

ELMSWELL PARISH COUNCIL

Minutes of the Annual Council Meeting held on

Monday 22nd May 2017 at 7.00 pm

at The Blackbourne, Blackbourne Road IP30 9UH

Present: Cllrs Barker, Burch, Edmonds, Friend, Hawes, Ms Indurain, Pallett (Chairman), Schofield, Mrs Taber

Attending: District Council Ward Member Mrs Sarah Mansel
Parish Clerk Mr Peter Dow
3 members of the public

17.05.01 **Proposal: Cllr. Barker;**
That Cllr Pallett be Chairman of the Council for the coming year.
Seconded Cllr Friend

Proposal carried

17.05.02 **Noted:**
The Chairman's Declaration of Acceptance of Office

17.05.03 **Proposal: Cllr. Pallett;**
That Cllr Pratt be the Vice Chairman of the Council for the coming year.
Seconded Cllr Friend

Proposal carried

17.05.04 **Noted:**
4.1 A written Annual Report from the Planning Committee
4.2 That there was no report from the Complaints Committee which had not met during the year.

17.05.05 **Noted:**
A written Report from Cllr Pallett as Council Chairman for the year 2016/2017.

17.05.06 **Resolved:**
That, under the 2006 amendments to the Accounts and Audit Regulations 2003 (Regulation 10), this Council approves the accounts for the 12 months ended 31.03.17, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as approved.

17.05.07 **Resolved:**
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 thereby tabled as properly reflecting the assessment of the Council's financial risk.

- 17.05.08 **Resolved:**
That Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.17, as commissioned from Mr Trevor Brown, as authorised under 06.01.18 and tabled as Appendix C noting that the accounts were considered to be well presented for audit purposes and that there were no comments or recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer.
- 17.05.09 **Resolved:**
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 31.03.17 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 17.05.10 **Resolved:**
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 31.03.17 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval
- 17.05.11 **Noted:**
The following Annual Reports:
11.1 A written report from Cllr Mrs Jane Storey, SCC Thedwastre North Ward Member;
11.2 A Written report from the Transport Officer Mr Mike Friend;
11.3 A written report from District Council Ward Member Cllr Mrs Sarah Mansel;
11.4 A written report from District Council Ward Member Cllr John Levantis;
11.5 A written report from the BMA Secretary Mr Peter Edmonds;
11.6 A written report from the Tree Officer Mr John Ibbetson;
11.7 A written report form the Footpath Officer Cllr Dick Burch;
11.8 A written report from the Village Recorder Mrs Maureen Dow.
- 17.05.12 **Noted:**
Confirmation of the appointment of the following Officers of the Council:
12.1 Tree Officer Mr John Ibbetson;
12.2 Footpath Officer Cllr Burch;
12.3 Village Recorder Mrs Maureen Dow;
12.4 Transport Officer Cllr Mike Friend.
- 17.05.13 **Noted:**
Confirmation of Representatives of Council on the following bodies:
13.1 Elmswell Poor's Land Charity; Mrs Linda Abbott to 2018, Ms Sol Indurain to 2020,
Mrs Julia Taber to 2020, Dick Burch to 2020.
13.2 Blackbourne Management Association; Cllrs Burch, Mrs Taber & Wiley.
13.3 Elmswell Amenities Association; Cllr Friend.
13.4 NHS West Suffolk Clinical commissioning Group Health Forum; Ms Ann Richards.
13.5 Neighbourhood Plan steering Group; Cllr Schofield.

- 17.05.14 **Noted:**
The constitution of the following Committees:
(NB Chairman & Vice Chairman of Council are members *ex officio*):
- 14.1 Planning Committee; Cllrs Barker, Burch, Edmonds, Hawes, Pallett, Pratt, Schofield, Mrs Taber, Wiley.
 - 14.2 Complaints Committee; Cllrs Barker, Burch, Edmonds, Friend, Ms Indurain, Pallett, Pratt, Mrs Taber.
- 17.05.15 **Noted:**
Confirmation of the Council's continuing membership of the following organisations, current subscriptions indicated in brackets:
- 15.1 Community Action Suffolk;
 - 15.2 Suffolk Association of Local Councils (£952.87);
 - 15.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00).
- 17.05.16 **Noted:**
An assurance dated 21.05.17 from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 17.05.17 **Noted:**
The confirmation of the Signatories to the Council's cheque account with the Co-op Bank as Cllrs Burch, Edmonds, Hawes & Wiley, any two to sign.
- 17.05.18 **Noted:**
The continued appointment of the third member of the Newsletter report editorial board as Cllr Friend.
- 17.05.19 **Noted:**
- 19.1 An apology for absence was accepted from Cllr Pratt who had work commitments;
 - 19.2 An apology for absence was accepted from Cllr Wiley who had work commitments;
 - 19.3 An apology for absence was noted from County Councillor Mrs Jane Storey.
- 17.05.20 **Resolved:**
That the Minutes of the Council meeting dated 24th April 2017, as tabled, be agreed as a true record.
- 17.05.21 **Noted:**
That there were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interests in subsequent agenda items and that there were no additions or deletions to the Council's Register of Interests.
- 17.05.22 **Noted:**
- 22.1 A written report from Mid Suffolk District Council Ward Member Mrs Sarah Mansel;
 - 22.2 That there were no comments or questions from the public present on Agenda items.
- 17.05.23 **Noted:**
That there was no correspondence to this meeting not dealt with as an Agenda item.
- 17.05.25 **Noted:**
The meeting received the Clerk's report tabled as Appendix F.

