

ELMSWELL PARISH COUNCIL

**The Annual Meeting
of the Elmswell Parish Council**
will take place on
Monday 17th May 2021 at 7.00 pm
at Blackbourne, Elmswell IP30 9UH

AGENDA

- 21.05.01 To elect the Chairman of the Council for the coming year.
- 21.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 21.05.03 Apologies for absence to be noted or accepted and other absences noted.
- 21.05.04 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.
- 21.05.05 To elect the Vice Chairman of the Council for the coming year.
- 21.05.06 To receive reports from the Planning Committee and from the Complaints Committee.
- 21.05.07 To receive a report from the Council Chairman for the year 2020/2021.
- 21.05.08 **Motion:**
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 31.03.21, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as duly approved.
- 21.05.09 **Motion:**
That this Council receives and approves the Risk Assessments scheduled at Appendix B as being a proper assessment of the risks facing the Council, 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 herewith tabled as properly reflecting the levels of the Council's financial risk.
- 21.05.10 **Motion:**
That this Council receives the Internal Control Report, as authorised ref. 21.03.13, tabled as Appendix M, and signed off by Cllr Barker dated 23.04.2021 and authorises the Chairman of this meeting and the Clerk to sign the Internal Control Statement tabled as Appendix N.
- 21.05.11 **Motion:**
That Council acknowledges receipt on 26.04.2021 of the Internal Audit Report for the year ending 31.03.21, commissioned from Heelis & Lodge as authorised under 20.10.17 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 that the Clerk undertakes to address the 2 Recommendations within the Report, being a review of the Council's Fidelity Insurance cover and the publication on the website of the Council's Privacy Policy.
- 21.05.12 **Motion:**
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 31.03.21 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

- 21.05.13 **Motion:**
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 representation of the Council's financial position and of its income and expenditure for the year ended 31.03.21 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 21.05.14 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.
 14.1 A written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake
- 21.05.15 To appoint or to confirm the following Officers of the Council or to take other action as appropriate (current post holder in brackets);
 15.1 Tree Officer (Pending)
 15.2 Footpath Officer (Cllr Burch)
 15.3 Village Recorder (Pending)
 15.4 Transport Officer (Cllr Mike Friend)
- 21.05.16 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);
 16.1 Elmswell Poor's Land Charity (Mrs Linda Abbott to 2022) 3 pending...suggested Cllrs Burch & Pallett plus Parish Clerk
 16.2 Blackbourne & Wesley Management Association (Cllrs Burch, Shaw, & Hancock)
 16.3 Elmswell Amenities Association suggested new appointment Cllr Hancock
 16.4 NHS West Suffolk Clinical commissioning Group Health Forum (Ms Ann Richards)
 16.5 Neighbourhood Plan Group suggested new appointment Cllr Shaw
- 21.05.17 To appoint members to the following Committees
 NB Chairman & Vice Chairman of Council are members *ex officio*:
 17.1 Planning Committee (Currently all Members except Cllr Friend)
 17.2 Complaints Committee (Currently all Members except Cllrs Hawes & Schofield)
- 21.05.18 To confirm membership of the following organisations, current subscriptions indicated in brackets:
 18.1 Community Action Suffolk (FOC)
 18.2 Suffolk Association of Local Councils (£1,033.62)
 18.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)
 18.4 National Community Land Trust (CLT) Network (£150.00 + £60.00 voluntary insurance)
 18.5 MARPA (Mid Anglia Tail passengers Association) (6.00)
- 21.05.19 To note an assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 21.05.20 To confirm the signatories to the Council's cheque account with the Co-op Bank as Cllrs Burch, Edmonds, Hawes, Mansel, Roots & Shaw, any two to sign, and that registration for on-line banking is in place for Cllrs Edmonds, Roots, Mansel & Shaw.
- 21.05.21 To confirm the appointment of a third member of the Elmswell Newsletter report editorial board noting that Cllr Roots has expressed willingness to serve.
- 21.05.22 **Motion:**
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.**

