#### **RINGSHALL PARISH COUNCIL**

Minutes of the <u>ANNUAL GENERAL MEETING</u> held immediately following the Annual Parish Meeting on Tuesday 19<sup>th</sup> May 2015 in Ringshall Village Hall

<u>Present:</u> Mrs L Hitchcock, Mr N Last, Mrs A Jones, Mrs K Benton, Mr A Stone, Mr J Phoenix, Mrs H Nunn (Clerk) Mr Whybrow, Mr J Hitchcock, Mr M Snowling, Mr D Butler

#### 1. Election of Officers

a. Chairman

Mrs L Hitchcock was nominated by Mrs Benton, the nomination was seconded by Mrs Jones and unanimously agreed.

b. Vice-chairman

Councillors agreed to leave this open for the time being.

c. VHMC Representative

Mrs Hitchcock agreed to continue in this post.

d. Tree Warden

Mr Hitchcock agreed to remain as tree warden.

The chairman and councillors completed and signed the Declaration of Acceptance of Office.

#### 2. Register's of members interests

The clerk reminded councillors of the importance of completing the registers to avoid the possibility of the parish council facing criminal prosecution. The registers will be available for completion on line shortly.

### 3. Letter from Mr J Hitchcock

The letter from Mr Hitchcock announcing his retirement from the parish council was read out. Thanks were given to Mr Hitchcock for his service to the parish council during his time in office. Councillors agreed that Mr Hitchcock's long service as a parish councillor should be marked in some way. Mrs Hitchcock will decide on a suitable retirement gift which will be presented to Mr Hitchcock in due course.

# 4. To adopt the Standing Orders approved at the meeting on April 27<sup>th</sup> 2015

The revised Standing Orders circulated to councillors were approved and subsequently adopted as being the rules by which future council meetings would follow.

## 5. Public Forum

There were no speakers

## 6. Apologies for absence

There were none.

### 7. <u>Declarations of Interest</u>

Mrs Hitchcock declared an interest in items 9a and 14.

# 8. To confirm the minutes of the meetings held on March 24<sup>th</sup> and April 27<sup>th</sup> 2015

The minutes were approved as a true record and duly signed and dated by the chairman.

### 9. Matters arising from the Minutes

a. Assignment of village hall lease

The clerk is still in the process of searching for the relevant paperwork.

b. Bespoke training

The clerk had spoken to Mr Chris Knock, chairman of Battisford Parish Council and he will ask councillors whether they wish to join in with this training. Mr Phoenix suggested that the training be booked without further delay. After some discussion it was agreed that 'what makes a good council' and 'the role of the chairman' should be booked preferably on a Monday evening.

# 10. To receive a financial report

a) The clerk reported the following balances:

Community Account £1694.99
Business Saver account £6313.04

The annual subscription to SALC for £227 had been received and also the subscription to Community Action Suffolk for £30. These were approved for payment.

- b) Following the retirement of Mr Hitchcock, a new signatory will be needed for the cheque account and it was agreed that Mrs Benton would take this on. The clerk will forward the relevant forms to Mrs Benton for completion.
- c) The accounts for the year ended March 31<sup>st</sup> 2015 and the annual governance statement were approved and the Annual Return was duly signed and dated by the Chairman and the Responsible Financial Officer.

District Councillor David Whybrow was invited to speak at this point. He reported on there being no change to the MSDC administration following the election which had seen a 70% turnout in the Ringshall Ward. Cllr Whybrow went on to speak about the Strategic Plan 2014-2019 which will not change at the moment — councillors may review this document if they so wish. Cllr Whybrow concluded his report by saying that he was looking forward to working with the parish council in the best interests of the village.

#### 11. Defibrillator in the village.

Following Cllr Truelove's comments at the Annual Parish Meeting, councillors agreed to invite a speaker to talk about the benefits of having a defibrillator in the community. The clerk will contact Cllr Truelove for further details.

### 12. Community Emergency Plan

The chairman gave details of the workshop she and the clerk had attended and suggested that a sub-committee be set up to find those in the village prepared to offer their services should an emergency situation arise. After some discussion it was agreed to hold a meeting on Monday 15<sup>th</sup> June at 7.30pm in the village hall to look at the basis model recommended at the workshop. The clerk will advertise the meeting in the parish newsletter as well as sending letters to those in the village who do not take the magazine.

## 13. To discuss MSDC draft functional clusters

Cllr Whybrow outlined the purpose of the proposed clusters and after some discussion it would be preferable for Ringshall to be in the Needham Market cluster as opposed to the Bildeston cluster. The clerk will advise MSDC accordingly.

At this point the public were asked to leave the meeting.

### 14. To discuss a letter of complaint from the village hall management committee

The clerk read out the letter to councillors and Mr Last was asked to comment upon this. He stated that his concern had been that caravans were parking too closed to his house and were therefore able to look in. It was established that Mr Last did not use his position as a parish councillor when speaking to the organiser and that there had been no altercation or bad feeling. After much discussion it was agreed that it would be in the management committee's and Mr Last's best interests to resolve any such situations in the future. To this end the chairman proposed that a sub-committee be formed to look further into the matter. Mr Stone, Mr Phoenix and Mrs Benton volunteered to make up the committee and they will contact Mr Snowling of the VHMC to arrange a meeting.

#### 15. Items for the next meeting

There were none.

# 16. Date of next meeting

The next meeting will take place on Tuesday 14<sup>th</sup> July at 7.30pm in Ringshall Village Hall.

Meeting closed at 8.45pm