

ELMSWELL PARISH COUNCIL

The Annual Council Meeting

will take place on

Monday 20th May 2019 at 7.00 pm

at The Blackbourne, Blackbourne Road IP30 9UH

AGENDA

- 19.05.01 To elect the Chairman of the Council for the coming year.
- 19.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 19.05.03 To elect the Vice Chairman of the Council for the coming year.
- 19.05.04 To receive reports from the Planning Committee and from the Complaints Committee.
- 19.05.05 To receive a report from the Council Chairman for the year 2017/2018.
- 19.05.06 **Proposal: Cllr Pallett;**
That, as per the Annual Governance and Accountability Return under the Accounts and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.19, tabled as Appendix A and authorises the Chairman and the Responsible Finance Officer to sign them as approved.
- 19.05.07 **Proposal: Cllr Pallett;**
That this Council receives and approves the Risk Assessments scheduled at Appendix B as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment therewith tabled as properly reflecting the levels of the Council's financial risk.
- 19.05.08 **Proposal: Cllr Pallett;**
That Council acknowledges receipt on 14.05.2019 of the Internal Audit Report on the year ending 31.03.19, commissioned from Heelis & Lodge as authorised under 18.11.17 and tabled as Appendix C, noting that Council continues to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the Clerk's assurance that the comments and recommendations made which require action will be dealt with appropriately.
- 19.05.09 **Proposal: Cllr Pallett;**
That this Council approves the Annual Governance Statement, tabled as section 1 of the Annual Return to the External Auditor, at Appendix D as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.19 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 19.05.10 **Proposal: Cllr Pallett;**
That this Council approves the Accounting Statement, tabled as Section 2 of the Annual Return to the External Auditor, at Appendix E as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.19 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.

- 19.05.11 To receive any Annual Reports from Officers of the Council, representatives of the Council on external bodies, Ward Members and other external bodies as appropriate.
 11.1 A written report from Cllr Jane Storey, SCC Thedwastre North Ward Member
 11.2 A written Report from Footpath Officer Dick Burch
- 19.05.12 To appoint or to confirm the following Officers of the Council or to take other action as appropriate (current post holder in brackets);
 12.1 Tree Officer (Mr John Ibbetson)
 12.2 Footpath Officer (Cllr Burch)
 12.3 Village Recorder (Pending)
 12.4 Transport Officer (Mr Mike Friend)
- 19.05.13 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);
 13.1 Elmswell Poor's Land Charity (Mrs Linda Abbott to 2022, Ms Sol Indurain to 2020, Mrs Julia Taber to 2020, Dick Burch to 2020)
 13.2 Blackbourne & Wesley Management Association (Cllrs Burch, 2 posts pending)
 13.3 Elmswell Amenities Association (Cllr Friend)
 13.4 NHS West Suffolk Clinical commissioning Group Health Forum (Ms Ann Richards)
 13.5 Neighbourhood Plan Group (Cllr Schofield)
- 19.05.14 To appoint members to the following Committees
 NB Chairman & Vice Chairman of Council are members *ex Officio*):
 14.1 Planning Committee (Currently all Members except Cllr Friend)
 14.2 Complaints Committee (Currently all Members except Cllrs Hawes & Schofield)
- 19.05.15 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:
 15.1 Community Action Suffolk (FOC)
 15.2 Suffolk Association of Local Councils (£958.82)
 15.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)
- 19.05.16 To note an assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 19.05.17 To confirm the signatories to the Council's cheque account with the Co-op Bank as Cllrs Burch, Edmonds & Hawes, any two to sign.
- 19.05.18 To confirm or otherwise the appointment third member of the Elmswell Newsletter report editorial board as Cllr Friend.
- 19.05.19 **Proposal: Cllr Pallett;**
That this meeting notes and acknowledges that;
 (i) **the Elmswell Parish Council continues to satisfy the conditions as set out in the Parish Council (General power of Competence) (Prescribed Conditions) Order 2112 of the Localism Act 2011;**
 (ii) **and is eligible to act under the General Power of Competence established in the Act;**
 (iii) **and intends to continue to act under the Power for as long as eligibility criteria remain satisfied.**
- 19.05.20 To consider the position regarding the possible co-option of up to 2 Members to the Council and to take action as appropriate.
- 19.05.21 Apologies for absence to be noted or accepted and other absences noted.
- 19.05.22 **Proposal: Cllr Pallett;**
That the Minutes of the Council meeting dated 15th April 2019, as tabled, be agreed as a true record.