- 17.05.26 **Noted:**
That when any Complaints Committee business for information, to be noted, or for inclusion on a future agenda was invited none was forthcoming and that the date of the next Complaints Committee was not known.
- 17.05.27 **Noted:**
Planning Results as received from Mid Suffolk District Council:
- | | | | |
|------|---|---------|---------------|
| 27.1 | Application 1134/17 | | |
| | Removal of flat roof and extend roof | | |
| | The Willows, Warren Lane | GRANTED | EPC supported |
| 27.2 | Application 0717/17 | | |
| | Erection of one and a half storey extension | | |
| | Spinnakers, Ashfield Road | GRANTED | EPC objected |
- 17.05.28 **Noted:**
Planning Applications referred from MSDC for comment:
- 28.1 **1725/17**
Change of use of existing log cabin from residential to nail art and design business use
26 Eastern Way
Councillors expressed disappointment and concern that the Authority had failed to provide any details at all of this application and asked the Clerk to seek deferment pending the provision of supporting documents towards consideration at a later date.
- 28.2 **1593/17**
Fell 1 no. Ash Tree
21 Oxer Close
The Meeting agreed that no comment need be made, given the technical issues involved, but that it should be noted that, as advised by the Parish Council Tree Officer, a suitable replacement tree be planted.
- 17.05.29 **Resolved:**
That the Clerk makes known the Council's comments on the Planning Applications on this Agenda to The Professional Lead, Growth & Sustainable Planning at Mid Suffolk District Council.
- 17.05.30 **Noted:**
That when any other Planning business for information, to be noted or for inclusion on a future agenda was invited none was forthcoming.
- 17.05.31 **Noted:**
That a Letter Before Action had been sent on Council's behalf to a resident re fly tipping on Council's land at Clay Field.
- 17.05.32 **Noted:**
That progress towards the Council's purchase of the Wesley chapel and halls at School Road was moving towards Exchange of Contracts but that Completion may be slowed by the other side's bureaucratic constraints. Proposals for management of the facility are currently under discussion by the BMA which will be relied upon to take on board the management of the new facility.

- 17.05.33 **Noted:**
That the Chairman and Vice chairman, together with Cllr Barker, will form a Task & Finish Panel to review the arrangements for provision of administration of Council through the Clerk's office in recognition of current and emerging extra workload.
- 17.05.34 **Noted:**
Authorised payments made and income received, tabled as Appendices G and H.
- 17.05.35 **Resolved:**
That proposed payments, scheduled as Appendix J, be authorised.
- 17.05.36 **Noted:**
The Balance tabled as Appendix K and the Chairman's confirmation that the relevant bank statements and computer report verify the published figure of £416,667.00.
- 17.05.37 **Noted:**
The following when public comment or questions were invited on any matter relevant to Council business:
37.1 A member of the public spoke in support of the principle of the Application for a nail art & design business at 26 Eastern Way.
37.2 It was confirmed that the log cabin at 26 Eastern Way did not, in itself, require Planning Permission.
- 17.05.38 **Noted:**
The following when any other Council business for information, to be noted, or for inclusion on a future agenda was invited:
38.1 It was agreed that Cllr Friend should pursue action to address observations in his Annual Transport Officer's Report regarding the unsightly mess of building materials, other detritus and vegetation at the railway crossing gates on Network Rail land.
- 17.05.39 **Noted:**
That the next ordinary meeting of Council was scheduled for Monday 19th June beginning at 7.30 p.m. at the Blackbourne.
- 17.05.40 **Noted:**
That the meeting closed at 8.23pm