

Ashfield cum Thorpe Parish Council

Approved Minutes of the Council Meeting held on Monday 26 June 2017 at 7.30pm at the Village Hall, The Street, Ashfield cum Thorpe

Present: Cllr Myles Hansen (Incoming Chair), Cllr Simon Garrett (Incoming Vice-Chair), Cllr Robert Grimsey, Cllr Ruth Hart, Cllr Geoff Hazlewood and Cllr Ann Langley

Attendance: Simon Ashton (Parish Clerk)

- 1. Election of Chair 2017/18 and Signing of the Declaration of the Chair's Acceptance**
Cllr Hansen confirmed that he would stand for election as Chair. There were no other contenders declared by the Members present who then voted in Cllr Hansen's favour. Appointed as Chair for the next year, Cllr Hansen signed the declaration of acceptance.
- 2. Election of Vice-Chair 2017/18 and Signing of the Declaration of the Vice-Chair's Acceptance**
Cllr Garrett confirmed that he would stand for re-election as Vice-Chair. There were no other contenders declared by the Members present who then voted in Cllr Garrett's favour. Appointed as Vice-Chair for the next year, Cllr Garrett signed the declaration of acceptance.
- 3. Apologies and Approval of Absences**
There were no apologies received as all Members were present at the meeting.
- 4. Declarations of Pecuniary or Non-Pecuniary Interests by Members**
There were no interests declared by any of the Councillors.
- 5. Approval of Minutes of the Previous Meeting on 10 May 2017**
Minutes of the annual meeting of the Parish Council on 10 May 2017 were received, approved as a true record and signed by the Chair.
- 6. Matters Arising**
There were no matters arising which had not been included elsewhere on the agenda.
- 7. Co-Option of a New Member and Signing of the Declaration of Acceptance**
Members agreed to postpone this item until the next meeting on 13 September 2017.

- 8. Approval of Council Member Responsibilities 2017/18**

Members agreed to the following responsibilities: Cllr Hansen (Communications), Cllr Garrett (Finance, Planning Applications and Notice Board), Cllr Grimsey (Mid Suffolk North Safer Neighbourhood Team Liaison and Parish Paths) and Cllr Hart (Defibrillator Project, Dog Waste Bin Project and Speed Signs Project).
- 9. Reports by the District Councillor and County Councillor**

Cllr Hicks did not attend the meeting.
- 10. Contributions by Members of the Public**

There were no issues raised by members of the public.
- 11. Purchase of Defibrillator for the Village Hall**

Cllr Hart agreed to provide an update at the next meeting on 13 September 2017.
- 12. Replacement and Relocation of Notice Board**

Cllr Grimsey confirmed that he had taken the Notice Board down following the feedback shared at the recent Annual Parish Meeting. He confirmed that arrangements would be made for its relocation in front of the Village Hall in due course.
- 13. Consideration of Planning Applications and Decision Notices**

There were no planning applications requiring comment and there were no decision notices for noting by Members.
- 14. Finance**
 - (a) Approval of the Statement of Accounts, including income, expenditure, asset register and bank reconciliation, and Governance and Accounting Statements, including significant variances, were proposed by Cllr Hart, seconded by Cllr Grimsey, agreed by Members and signed off by the Chair and Parish Clerk as Responsible Financial Officer. Arrangements would be made to make a submission to the External Auditor and to make the statements available to parishioners for inspection.
 - (b) A response and action plan prepared by the Parish Clerk following the receipt of the Internal Audit Report 2016/17 from SALC was presented to Members for their information.
 - (c) The Parish Clerk confirmed that a claim for a VAT refund for the period from March 2015 to March 2017 amounting to £114.60 had been submitted to HMRC on 13 June 2017.
 - (d) The Parish Clerk confirmed that arrangements had been made to include insurance cover for the notice board at no extra cost until the next renewal date.
 - (e) The Parish Clerk presented a draft application for Transparency Code funding amounting to a maximum of £817.40. Approval to proceed was proposed by Cllr Grimsey, seconded by Cllr Hansen and agreed by Members.
 - (f) Approval of the Parish Clerk's hourly rate of £9.392 from April 2017 was proposed by Cllr Hart, seconded by Cllr Hazlewood and agreed by Members.
 - (g) The Parish Clerk asked Members to note that a claim from a former Parish Clerk for outstanding wages had been investigated and found to be without foundation.

(h) Payments were authorised in favour of the Parish Clerk's wages (£627.68) and office and personal expenses (£103.05). Payments were also authorised in favour of SALC for payroll services for 2016/17 (£18.00) and internal audit services for 2016/17 (£112.80), and The Information Commissioner for the annual registration fee for 2017/18 (£35.00). Approval of these payments was proposed by Cllr Garrett, seconded by Cllr Hazlewood and agreed by Members.

15. Governance

The Parish Clerk presented the updated NALC's Good Councillor's Guide 2017 and the new Good Councillor's Guide to Finance and Transparency 2017 for the attention of Members for their information.

16. Updates to the Register of Interests

A completed Register of Interests form had been received from Cllr Grimsey and Cllr Langley. The Parish Clerk agreed to submit the information to Mid Suffolk District Council for inclusion on its web site.

17. Correspondence Received

There were no items of correspondence received which had not been discussed elsewhere on the agenda.

18. Consideration of the Review of Electoral Wards of Mid Suffolk District Council

Members noted that the Local Government Boundary Commission had commenced a public consultation inviting proposals for new warding arrangements before publishing draft recommendations in October 2017 and making final recommendations in February 2018 before a reduction from 40 to 34 district councillors is introduced at next elections.

19. Matters for Future Consideration

- (a) Review of Income, Expenditure and Budget Progress (April to August 2017)
- (b) Review of the Conclusion of the External Audit of the Annual Accounts 2016/17
- (c) Review of Internal Controls, Risk Assessment and Financial Management
- (d) Approval of Parish Clerk's Salary Scale from October 2017 (SCP18 to SCP19)

20. Dates of the Next Meetings

- (a) 13 September 2017
- (b) 13 December 2017
- (c) 14 March 2018

Simon Ashton, Parish Clerk
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13 September 2017