### **Spexhall Parish Council**

# An Annual Meeting of the Parish Council was held at the Village Hall, Spexhall on Monday, May 19th 2023 at 7-50pm:

#### Minutes:

#### **Present:**

Cllr. L. LeLean (Chairman); Cllr. N. Roper (Vice-Chairman until Item 2); Cllr. A. Coles (Vice-Chairman from Item 2); Cllr. D. Carter (From Item 5); and Cllr. C. Thompson:

#### **Also Present:**

Paul Widdowson (Clerk) and one parishioner (Until Item 5) were also present.

### 1) To elect a Chair for 2022-2023 and receive the Chair's Declaration of Acceptance of Office:

Cllr. L. LeLean was elected Chair for the year 2023 – 2024 unopposed:

Proposer: Cllr. N. Roper: Seconder: Cllr. A. Coles:

#### 2) To elect a Vice-Chair for 2022-2023:

Cllr. A. Coles was elected Vice-Chair for the year 2023 – 2024 unopposed.

Proposer: Cllr. L. LeLean: Seconder: Cllr. N. Roper:

#### 3) To appoint a Proper Officer and Responsible Finance Officer for 2022-2023:

The Clerk, Paul Widdowson, was appointed Proper Officer and Responsible Finance Officer for 2023 - 2024.

Proposer: Cllr. N. Roper: Seconder: Cllr: C. Thompson:

#### 4) Co-option of Councillor:

### a) To consider any applicants who have applied for the vacancy on the Council:

The Council decided to co-opt David Carter on to the Council.

Proposer: Cllr. A. Coles: Seconder: Cllr: C. Thompson:

## b) To receive the Declaration of Acceptance of Office and to note any declarations of interest if co-opted.

Cllr. D. Carter signed the Declaration of Acceptance.

#### 5) Apologies:

Cllr. L. Sharman and Cllr. A. Simpson had their apologies accepted by the Parish Council.

County Cllr. A. Dunning; District Cllr. B. Keys-Holloway; District Cllr. G. Wakeling

6) To receive Declarations of Interest and confirm all members have reviewed their Declarations of Interest Forms: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting.

There were no Declarations of Interest.

The Clerk said that he had received an email from East Suffolk Council to ask all councillors to fill in their Election Expenses Form and to complete/check their Register of Interests Entry.

7) Requests for dispensations: Consideration of any requests for dispensation.

There were no Requests for Dispensations.

8) To receive a report from the County and District Councillors:

There were no reports from the County or District Councillors as they had given their reports in the Annual Parish Meeting.

9) <u>Public Session: Members of the public have fifteen minutes to ask</u> questions on topics on the agenda.

There were no members of the public at the meeting.

10) To confirm the Minutes of the Meeting held on March 24th 2023 and the Extra-Ordinary Meeting held on April 14<sup>th</sup> 2023:

The Minutes of the Meeting held on March 24th 2023 were agreed.

Proposer: Cllr. N. Roper: Seconder: Cllr. A. Coles:

The Minutes of the Extra-Ordinary Meeting held on April 14th 2023 were agreed.

Proposer: Cllr. N. Roper: Seconder: Cllr. A. Coles:

#### 11) To review progress in each section of the Council Action Plan:

#### a. Road Safety,

Cllr. L. LeLean said that this was ongoing.

#### b. Communications,

Cllr. L. LeLean said that this was ongoing.

#### c. Accessibility,

Cllr. L. LeLean reported that 3.5 was now complete as the old telephone box in Nollers Lane now had the noticeboard and a small library in it. Councillors thanked Cllr. L. Sharman for all his hard work.

#### d. Events,

Cllr. L. LeLean said that this was ongoing.

#### e. Good Governance,

Cllr. L. LeLean said that this was ongoing.

#### f. Planning,

Cllr. L. LeLean said that this was ongoing.

#### g. Emergency Planning.

Cllr. L. LeLean said that this was ongoing.

#### 12) Highways and Speeding:

Cllr. L. LeLean said that this topic had been discussed in the Annual Parish Meeting.