- 19.05.23 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items and to note any additions or deletions to the Council's Register of Interests.
- 19.05.24 To receive reports from external bodies as appropriate.
 24.1 From County Council Ward Member Cllr Jane Storey
 24.2 From District Council Ward Members Cllrs Helen Geake & Sarah Mansel
- 19.05.25 To invite questions or comment from Councillors or the public on any District Council or County Council matter or on any matter on this Agenda.
- 19.05.26 To note correspondence to this meeting and take action as appropriate.
- 19.05.27 To receive the Clerk's report as per Appendix F.
- 19.05.28 Any Complaints Committee business for information, to be noted, or for inclusion on a future agenda.
- 19.05.29 To note Planning Results as received from Mid Suffolk District Council:
- 29.1 **Reference DC/19/00405**
 Discharge of Conditions for Application 4911/16 – Conditions 10,12,13,15, 16, 22, 24, 28 and 31
 Land to the North and South of Wetherden Road GRANTED
- 29.2 **Reference DC/19/01591**
 Discharge of Conditions Application for DC/18/02138 – Condition 3
 Street Farm, Station Road APPROVED
- 29.3 **Reference DC/19/01593**
 Discharge of Conditions Application for DC/18/03596 (HSE) – Conditions 3
 Church Hill Cottage, School Road APPROVED
- 29.4 **Reference DC/19/01661**
 Discharge of Conditions Application DC/18/03087 – Condition 3, 4, & 5
 1 Royston Park, Kiln Lane APPROVED
- 29.5 **Reference DC/19/00872**
 Erection of 3no. dwellings...
 Land adjacent Dagwood Farm, Ashfield Road REFUSED EPC objected
- 29.6 **Reference DC/19/01998**
 Discharge of Conditions for Application 4911/16 – Conditions 25 & 26
 Land to the North and South of Wetherden Road GRANTED
- 29.7 **Reference DC/19/01200**
 Discharge of Conditions Application for DC/18/01382 – Condition 3
 Dagwood Farm, Ashfield road GRANTED
- 19.05.30 To note Planning Applications referred from MSDC for comment:
- 30.1 **DC/19/01876**
 Outline Planning Application – Erection of 2no. detached single storey dwellings and vehicular access HEDGEROWS, GROVE LANE
- 30.2 **DC/19/01986**
 Erection of single storey rear extension 45 BENNETT AVENUE
- 30.3 **DC/19/02128**
 Erection of first-floor side extension incorporating car port underneath. Re-roofing of lean-to.
 6 HAWK END LANE
- 30.4 **DC/19/00996**
 Change of use of Annexe to Dwellinghouse (Retrospective)
 ANNEXE, KILN FARM COTTAGE, KILN LANE
- 19.05.31 **Proposal: Cllr Pallett;**
That the Clerk makes known the Council's comments on the Planning Applications on this Agenda to The Acting Chief Planning Officer, Growth & Sustainable Planning at Mid Suffolk District Council.

- 19.05.32 Any other Planning business for information, to be noted or for inclusion on a future agenda.
32.1 Copy of representations made by Suffolk Preservation Society objecting to Planning Application Ref DC/19/00872, erection of 3 dwellings on land adjacent to Dagwood Farm confirms and strengthens EPC's grounds for objection.
- 19.05.33 To note progress made in the matter of the scheme to refurbish the Wesley chapel, demolish the adjacent hall and build a community hub facility.
- 19.05.34 **Proposal: Cllr Pallett;**
That Elmswell Parish Council seeks the Secretary of State's approval for borrowing from the Public Works Loan Board a sum covering the main contract cost for refurbishment, demolition and building works at the Council's Wesley site in School Road, such sum to be determined by the Chairman, Vice chairman and Clerk with delegated powers to act within a borrowing ceiling of £800,000.00.
- 19.05.35 To note that the Council's Expression of Interest in Bidding for the Railway Tavern site at School Road is registered and any progress towards taking the matter further.
- 19.05.36 **Proposal: Cllr Pallett;**
That Council engages Messrs John Casson Services Ltd of Bury St Edmunds towards professional valuation advice and any subsequent negotiation services necessary should there be a decision to investigate further the possibility of taking forward the Council's registered Expression of Interest to Bid for the Railway Tavern site at School Road.
- 19.05.37 To discuss the possibility of signage at Cooks Road warning motorists of the presence of ducks and to take action as appropriate.
- 19.05.38 To note authorised payments made and income received as per Appendices G and H and indicative financial overview as at 30.04.19.
- 19.05.39 **Proposal: Pallett**
That proposed payments, scheduled as Appendix J, be authorised.
- 19.05.40 To note Balance as per Appendix K and the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 19.05.41 Public comment or question invited on any matter relevant to Council business.
- 19.05.42 Any other Council business for information, to be noted, or for inclusion on a future agenda.
- 19.05.43 To note that the next Ordinary Meeting of Council is scheduled for Monday 17th June beginning at 7.30 p.m. at the Blackbourne.
- 19.05.44 Close of Meeting.

Signed

Peter DOW

Peter Dow
Proper Officer
15.05.19