Bradfield Combust with Stanningfield Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 26 May 2015
in the Village Hall, Church Road, Stanningfield commencing at 6.30pm.

Members present: Councillor D Staff in the Chair, Councillors R McKenna, A Tucker and C Walters. Also present were PCSO Ken Ruston; County Councillor T Clements (latterly), Borough Councillor Mrs S Mildmay-White (in part); Mrs V Waples (Clerk) and two members of the public.

A statement was read out indicating that, in accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting.
A full transcript of the statement is available from the Clerk upon request.

1.	<u>To receive the signed Declaration of Acceptance of Office from all elected Councillors.</u> The Proper Officer received the signed Declaration of Acceptance of Office from all present. It was agreed that Cllr. Mears would sign his prior to the next full Parish Council Meeting.	
2.	<u>Election of Chairman</u> It was proposed and agreed by all present that Cllr. Staff be re-elected to the position of Chairman. He duly signed his Declaration of Acceptance of Office for the position which was countersigned by the Clerk and would be kept in the Council's files.	
3.	<u>Election of Vice-Chairman</u> This was agreed to be suspended until after Agenda Item 8.	
4.	<u>Chairman's Welcome & Apologies for Absence:</u> i. Apologies of absence were received from Cllr. Mears due to a personal commitment. ii. Council consented to accept this apology.	
5.	<u>Declaration of Members Interests:</u> i. There were no declarations of interest for the agenda under discussion nor were there any gifts of hospitality exceeding £25. ii. here were no requests for dispensations.	
6.	<u>Minutes of the Parish Council Meeting held on 16th March 2015:</u> The previously circulated minutes for the previous meeting were agreed and signed as a true and accurate record of the meeting, aif.	
7.	<u>To receive and consider applications for the 4 vacancies in the post of Councillor with reference to the uncontested election of 7th May 2015</u> Council was in full agreement to co-opt both Mr Langan and Mr Duchesne back onto the Parish Council. Both were invited to join the Councillors at the table and duly completed and signed their Declaration of Acceptance of Office for the post. It was noted that there were still 2 vacancies and that there was someone within the village of Stanningfield who had expressed an interest in joining the Parish Council. It was agreed that the vacancy would be advertised in the next newsletter.	
8.	<u>Public Forum:</u> i. <u>Bury Rural North SNT</u> - PCSO Ruston was invited to submit his report in which he made mention of the number of crimes for the year; the changes to the SNT; general advice on how to avoid being the victim of burglary; general issues and the SNT priorities. The full report would be submitted to the APM later that evening. He was thanked for his team's attendance at the launch of the Stanningfield Neighbourhood Watch Scheme. This had been well attended with an increase in the number of people that had signed up to receive crime alerts. ii. <u>Members of the Public:</u> there were no members of the public present.	

	Election of Vice-Chairman: It was proposed and agreed by all present that Cllr. Langan be re-elected to the position of Vice-Chairman. The Declaration of Acceptance of Office for the position was duly signed and countersigned by the Clerk and would be kept in the Council's files.	
9.	To review the Council's Standing Orders & Financial Regulations: Council reviewed both documents and found them to be in order and in line with current legislation.	
10.	To review appointment of the Council's Elected Representatives: Following the election, Council agreed the following areas of responsibility: Neighbourhood Watch Co-ordinators: Cllr. A Tucker (BC) and Mr. S Jordan (Stanningfield); Community Association Representatives: Cllrs. Mears and Staff; Internal Auditor and SALC Representative: Cllr. Langan.	
11.	To receive the Clerk's report: i. The financial report was presented to the Council. Current funds stood at £10,699.97. Income in the sum of £21,028.18 had been received since the last meeting: £3,708.77 HMRC - VAT reclaim; £85.00 as a donation for the Village Hall Fund; £4,000 from St Edmundsbury RIGS Fund; £0.41 as Interest and £13,234.00 Precept and Grant from St Edmundsbury. The following payments had been raised since the last meeting: BT £31.71 ddr (LGA 1972 s111) (April); BEK Plastics Ltd for works to Village Hall £5,000 cheque No. 721 (Misc Prov. Act 1976 s19); BT £31.71 ddr (LGA 1972 s111) (May); BT £3.57 ddr (LGA 1972 s111 (Balance to close the account). *Full details can be seen at Appendix A page 120 of the minutes.* ii. A scheduled detailing items verified for payment was presented to Council. These items was approved for payment and cheques signed as such. *Full details can be seen at Appendix B page 120 of the minutes.* Cllr. Staff provided an update on the works for Stanningfield Village Hall in which it was noted that the work was almost completed and that whilst the final sums were to be agreed, it was anticipated that the total spend would be £100 under the budget of £16,500. There would be a future opening ceremony which would be advertised and invitations would be issued to those who had assisted with funding and to the installers. It was noted that the Village Hall Association had internally painted the hall; that the new fire doors had been hung and new curtains had been purchased and hung. Cllr. Duchesne proposed that the minutes reflect the Council's and Village's appreciation and thanks for the work that had been dedicated to this project by Cllrs. Staff and Mears and the Village Hall Association, aif. iii. To review the signatories on the current bank account: it was confirmed that the signatories would remain as they currently were being Cllrs. Duchesne, Langan, McKenna, Mears and Staff. iv. There were no other matters coming forth.	
12.	To approve the Financial Accounts for the Year Ending 31 March 2015 and to sign the Annual Return as a true reflection of the accounts including the Statement of Assurance: The Accounts for the Year 2014/15 were presented to the Council for approval. Acceptance of the accounts was proposed and approved by all Councillors present and signed as such by the Chairman and the RFO. As Mrs. Waples had previously received the Annual Return from the auditors, BDO Stoy Hayward, which she had duly completed, Section 1 - Accounting Statements - was presented to the Council and following approval of the accounts as written, was signed by the RFO and Chairman. The section entitled Statement of Assurance Section 2, was approved by all Councillors present and signed as such by the Chairman and Clerk to the Council. She confirmed that as the Council's Independent Internal Auditor had previously carried out the audit on the accounts, and there were no matters arising,	

