

**Great & Little Whelnetham Parish Council**

**Minutes of Annual Parish Council Meeting held Monday 15 May 2023 at 7.30pm at the Community Centre**

**Present**

**Cllr Peter Royce, PR**

**Cllr Tim Webber, TW**

**Cllr Cathy Hardy, CH**

**Clerk Elaine Gorman, EG**

**2 members of the public**

1. **ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON.** PR proposed by TW to be re-elected as Chair, seconded by CH. TW proposed to be elected as vice chairman by CH and seconded by PR. Declaration of acceptance of office completed by Chairman, PR.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – none.
4. **MINUTES FROM PARISH COUNCIL MEETING DATED MON 20 MARCH 2023** (minutes as detailed on the website). The minutes were approved and signed by PR as a true and accurate record, proposed by TW and seconded by CH.
5. **PUBLIC FORUM** – PC Lee Andrews Pearce (LAP) joined the meeting and a discussion took place regarding residents' concerns about children's anti-social behaviour. LAP explained the procedure for online reporting and asked that as many people report it as possible. PR raised the issue of speeding with Lee. He explained it was a priority in the village as an arterial road runs through the village. LAP left the meeting at 8.15pm. County Cllr Karen Soons joined the meeting at 8.15pm. Her annual report and monthly update had been circulated prior to the meeting. KS updated the council on the recent outcome of the local election and PR congratulated her on her re-election. A discussion about potholes took place and PR informed KS about a recent pothole which needed immediate attention. A discussion followed about concerns with the Planning dept at WSC. The Chairman and Councillors advised KS about a planning application which she agreed to investigate with WSC. KS left the meeting at 8.40pm. The Community Centre Committee Chairman (CCCC) asked if it would be possible for the grass cutting contractor to mow around the new gym equipment. The Clerk will enquire. The CCCC will contact installers of the play equipment to ask for a step to be installed on the monkey bars as it is too high for most users
6. **STATUTORY BUSINESS**
  - a) Confirmation of continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer.
  - b) The following policies were considered, reviewed, and approved: Grant Awarding Policy, Disciplinary Policy, Publication Scheme, Equality & Diversity Policy, Health & Safety Policy, Complaints Procedure, Training & Development Policy.
  - c) Risk Assessment reviewed and approved.
  - d) Register of Interests form to be completed and handed in.
7. **PLANNING**
  - a) Planning Application DC/23/0400/HH, single storey extension (following demolition of existing extension), Location – Mereside, Bury Rd, Sicklesmere, IP30 0BU, Applicant Mr & Mrs Armstrong, unanimously supported.
  - b) Planning Application DC/23/0531/HH, detached double garage with external stores, Location – The Hall, Little Welnetham Road, Great Whelnetham, IP30 0DA, Applicant Mr A Thornton, unanimously supported.

- c) Planning Application DC/23/0544/FUL, Agricultural building, Location – Drake House, Water Lane, Lt Whelnetham, IP30 0DU, Applicant Mr R Abberley, unanimously supported.

**8. FINANCE**

- a) To receive and approve the end of year accounts 2022/23 to be sent for auditing. Copies emailed to all Councillors prior to meeting. PR proposed and TW seconded, unanimously approved.
- b) Council confirmed and approved the Suffolk Association of Local Councils as the internal auditor for 2023/24.
- c) Council confirmed and approved PKF Littlejohn as the external auditor for 2023/24.
- d) To receive payments and receipts since last meeting and the bank reconciliation. Balance of current account £38,309.28 less cheques of £666.42 to be approved and issued. The second ½ yearly VAT reclaim for 2022/23 was sent off to HMRC 03/04/23 for £374.64.
- e) To receive and approve the bi-monthly statement and cheques to be issued. The following payments were approved:

Detail	Cheque No.	Net (of VAT)	VAT	Total
SALC Subs	876	430.47		430.47
E Gorman, exps	877	85.95		85.95
KBS Depot	878	125.00	25.00	150.00
<b>Total</b>		<b>641.42</b>	<b>25.00</b>	<b>666.42</b>

- f) Completed change of signatory form for bank account owing to retiring Councillor.
- g) Council confirmed receipt of precept of £12,920 received from WSC.
- h) Council confirmed receipt of £600 from KS' Locality Budget.
9. UPDATES – Clerk reported that the spoil has now been laid on the landfill site in accordance with plan agreed between SCC and the PC.
10. B/FRWD FROM LAST MEETING
- a) Consideration of a new village sign – PR to investigate further
- b) Consideration of the maintenance and preservation of the Railway Walk. Clerk to arrange meeting between Suffolk Wildlife Trust and PR.
- c) Consideration of a neighbourhood plan – Council resolved that a lot of work needed to be done to bring this to fruition and currently insufficient number of Councillors to action this.
- d) Consider the replacement of the current VAS units. Council unanimously agreed to purchase new VAS units. PR to obtain quotes.
11. MATTERS FOR CONSIDERATION AT NEXT MEETING – recruitment and publicity.
12. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed – Clerk's employment contract.
13. CLOSE OF MEETING – 9.30pm
14. DATE OF NEXT MEETING – to be agreed by email.

Signed..... Date.....