

Ashfield cum Thorpe Parish Council

Approved Minutes of the Annual General Meeting on Wednesday 8 May 2019 at 8.00pm at the Community Hall, Ashfield

Present: Cllr Myles Hansen (Chair), Cllr David Corcoran, Cllr Simon Garrett, Cllr Ruth Hart and Cllr Paul Whayman

Attendance: Simon Ashton (Parish Clerk)

1. Election of Chair and Signing of the Declaration of the Chair's Acceptance

The meeting started at 8.30pm following the conclusion of the Annual Parish Meeting. Cllr Hansen confirmed that he would stand for election as Chair. There were no other contenders declared by the Members present, or in advance by those not present. Members then voted in Cllr Hansen's favour who was then appointed as Chair until the Annual General Meeting in May 2020. Cllr Hansen signed the Declaration of the Chair's Acceptance.

2. Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance

There were no declarations made by any Members present. However, Cllr Grimsey confirmed in advance of the meeting that he would stand for election as Vice-Chair. Members then voted in Cllr Grimsey's favour who was then appointed as Vice-Chair until the Annual General Meeting in May 2020. Members agreed that he would need to sign the Declaration of the Vice-Chair's Acceptance before his next attendance at a meeting.

3. Apologies and Approval of Absences

(a) Apologies were received from Cllr Robert Grimsey and his absence was approved.

(b) The Parish Clerk presented a SALC briefing note on apologies and non-attendance at meetings. Members were requested to advise the Parish Clerk of an absence in advance of any future meetings with sufficient information to enable Members to consider approval of their absence at the start of the meeting. Members also understood that they would be disqualified, without any discretion, following a six-month period of unapproved absence.

4. Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no interests declared by any of the Members.

5. Approval of Minutes of the Previous Meeting on 13 March 2019

Minutes of the previous meeting of the Parish Council on 13 March 2019 were received and approved as a true record and signed by the Chair.

6. Contributions by Members of the Public

There were no issues raised by members of the public.

7. Consideration of Planning Applications and Decision Notices

There were no planning applications requiring comment and no decision notices for noting by Members.

8. Finance

- (a) Members noted the receipt of the MSDC Precept (1/2) of £1,463.29 in April 2019.
- (b) Approval of the Council's Internal Audit 2018/19 report by SALC, presented by the Parish Clerk and reviewed by Members, was proposed by Cllr Hart, seconded by Cllr Garrett and agreed by Members.
- (c) Approval of the Statement of Accounts 2018/19, supported by receipts and payments budget reports, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Garrett, seconded by Cllr Whayman and agreed by Members.
- (d) Approval of the Bank Reconciliation 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Hart, seconded by Cllr Corcoran and agreed by Members.
- (e) Approval of the Asset Register 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Hansen, seconded by Cllr Hart and agreed by Members, subject to the addition of the Community Hall at a nominal value.
- (f) Approval of the AGAR Section 1 Governance Statement 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Garrett, seconded by Cllr Hart and agreed by Members.
- (g) Approval of the AGAR Section 2 Accounting Statements & Variances 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Hansen, seconded by Cllr Hart and agreed by Members, subject to an amended value for the assets held.
- (h) Approval of the AGAR Part 2 Certificate of Exemption 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Hansen, seconded by Cllr Corcoran and agreed by Members.
- (i) The Parish Clerk confirmed that confirmation had been received from Barclays Bank that Cllr Hart and Cllr Whayman had been added to the accounts as cheque signatories. Cllr Whayman confirmed that he had received a card and card reader indicating that he now had online payment access capability. As Members agreed that such payment arrangements conflicted with the Council's financial regulations, Cllr Whayman agreed to destroy the card and the Parish Clerk agreed to contact the bank regarding this error. The Parish Clerk also agreed to check whether former Cllr Hazlewood had been removed from the Council's accounts as a cheque signatory.
- (j) The Parish Clerk confirmed that a request had been received from Ashfield Community Council to fund the annual cost of £36.00 for the web site service which is also used by the Council. The Parish Clerk expressed a concern that the provision of the Council's web site may have been put at risk as it appeared that the original payment for the service had been paid several months after the service for 2018/19 had commenced. Members agreed to approve a payment of £36.00 to Ashfield Community Council.

- (k) A payment was authorised in favour of Ashfield Community Council for a grant to finance the CAS One Suffolk web site service (November 2018 to October 2019) (£36.00). Approval of this payment was proposed by Cllr Hart, seconded by Cllr Corcoran and agreed by Members.

9. Governance

- (a) The Parish Clerk confirmed that Members attending the meeting had completed a Declaration of Acceptance Form in advance of the meeting.
- (b) Members agreed that Cllr Grimsey would need to sign a Declaration of Acceptance Form before his next attendance at a meeting.
- (c) The Parish Clerk confirmed that he would circulate details to Members regarding a requirement to complete the MSDC Register of Interests following the recent election. He also confirmed that an attempt to seek clarification from MSDC Electoral Services on any requirement for Members to complete an election expenses form had not been successful. Members would be updated in due course with any further information.
- (d) A list of Members' Responsibilities 2019/20 was presented by the Parish Clerk for discussion by Members who agreed to approve a final version following Cllr Grimsey's attendance at the next meeting.
- (e) Cllr Hart confirmed that the remaining funding of £1,100.00 requested for a defibrillator had been awarded by the Big Lottery Fund which would soon be available. Arrangements would therefore be made to purchase the unit and an update provided at the next meeting.
- (f) Cllr Whyman updated Members on information gained about the SCC Vehicle Activated Signs scheme. If they were available, Members agreed to meet up in the village to consider favoured locations for the posts for reporting at the next meeting.
- (g) The Chair confirmed that new appointments had been made at the recent AGM of Ashfield Community Council thereby securing the future management of the Community Hall and the availability of a venue for future meetings of the Council.

10. Highways

- (a) There were no issues raised for consideration by Members.

11. Matters for Future Consideration

- (a) Consideration of Broadband Performance at Selected Addresses in the Village

12. Dates of the Next Meetings

- (a) 12 June 2019 (Agenda Items & Documents Received by 4 June 2019)
- (b) 11 September 2019
- (c) 11 December 2019
- (d) The meeting finished at 10.20pm

Simon Ashton, Parish Clerk
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12 June 2019