	these would now be submitted to the External Auditor by the due date of 9th June 2015. .	
13.	<u>To receive reports from the Councillors:</u> i. Potholes - the following areas were flagged up: by Smithy Close; along Church Road between the bungalows and the Village Hall; A134 within Bradfield Combust; Ixer Lane; turning circle in Bradfield Combust. ii. Sign at Saxes Lane was mangled iii. Bradfield Combust on the A143 coming from the Bury St Edmunds direction sign had been knocked and was lopsided. iv. Progress on the missing Waystone in Bradfield Combust - if SCC could not replace it with a replica perhaps they should give the Parish Council the monies to commission it themselves? The Clerk was asked to ascertain whether this was feasible. v. Verges - overgrown and should be cut back on a 12 week cycle - when was this to commence? vi. BT Kiosk in Bradfield Combust - Cllr. Tucker confirmed that this had now been painted.	SCC/ Clerk Clerk/SCC Clerk/ SCC Clerk/SCC Clerk/SCC
14.	<u>Planning Issues:</u> i. Planning Application: DC/15/0955/OUT - outline planning application - single storey dwelling @ Hoggards Green, land adjacent to No 1 Church Road, Stanningfield. Council had no objections to the outline planning application submitted but would reserve its comments for the detailed application once that was submitted. ii. Council was advised of the following decision coming forth: Permission granted for the erection of a single storey agricultural store @ Hall Farm, Donkey Lane, Stanningfield. Permission granted for a single storey front extension @ Lavender Barn, Donkey Lane, Stanningfield	
15.	<u>Correspondence</u>: General correspondence was available from the Clerk i. Havebury Housing Partnership - letter announcing a new partnership with Keepmoat and Macquarie Bank which would see it install Solar Photovoltaic Panels to around 2,000 of its properties. Properties would be surveyed from May onwards as to suitability. ii. SALC - launch of the Local Council Award Scheme - Council noted that until 3- September for those wishing to apply for the Foundation Level the cost was only £25. This would be discussed in more detail at a further meeting.	
16.	<u>Closing Comments from the public:</u> There were no further comments from the public present. The meeting closed at 7.35pm	

Date of next meeting Parish Council Meeting on 22nd June 2015 commencing at 7.30pm in the Village Hall, Stanningfield.

Appendix A FINANCIAL REPORT as at 26 May 2015

Cashbook	£
Opening Balance as at 16 March 2015	1909.14
Add Income Received	21028.18
Less Expenditure (paid out since last meeting)	5066.99
Less Expenditure (awaiting authorisation)	7170.36
Closing Balance as of 16 March 2015	10699.97

Bank Reconciliation	
Lloyds TSB Statement 64	17974.04
Less unlogged cheques	*103.71*
Plus unaccredited cheques	*7170.36*
Reconciled Total	10699.97

Appendix B SCHEDULE OF PAYMENTS AND RECEIPTS
APPROVED FOR PAYMENT as at 26 May 2015

	Income						
Date	Details	Description	Nett	VAT	Gross	Ref	Power Used
19/03	HMRC	VAT Reclaim			3708.77	Bacs	
24/03	Donation	Village Hall Fund			85.00	Bacs	
02/04	St Edmundsbury	RIGS - Donation			4000.00	Bacs	
08/04	LLoyds Bank	Interest			0.41	Int	
27/04	St Edmundsbury	Precept & Grant			13234.00	Chq	
	Total				**21028.18**		
	Expenditure paid						
02/04	BT	Line rental & broadband	26.43	5.28	31.71	ddr	LGA 1972 s111
05/04	BT	Line rental & broadband	26.43	5.28	31.71	ddr	LGA 1972 s111
14/05	BEK Plastics	Works to Village Hall	4166.67	833.33	5000.00	721	Misc Prov Act 1976 s19
14/05	BT	Line rental & broadband	2.98	0.59	3.57	ddr	LGA 1972 s111
	Total				**5066.99**		
	Payments approved						
26/05	BEK Plastics	Works to Village Hall	4166.67	833.33	5000.00	722	Misc Prov Act 1976 s19
	D Staff	Works to Village Hall			344.63	723	Misc Prov Act 1976 s19
	BEK Plastics Ltd	Works to Village Hall	129.60	25.92	155.52	724	Misc Prov Act 1976 s19
	LCPAS	Training - Village Greens			58.33	725	LGA 1972 s111
	CAS	Subscription	25.00	5.00	30.00	726	LGA 1972 s111
	SALC	Subscription			227.00	727	LGA 1972 s143
	Anglian Water	Water for allotment			13.98	728	Open Spaces Act 1906
	Aon Insurance	PC Annual Insurance			881.00	729	LGA 1972 s151
	V Waples	Salary			385.72	730	LGA 1972 s112
	V Waples	Expenses			74.18	731	LGA 1972 s111
	Total				**7170.36**		