Spexhall Parish Council

An Annual Meeting of the Parish Council was held at the Village Hall, Spexhall on Thursday, May 9th 2024 at 7-30pm:

Minutes:

Present:

Cllr. C. Thompson (Chairman from Item 2); Cllr. A. Coles (Vice-Chairman); Cllr. I. Bowmer and Cllr. N. Roper:

Also Present:

Paul Widdowson (Clerk) was also present.

1) <u>To elect a Chair for 2024-2025 and receive the Chair's Declaration of Acceptance of Office:</u>

Cllr. C. Thompson was elected Chair for the year 2024 – 2025 unopposed:

Proposer: Cllr. I. Bowmer: Seconder: Cllr. A. Coles:

2) <u>To elect a Vice-Chair for 2024-2025:</u>

Cllr. A. Coles was elected Vice-Chair for the year 2024 – 2025 unopposed.

Proposer: Cllr. I. Bowmer: Seconder: Cllr. N. Roper:

3) <u>To appoint a Proper Officer and Responsible Finance Officer for 2024-2025:</u>

The Clerk, Paul Widdowson, was appointed Proper Officer and Responsible Finance Officer for 2024 - 2025.

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

4) Apologies:

Cllr. L. LeLean gave his apologies which were accepted.

Cllr. D. Carter and Cllr. L. Sharman were not present.

District Cllr. B. Keys-Holloway and District Cllr. G. Wakeling gave their apologies.

County Cllr. A. Dunning was not present.

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

There were no Declarations of Interest.

The Clerk asked all councillors to check their Register of Interests Entry.

6) <u>Requests for dispensations:</u>

There were no Requests for Dispensations.

7) <u>To receive a report from the County and District Councillors:</u>

District Cllr. B. Keys-Holloway and District Cllr. G. Wakeling sent a written report. There was no report from County Cllr. A. Dunning.

Cllr. C. Thompson said that he would complete the East Suffolk Bloom application form.

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

There were no members of the public at the meeting.

9) <u>To agree the Minutes of the Meeting held on March 14th 2024:</u>

The Minutes of the Meeting held on March 14th 2024 were agreed.

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

10) <u>Review of Standing Orders:</u>

Councillors reviewed and agreed to adopt the National Association of Local Councils (NALC) Standing Orders and Amendments for 2024-2025:

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

11) <u>Review of Financial Regulations:</u>

Councillors reviewed and agreed to adopt the current NALC Financial Regulations and Amendments for 2024-2025:

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

12) Suffolk Code of Conduct 2024-2025:

Councillors reviewed and agreed to adopt Suffolk Code of Conduct for 2024-2025:

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

13) <u>To review progress in each section of the Council Action Plan:</u>

It was noted that each section of the Council Action Plan - a) Road Safety, b) Communications, c) Accessibility, d) Events, e) Good Governance, f) Planning and g) Emergency Planning were all ongoing. It was also noted that the Village Quiz would take place at the end of May.

14) <u>Highways and Speeding:</u>

Cllr. C. Thompson said that he would be updating the Sign Indicator Device (SID) and reported that the average speed of the traffic recorded was above the speed limit.

He also reported that he had looked at the SID which had condensation. It was agreed to discuss the SID at a future meeting.

15) Road Sign Cleaning:

Councillors discussed the cleaning of the road signs and agreed that Suffolk County Council Highways should clean them.

16) <u>Planning Matters:</u>

There were no planning applications.

17) <u>Clerk's Report and Correspondence:</u>

The Clerk said that he had received a letter and report from the Suffolk Accident Rescue Service. He also said that a suggestion had been made to spend the Cil Money on amenities outside the Village Hall.

18) <u>Financial Report:</u>

a) Balances at the Bank on April 29th 2024:

Business Community Account	£6893-29
Business Premium Account	£3813-95

b) <u>Payments and Receipts:</u>

Payments:

Internet Banking	Clerk's Pay – January until March 2024	£411-70
Internet Banking	Clerk's Tax – January until March 2024	£7-40
Internet Banking	Clerk's Exps. – Stationery for 2023-2024	£9-73

Internet Banking	East Suffolk Services – Tree Works	£175-20
Internet Banking	SALC Six Months Payroll to March 2023	£22-80
Internet Banking	Suffolk Cloud Website/Updates 2023-2024	£240-00
Internet Banking	SALC Subscription 2024-2025	£140-52

Cllr, C. Thompson said that he would speak to Suffolk Cloud about having access to the website.

Receipts:

BACS	Precept 2023-2024	£4750-00
BACS	Cil Money – April 2024	£3801-45

The Financial Report was accepted. It was also agreed to transfer money between the Community and the Premium Accounts appropriately.

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

19) Accounts year ending March 31st 2024:

a) <u>To approve Section 1 of the Annual Return and sign declaration:</u>

Section 1 of the Annual Return was approved and signed.

Proposer: Cllr. C. Thompson: Seconder: Cllr. I. Bowmer:

b) <u>To approve Section 2 of the Annual Return and sign declaration:</u>

Section 2 of the Annual Return was approved and signed.

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

c) <u>To agree the accounts for the year ending 31st March 2024:</u>

The Council agreed the accounts for the year ending 31st March 2024.

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

d) Acceptance of Financial Report and Year End Accounts:

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

The Clerk reported that this year (2023-2024), the receipts were precept income of \pounds 4500-00 which added to the carry forward of \pounds 5341-47 from 2022-2023 and other income of \pounds 4944-97 equalled \pounds 14786-44. With payments of \pounds 7286-35, this left a carry forward of \pounds 7500-09 to next year.

At the end of March 2024 the Community Account had £3686-14 in it and the Premium Account £3813-95 totalling £7500-09. Therefore, the reconciled amount in the Bank Accounts is £7500-09.

Proposer: Cllr. I. Bowmer: Seconder: Cllr. A. Coles:

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

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

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

20) <u>Acceptance of the Internal Auditors Report and to pay their invoice with any amendments:</u>

The Clerk reported that the Internal Auditors Report had not been completed so it could not be accepted. He expected it to arrive within the next few days. It was agreed that it would be considered at the next Parish Council Meeting.

It was agreed to pay the Internal Auditors Invoice when it is issued.

Proposer: Cllr. C. Thompson: Seconder: Cllr. I. Bowmer:

21) <u>To decide the date and receive agenda items for the next Parish Council</u> <u>Meeting.</u>

Councillors agreed that the next meeting would be at 3pm on Thursday, July 18th 2024 at the Village Hall.

It was also agreed that future Parish Council Meetings would be at 3pm on Thursday, September 12th 2024 and Thursday, November 14th 2024 at the Village Hall.

The Meeting ended at 9-28pm.