

LIDGATE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 11th May 2017

Councillors present: John Whitefield (Chairman), Chris Stembridge, Stuart Crosby, Sue Sage and Chris Bliss

Also present: Joanne Kirk (Clerk) and one member the public

1. Election of chairman

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

2. 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.

3. To elect a vice chairman

Stuart Crosby was nominated and following a vote, it was resolved that he would be vice-chairman.

4. Co-option of a new councillor

It was resolved that James Wreathall would be co-opted onto the Council. He signed a Declaration of Acceptance of Office.

5. Acceptance of apologies for absence

Steve Child sent his apologies.

6. Declaration of Interest in items on the agenda

James Wreathall declared an interest in item 11 on the agenda – the TCA application for Suffolk House.

7. Approval of minutes of meeting held on Thursday 9th March 2017

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

8. Register of Members' Interests form.

The councillors checked their Register of Interest forms. The clerk agreed to notify St Edmundsbury Borough Council of any changes where necessary.

9. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

10. Finance

a) 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 - **£500**
- 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 – **£22.29**
- J P Kirk – transparency code funding - LGA 1972, s111 – **£398.08**

b) Approval of payments authorised between meetings

No payments were authorised between meetings

c) Payments made between meetings but previously authorised

Date	Minute reference	Details	Payment method	Amount
03/04/17	176/8a	LCPAS membership subscription	Online	£80.00
07/04/17	176/8a	HMRC - PAYE	Online	£129.40
10/04/17	176/8h	Fidelity Funds Network	D/D	£15.00

d) Approval of the record of online payments made since the last meeting

Chris Bliss checked and signed the record of online payments.

e) Signatory to complete the checklist of Internal Controls

Chris Bliss completed and signed the checklist of internal controls.

f) Internal control of the 2016/17 accounts carried out by Steve Child

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

g) Update on the inspection of parish council property carried out by Chris Bliss

The following action is required:

- The benches need cleaning. Sue Sage agreed to do this.
- One of the hinges on the notice board on The Street has broken and needs replacing. Stuart Crosby agreed to do this.
- The noticeboards need staining. John Whitefield agreed to ask Steve Ward if he will repaint them and to obtain a quote.
- The mower needs a professional service. John Whitefield agreed to ask Angus MacDonald.

h) 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.

i) To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the annual return 2017 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.

j) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2017

It was resolved that the financial report would be approved.

k) Precept information for 2017/18

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

l) Confirmation of Council's eligibility to continue to use the General Power of Competence

The Council confirmed its eligibility to continue to use the General Power of Competence based on the following criteria:

- At least two thirds of the membership of the council had been elected in 2015
- The clerk holds the Certificate in Local Council Administration and has passed the 2012 CiLCA module on the General Power of Competence

11. Planning

a) DC/17/0839/TCA - Suffolk House, The Street, Lidgate - TCA notification (i) one poplar - remove dead and crossing branch over neighbouring property (ii) One sycamore reduce branch by 2 metres away from phone line

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

12. Highways/Rights of Way/Tree Issues

a) Speed gun

The speed gun has to be checked annually by the police to ensure that it is calibrated correctly. It was resolved that Chris Stembridge would be authorised to pay £100 to have it serviced by the Police.

13. Playing field issues

a) Play inspection reports

There were no findings in the March report, but the April report highlighted the fact that there were weeds and vegetation growing between or around the edges of the surfacing. Chris Bliss confirmed that these have now been cleared.

14. Village issues

a) Possible purchase of a generator for use in emergencies

It was resolved that a generator would not be purchased at this stage and that the Council would review this decision once the emergency plan has been updated and that in the event of any future power cuts, if necessary a generator could be hired for any vulnerable residents.

b) Revised emergency leaflet

An updated leaflet is ready to print.

c) Emergency Plan

It was resolved that the Emergency Plan would be reviewed at the September meeting and a list made of residents who may need additional support in an emergency

d) Future of the village newsletter and website

The village website is no longer available online. It was resolved that village issues would be included on the Parish Council website in future and that requests for a new editor would be raised at the Annual Parish Meeting.

15. Correspondence

a) Letter from Voluntary requesting a donation

It was resolved that a donation of £50 would be made.

There being no further business the meeting closed at 8pm.

Signed (Chairman) Dated