

ELMSWELL PARISH COUNCIL

The Annual Meeting of the Elmswell Parish Council will take place on Monday 20th May 2024 at 7.00 pm at Blackbourne, Elmswell IP30 9UH

AGENDA

- 24.05.01 To elect the Chairman of the Council for the coming year.
- 24.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 24.05.03 Apologies for absence to be noted or accepted.
- 24.05.04 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items, to note any additions or deletions to the Council's Register of Interests and to note any Dispensations.
- 24.05.05 To elect the Vice Chairman of the Council for the coming year.
- 24.05.06 To receive reports from the Planning Committee and from the Complaints Committee.
- 24.05.07 To receive an Annual Reports to May 2024 from the Council Chairman
- 24.05.08 **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 31.03.24, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as duly approved.
- 24.05.09 **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, 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.
- 24.05.10 **Proposal: Cllr Pallett;**
That Council acknowledges receipt on 23.04.2023 of the Internal Audit Report for the year ending 31.03.24, commissioned from Dave Crimmin PSLCC as authorised under 23.10.15 and tabled as Appendix C, noting that Council continues to maintain effective governance arrangements including a robust framework of financial administration and internal controls.
- 24.05.11 **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 31.03.24 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 24.05.12 **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 representation of the Council's financial position and of its income and expenditure for the year ended 31.03.24 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 24.05.13 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.

- 24.05.14 To note an assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 24.05.15 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 Footpath Officer (Cllr Hancock)
 15.2 Tree Warden (Janet Spencer)
 15.3 Newsletter Report editing board (Cllr Roots)
 15.4 Safeguarding Lead (Cllr Shaw)
- 24.05.16 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 to 01.10.2026 (Mrs Linda Waspe , Cllrs Burch & Pallet & Parish Clerk)
 16.2 Blackbourne & Wesley Management Association (Cllrs Burch, Shaw, & Hancock)
 16.3 Elmswell Amenities Association (Cllr Hancock)
 16.4 NHS West Suffolk Clinical Commissioning Group Health Forum (Ms Ann Richards)
- 24.05.17 To appoint members to the following Committees
 NB Chairman & Vice Chairman of Council are members *ex officio*):
 17.1 Planning Committee (Currently all Members)
 17.2 Complaints Committee (Currently all Members except Cllrs Hawes & Schofield)
- 24.05.18 To confirm membership of the following organisations, current subscriptions indicated in brackets:
 18.1 Community Action Suffolk (FOC)
 18.2 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)
 18.3 National Community Land Trust (CLT) Network (£150.00)
 18.4 MARPA (Mid Anglia Tail passengers Association) (6.00)
- 24.05.19 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.
- 24.05.20 **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 and is, therefore,**
 (ii) **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.**
- 24.05.21 **Proposal: Cllr Pallett;**
That the Minutes of the Council meeting dated 15th April 2024, as tabled, be agreed as a true record.
- 24.05.22 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.
 22.1 From SCC Ward Member Cllr Mellen
 22.2 From BMSDC Ward Members Cllrs Mansell & Overett
- 24.05.23 To note correspondence to this meeting and take action as appropriate.
- 24.05.24 To receive the Clerk's report as per Appendix F.
- 24.05.25 Any Complaints Committee business for information, to be noted, or for inclusion on a future agenda.

- 24.05.26 To note Planning Results as received from Mid Suffolk District Council:
- | | | | |
|------|---|---------|----------------|
| 26.1 | DC/24/01348 Tree subject to Tree Preservation... The Grange, The Street | GRANTED | EPC no comment |
| 26.2 | DC/24/01536 Works to trees... St Johns House, Church Road | GRANTED | EPC supported |
- 24.05.27 To note Planning Applications referred from MSDC for comment:
- | | | | |
|------|--|--|--|
| 27.1 | <u>DC/24/01834</u> Application for Approval of Reserved Matters following Outline Planning Permission DC/23/02699 dated 24.08.2023 Town and Country Planning (Development Management Procedure)(England) Oder 2015 – Submission details for Appearance, Layout, Scale and Landscaping for the Erection of 1No dwelling including details for Conditions * (Cycle Storage, 9 (EV Charging Point) and 10 (Refuse). <u>Land adj. to The Stables, Station Road</u> | | |
| 27.2 | <u>DC/24/01800</u> Erection of detached out-building (to serve existing dwelling) <u>Knight Manor, Church Road</u> | | |
| 27.3 | <u>DC/24/01825</u> Erection of a single storey rear extension , front extension to garage and first floor side extension over including rear glazed canopied veranda <u>5 Cresmedow Way</u> | | |
| 27.4 | <u>DC/24/02004</u> Application for works to Tree Preservation Order WS47/A2 – Proposal to reduce T1-T3 Robinia Tree by 4m and remove deadwood, reduce T4 Holly Tree by 2m, remove T5 and T6 Cherry Trees and reduce T7 Lime Tree by 3-4m <u>St John’s House, Church Road</u> | | |
| 27.5 | <u>DC/24/02237</u> Erection of extension, conversion of garage to provide additional living accommodation and erection of new garage. <u>Grange House, 112 Bennett Avenue</u> | | |
- 24.05.28 **Proposal: Cllr Pallett;**
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.
- 24.05.29 Any other Planning business for information, to be noted or for inclusion on a future agenda.
- 24.05.30 **Proposal: Cllr Pallett;**
That Council, through the Clerk, joins the Society of Local Council Clerks for an annual fee of £377.00.
- 24.05.31 **Proposal: Cllr Pallett;**
That a Task & Finish Panel be formed comprising, on their agreement, all current members of the ECE Management Board to produce Heads of Agreement between EPC and a new body of management to take forward the Elmswell Tavern project and to produce a draft constitution of that body.
- 24.05.32 **Proposal: Cllr Pallett;**
That Council’s Standing Orders be amended forthwith in line with recent legislation with regard to public procurement as follows:
SO 18(c) uplift £25,000 to £30,000
SO 18 (f) uplift £181,302 to £214,904 and uplift £4,551,413 to £5,372,609
- 24.05.33 **Proposal: Cllr Pallett;**
That Council adopts forthwith Financial Regulations as derived from the NALC model published in April 2024 and as tabled.
- 24.05.34 **Proposal: Cllr Pallett;**
That Council advertises for Expressions of Interest for contractor services for the Elmswell Tavern project.

- 24.05.35 To discuss the formation of a Task & Finish Working Party to take forward a scheme for refurbishment of the Crown Mill play area and to take action as appropriate.
- 24.05.36 To discuss an approach for permission to erect a structure adjacent to the Council's land at Crown Mill and to take action as appropriate.
- 24.05.37 To note authorised payments made and income received as per Appendices G and H.
- 24.05.38 **Proposal: Cllr Pallett;
That proposed payments, scheduled as Appendix J, be authorised as necessary.**
- 24.05.39 To note Balance as per Appendix K and the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 24.05.40 Public comment or question invited on any matter relevant to Council business.
- 24.05.41 Any other Council business for information, to be noted, or for inclusion on a future agenda.
- 24.05.42 To note that the next Ordinary Meeting of Council is scheduled for Monday 17th June beginning at 7.30 p.m. at Blackbourne.
- 23.05.43 Close of Meeting.

Signed

Peter Dow

Peter Dow
Proper Officer
15.05.2024