GPC - **£150.00**
	+ J P Kirk expenses – LGA 1972, s111 – **£13.48**
	+ Westcotec Ltd –bracket for VAS – Highways Act 1980 - **£60.00**

The clerk was also authorised to make the following payments once the invoice has been received:

* + Unipar Services LLP –Genesis GHD Hand-held Radar unit £895.00 + VAT and carriage, CSW hard signs £64.90 each + VAT and carriage – total £**1,248.96** including VAT - Highways Act 1980

Chris Morley and John Whitefield signed the Schedule of Payments. The Chairman then countersigned it.

1. **Approval of payments authorised between meetings**

No payments were authorised between meetings

1. **Approval of the record of online payments made since the last meeting**

 Chris Morley checked and signed the record of online payments.

1. **Signatory to complete the checklist of Internal Controls**

Chris Morley completed and signed the checklist of internal controls.

1. **Internal control of the 2015/16 accounts carried out by Steve Child**

 Steve Child has completed internal controls of the accounts. No issues were raised.

1. **Update on the inspection of parish council property carried out by Chris Bliss**
* The rubber matting on the ramp up to the zip wire has split. Once the monthly inspection report is received any recommendations will be carried out.
* The bus shelter needs weeding. Sue Sage agreed to do this.
* There is a build up of moss under the bench near the pond. Sue Sage agreed to look at this
* One of the wooden posts near the pond is loose. Chris Morley agreed to concrete it in again.
* The football netting has quite a few holes in it. These have now been repaired.
* The football posts need cleaning. Stuart Crosby and Steve Child agreed to do this.
* The trees near the bench in Orchard Close need pruning. Sue Sage agreed to do this.
1. **To approve the Income and Expenditure accounts for the financial year 2015-2016**

 It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.

1. **To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the annual return 2016 and to approve and sign the supporting notes.**

Councillors completed sections 1 and 2 of the Annual Return 2016 (Statement of Accounts and Statement of Assurance). The chairman and RFO then signed both sections. Councillors also approved the supporting notes.

1. **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2016**

 It was resolved that the financial report would be approved.

1. **Precept information for 2016/17**

 St Edmundsbury Borough Council has approved the precept request made by Lidgate Parish Council.

1. **Backing up of parish council files**

It was resolved that Lidgate Parish Council would contribute one sixth of the cost of a new portable hard drive costing £38.96 + VAT.

1. **Planning**
2. **DC/16/0728/HH – Mossrose Cottage, The Street – construction of access bridge including dropped kerb**

It was resolved that no objections would be made to this application

1. **Playing field issues**
2. **Offer of a bench for the playing field**

It was resolved that the clerk would contact the family which has made the offer and ask them to liaise with Chris Morley or Chris Bliss about the hard standing and that the bench would be placed at the top of the playing field to the between the top left of zip wire and wigwam and at least six foot from boundary.

1. **Correspondence**
2. **Letter from MAGPAS requesting a donation**

It was resolved that no donation would be made.

 **There being no further business the meeting closed at 7.57pm.**

Signed …………………………………………………….. (Chairman) Dated ………………………………………………………