However he said that the Parish Council owned one Sign Indicator Device (SID) and he wondered if the Parish Council should buy a second SID which this time was solar powered. After a long discussion it was agreed to purchase a new solar powered SID

Proposer: Cllr. C. Thompson: Seconder: Cllr. D. Carter:

#### 13) Planning Matters:

<u>Proposal:</u> Listed Building Consent - Conversion of existing barn into dwelling, with single storey extension and associated external works.

Address: Bobbys Farm, Hall Road, Spexhall, Suffolk. IP19 0RR

Ref: DC/23/1595/LBC

The Parish Council approved this planning application.

Proposer: Cllr. A. Coles Seconder: Cllr. C. Thompson:

The Clerk reported that the Parish Council had received a letter to East Suffolk Council Planning Department from a Parishioner regarding DC 22 3313 FUL The Councillors noted the letter.

#### 14) Clerk's Report and Correspondence:

The Clerk said that Halesworth Town Council had sent an email to inform Councillors of the Community Hub Consultation which was until July 1<sup>st</sup> 2023. The Clerk said that he received an Elan City speed equipment brochure and the Clerks and Councillors Newsletter. He said that two new District Councillors had been elected and they had attended the Annual Parish Meeting earlier and the new noticeboard in Nollers Lane was now in the old BT telephone box.

#### 15) Financial Report:

#### a) Balances at the Bank on April 31st 2023:

**Business Community Account** 

£9530-35

#### b) Payments and Receipts:

#### Payments:

Internet Banking	Clerk's Tax – January until March 2023	£66-20
Internet Banking	Clerk's Expenses – Folders and Dividers	£5-69
Internet Banking	Kevin Townsend for Installing Defibrillator	£105-60
Internet Banking	SALC Subscription 2023-2024	£133-63
Internet Banking	Les Sharman – Materials for New Noticeboard	£70-33
Internet Banking	Suffolk Cloud Website/Updates 2023-2024	£240-00
Internet Banking	Les LeLean – Telephone Box	£39-98

#### Receipts:

BACS Precept 2023-2024 £4500-00

Proposer: Cllr. N. Roper: Seconder: Cllr: C. Thompson:

### 16) Accounts year ending March 31<sup>st</sup> 2023: Review of the Accounts for Internal Audit and any questions:

#### a) To approve Section 1 of the Annual Return and sign declaration:

Section 1 of the Annual Return was approved and signed.

Proposer: Cllr. A. Coles: Seconder: Cllr. C. Thompson:

#### b) To approve Section 2 of the Annual Return and sign declaration:

Section 2 of the Annual Return was approved and signed.

Proposer: Cllr. N. Roper: Seconder: Cllr. A. Coles:

#### c) To agree the accounts for the year ending 31st March 2023:

The Council agreed the accounts for the year ending 31st March 2023.

Proposer: Cllr. C. Thompson: Seconder: Cllr. N. Roper:

#### d) Acceptance of financial report and year end accounts:

The Clerk reported that this year (2021-2022), the receipts were precept income of £3950-00 plus other income of £10-00 and including the carry forward of £8439-30 from the year 2020-2021, this all equals £12399-30. With payments of £5827-34, this left a carry forward of £6571-96 to 2022-2023.

The Clerk would have reported that this year (2022-2023), the receipts were precept income of £4000-00 plus other income of £74-69 and including the carry forward of £6571-96 from the year 2021-2022, this all equals £10646-65. With payments of £5305-18, this left a carry forward of £5341-47 to 2023-2024.

At the end of March 2023 the Community Account had £5341-47 in it with no payments outstanding.

Proposer: Cllr. C. Thompson: Seconder: Cllr. N. Roper:

## e) <u>To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':</u>

It was agreed to complete a 'Certificate of Exemption' Form.

Proposer: Cllr. L. LeLean: Seconder: Cllr. C. Thompson:

## 17) To decide the date and receive agenda items for the next Parish Council Meeting.

Councillors agreed that the next meeting would be at 7pm on Thursday, July 20<sup>th</sup> 2023.

#### The Meeting ended at 9-17pm.