

ELMSWELL PARISH COUNCIL

**The Annual Meeting
of the Elmswell Parish Council
will take place on
Monday 16th May 2022 at 7.00 pm
at Blackbourne, Elmswell IP30 9UH**

AGENDA

- 22.05.01 To elect the Chairman of the Council for the coming year.
- 22.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive same.
- 22.05.03 Apologies for absence to be noted or accepted and other absences noted.
- 22.05.04 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.
- 22.05.05 To elect the Vice Chairman of the Council for the coming year.
- 22.05.06 To receive reports from the Planning Committee and from the Complaints Committee.
- 22.05.07 To receive a report from the Council Chairman for the year 2021/2022.
- 22.05.08 **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 31.03.22, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as duly approved.
- 22.05.09 **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.
- 22.05.10 **Proposal: Cllr Pallett;**
That Council acknowledges receipt on 26.04.2022 of the Internal Audit Report for the year ending 31.03.22, commissioned from David Crimmin as authorised under 21.12.20 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 that a review and adoption of current Standing Orders take place and are Minuted and that internal controls for cash and card receipts for both the Wesley Coffee Shop and the Elmswell Tavern be developed so as to ensure that transactions can be reconciled to the bank account.
- 22.05.11 **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 31.03.22 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

- 22.05.12 **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 31.03.22 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval.
- 22.05.13 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.
13.1 A written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake
- 22.05.14 To appoint or to confirm the following Officers of the Council or to take other action as appropriate (current post holder in brackets);
14.1 Footpath Officer (Cllr Hancock)
- 22.05.15 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current post holders in brackets);
15.1 Elmswell Poor's Land Charity (Mrs Linda Abbott to 2022, Cllrs Burch & Pallet & Parish Clerk to 2025)
15.2 Blackbourne & Wesley Management Association (Cllrs Burch, Shaw, & Hancock)
15.3 Elmswell Amenities Association (Cllr Hancock)
15.4 NHS West Suffolk Clinical commissioning Group Health Forum (Ms Ann Richards)
15.5 Neighbourhood Plan Group (Cllrs Schofield & Shaw)
- 22.05.16 To appoint members to the following Committees
NB Chairman & Vice Chairman of Council are members *ex officio*):
16.1 Planning Committee (Currently all Members)
16.2 Complaints Committee (Currently all Members except Cllrs Hawes & Schofield)
- 22.05.17 To confirm membership of the following organisations, current subscriptions indicated in brackets:
17.1 Community Action Suffolk (FOC)
17.2 Suffolk Association of Local Councils (£1,033.62)
17.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£36.00)
17.4 National Community Land Trust (CLT) Network (£150.00)
17.5 MARPA (Mid Anglia Tail passengers Association) (6.00)
- 22.05.18 To note an assurance from Messrs. Burnett Barker, Solicitors, that all Deeds and other documents held on behalf of the Council are in order.
- 22.05.19 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.
- 22.05.20 To confirm the appointment of a third member of the Elmswell Newsletter report editorial board noting that Cllr Roots has expressed willingness to continue to serve.
- 22.05.21 **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.

- 22.05.22 **Proposal: Cllr Pallett;**
That the Minutes of the Council meeting dated 19th April 2022, as tabled, be agreed as a true record.
- 22.05.23 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.
23.1 Monthly written report from District Council Ward Members Cllr Sarah Mansel & Cllr Helen Geake.
- 22.05.24 To note correspondence to this meeting and take action as appropriate.
- 22.05.25 To receive the Clerk's report as per Appendix F.
- 22.05.26 Any Complaints Committee business for information, to be noted, or for inclusion on a future agenda.
- 22.05.27 To note Planning Results as received from Mid Suffolk District Council:
27.1 **DC/22/01705 Discharge of Conditions DC/20/05053...**
Land to the East of Oak Lane APPROVED
27.2 **DC/22/01671 Discharge of Conditions DC/18/02146...**
Land to the North and West of School Road APPROVED
- 22.05.28 To note Planning Applications referred from MSDC for comment:
28.1 **DC/22/01114**
Change of use and conversion of barn into residential annexe accommodation with roof mounted solar PV, rebuild of adjoining structure into farm office, rebuild farm workshop and quad bike store structures, new covered parking area and domestic swimming pool.
Botany Bay Farm, Grove Lane
- 28.2 **DC/22/01224**
Hybrid Planning Application. Outline Application for erection of 1no detached dwelling and Full Application for the erection of 1no detached dwelling. To replace Outline Permission for 3no dwellings as approved under DC/19/04317.
Holly Lodge, Cross Street
- 28.3 **DC/22/02412**
Erection of single-storey extension (following removal of conservatory)
The Barn, Grove Lane
- 28.4 **DC/22/02447**
Severance of garden and erection of 1 No. two-storey detached dwelling with associated parking.
Folly Cottage, 2 Rose Lane
- 22.05.29 **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.
- 22.05.30 Any other Planning business for information, to be noted or for inclusion on a future agenda.
30.1 To confirm the situation regarding the naming of Calfawe Way and to take action as appropriate.
- 22.05.31 **Proposal: Cllr Pallett;**
That Elmswell Parish Council adopts forthwith the Local Government Association Model Councillor Code of Conduct 2020.
- 22.05.32 To discuss the fee structure related to the Elmswell Cemetery and to take action as necessary.
- 22.05.33 **Proposal: Cllr Pallett;**
That Elmswell Parish Council adopts forthwith the Standing Orders incorporating Financial Regulations as tabled and dated 16.05.2022.

- 22.05.34 To note authorised payments made and income received as per Appendices G and H and indicative financial overview as at 30.04.22.
- 22.05.35 **Proposal: Cllr Pallett;
That proposed payments, scheduled as Appendix J, be authorised.**
- 22.05.36 To note Balance as per Appendix K and the Chairman's confirmation that the relevant Bank Statements and computer report verify the published figure.
- 22.05.37 Public comment or question invited on any matter relevant to Council business.
- 22.05.38 Any other Council business for information, to be noted, or for inclusion on a future agenda.
- 22.05.39 To note that the next Ordinary Meeting of Council is scheduled for Monday 20th June beginning at 7.30 p.m. at Blackbourne.
- 22.05.40 Close of Meeting.

Signed

Peter Dow

Peter Dow
Proper Officer