- 21.05.23 **Motion:**
That the Minutes of the Council meeting dated 22nd April 2021, as tabled, be agreed as a true record.
- 21.05.24 To receive reports from external bodies as appropriate and to invite questions or comment from Councillors or the public on or arising from those Reports or on any matter on this Agenda.
24.1 Monthly written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake.
- 21.05.25 To note correspondence to this meeting and take action as appropriate.
25.1 From BMSDC re public consultation around cycling & walking infrastructure
- 21.05.26 To receive the Clerk's report as per Appendix F.
- 21.05.27 Any Complaints Committee business for information, to be noted, or for inclusion on a future agenda.
- 21.05.28 To note Planning Results as received from Mid Suffolk District Council:
28.1 **DC/21/01849** Erection of single storey extension...
3 Grange Meadows REFUSED
28.2 **DC/21/01549** Erection of single storey front extension...
Teasel House, Cooks Road GRANTED
28.3 **DC/21/01519** Erection of garage and linked carport
5 School Avenue GRANTED
- 21.05.29 To note Planning Applications referred from MSDC for comment:
29.1 **DC/21/02602**
Erection of single storey rear extension (following demolition of existing conservatory)
6 Eastern way
29.2 **DC/21/02514**
Application for works to a tree protected by Tree Preservation Order MS360/T1 – Raise lower canopy up to 1.5m (T1) of 1No Spruce tree, reducing co-dominant leader going towards house by 2-3m to keep natural leader. Thin canopy lightly to allow for evenly balanced canopy density.
2 Upper Crossway, Warren Lane
29.3 **DC/21/02551**
Application for prior approval of a proposed: Change of use of Agricultural Building to 4no. dwelling houses (class C3), and for building operations reasonably necessary for the conversion. The Town and Country Planning (general Permitted Development)(England) Oder 2015 (as amended) – Schedule 2, part 3, Class Q
Willow Farm, Ashfield Road
- 21.05.30 **Motion:**
That the Clerk makes known the Council's comments on the Planning Applications on this Agenda to The Chief Planning Officer at Mid Suffolk District Council.
- 21.05.31 Any other Planning business for information, to be noted or for inclusion on a future agenda.
31.1 Notice received of commencement date for BMSDC JLP Examination Hearing received, being 31.06.2021.
31.2 To note Application DC/21/02564 *Submission of Details - Reserved Matters application in part for Outline Planning Permission 1636/16. Appearance, Landscaping, Layout and Scale for construction of a car park to be associated with Woolpit Health Centre. Land South Of Old Stowmarket Road Woolpit IP30 9QU*, to determine whether comment to MSDC is appropriate and the substance of any such comment.
- 21.05.32 **Motion:**
That the hours of the Assistant Parish Clerk be raised to 29 per week effective from 01.05.2021.

- 21.05.33 **Motion:**
That Elmswell Parish Council adopts forthwith the Privacy Policy tabled as Appendix L.
- 21.05.34 **Motion:**
That Council makes an application under the BMSDC Tree & Hedge Planting Project for works as outlined in the ElmsWild planting programme proposals as tabled and undertakes to support the group with appropriate funding in carrying out the works within a budget of £200.00 exclusive of VAT.
- 21.05.35 To note authorised payments made and income received as per Appendices G and H.
- 21.05.36 **Motion:**
That proposed payments, scheduled as Appendix J, be authorised.
- 21.05.37 To note Balance as per Appendix K the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 21.05.38 Public comment or question invited on any matter relevant to Council business.
- 21.05.39 Any other Council business for information, to be noted, or for inclusion on a future agenda.
- 21.05.40 To note that the next Ordinary Meeting of Council is scheduled for Monday 21st June beginning at 7.30 p.m. at Blackbourne.
- 21.05.41 Close of Meeting.

Signed

Peter DOW

Peter Dow
Proper Officer
12.05.21