Minutes

Ringshall Parish Council Annual Meeting

21/05/2019

7.30-9.30pm

Ringshall Village Hall

Meeting opened		19.30	
Present	Cllr.s	Cllr. Phoenix - Outgoing Chair/Councillor Cllr. Hitchcock, Cllr. H Williams, Cllr. A Williams	QUORATE
	Also present	Mr D Smith – Clerk 2 Members of the public District Cllr D Pratt (joined part way through)	
		Country Cllr. K Oakes was unable to attend, and sent her apologies.	
RPC/2019/05/	01	To elect a new Chairman	SO 5e
		Cllr. A Williams was proposed, seconded and duly elected by a majority vote. Mr J Phoenix relinquished his seat to the new Chair, and joined the members of the public.	ELECTION
	02	To receive acceptance of office forms for elected Councillors or resolve to accept at a later date	SO 5e
		Forms received and accepted	ACCEPTANCE
	03	To elect a new Vice-Chair	SO 5ji
		It was resolved at this time not to appoint a Vice-Chair, but to put onto agenda for next ordinary meeting.	RESOLUTION
	District Cllr. D	Pratt joined the meeting.	
	04	To co-opt Councillors to fill vacancies	
		Council resolved to exclude members of the public and press from the discussion of this agenda item	RESOLUTION Public Bodies [Admissions to meetings Act] 1960
	The members of the public left the meeting.		
		There were two potential candidates for Co-option, only one of whom had expressed a desire to Council & Clerk to be co-opted prior to the meeting.	
		Council discussed these candidates, and resolved to co-opt Mrs C Free to the Council.	RESOLUTION
	All the previous	s members of the public re-entered the meeting.	
		The candidates were informed of Councils decision, and those co-opted were invited to join the Council immediately.	
		Council resolved to hold an extraordinary meeting on the Tuesday 4 th June 2019 in Ringshall Church to co-opt as many as possible before the 35 day period for post election co-option ends. After this date the vacancies will be reported to MidSuffolk, and re-advertised, as casual vacancies. Those not co-opted were invited to submit an application for co-option prior to this meeting.	RESOLUTION

P 1 of 5 - Signed: _____

Ringshall Parish Council

05	To receive acceptance of office forms for co-opted Councillors or resolve to accept at a later date	SO 5ji
	Form received from Cllr C Free.	RECEIVED
06	To receive any declarations of interest	RA(DPI)R 2012
	None	
07	To consider any dispensation requests	LA2012 s33
	None	
08	To resolve that the minutes of the meeting of the Council held on Tuesday 26 th March 2019 are a true and correct record.	
	The Clerk pointed out a change to the draft minutes, where they had updated the CiL monies report to the correct value. There has been an additional CiL payment in October 2018 that had gone unreported. This made the Cil monies to be £4210.58	
	These minutes were approved and duly signed by the Chair.	APPROVAL SIGNING
At this time the Chair allowed Cllr Pratt to have the floor, as Cllr Pratt had to leave shortly due to pressing commitments.		
	Cllr Pratt introduced himself, and presented an initial report (attached), and answered some questions from Council and the public.	
Cllr. Pratt left	the meeting.	
09	To resolve that the minutes of the extraordinary meeting of the Council held on Tuesday 9 th April 2019 are a true and correct record.	
	These minutes were approved and duly signed by the Chair.	
10	To approve and adopt Standard Orders V1.0	
	Council resolved to approve and adopt this document.	RESOLUTION ADOPTION
11	To consider the adoption of the Suffolk Code Of Conduct	
	Council resolved to approve and adopt this document.	RESOLUTION ADOPTION
12	To appoint to the following positions	
a	Tree Warden	
	Cllr Hitchcock and Cllr Free were appointed as Tree Wardens	APPOINTMENT
b	RVHMC Representative	
	Cllr Hitchcock was appointed as the RVHMC Rep.	APPOINTMENT
13	Public participation session to include Police, District and County Councillors' Reports	
	No report from the Police. Cllr Oakes had sent her apologies, and will report at a later date. Cllr Pratt had already reported earlier in the meeting. No members of the public wished to address the Council.	
14	Financial	
а	To approve and adopt the Financial Regulations Policy V1.0	
	Council resolved to approve and adopt the policy.	RESOLUTION ADOPTION
b	To approve 2018-2019 Accounts	

Date:_____

			Ringsnall Parish Council	
			Council resolved to approve the accounts and they were duly signed by the Chair, and the RFO.	RESOLUTION SIGNING
	С		To receive financial report to date for 2019-2020	
		i	Budget To Actual	
			A small report on budget to actual was given by the Clerk, which noted that budget to actual of the prior year was effected by the appointment of the new Clerk and their subsequent training. Budget for which has been allocated this year.	
		ii	Receipts and payments since last meeting	
			See attached report from Clerk.	
	d		To authorise payments as listed below:	
		i	Expenses for the Clerk as follows:Use of home as office: March&April 2019	LGA 1972 s112
			Council resolved to approve the payment, as given in Clerks report. No cheque was issued as Council currently only has one signatory on the Council.	RESOLUTION
		ii	Salary for Clerk for April and May	LGA 1972 s112
			The salary was approved . No cheque was issued as Council currently only has one signatory on the Council.	APPROVAL
	e		Complete the Annual Governance Statement	
			Council duly completed the AGS and it was signed by the Chair and the Clerk.	
	f		To review the signatories on the bank account	
			Council discussed this, and a Cllr was nominated and approved as a new signatory.	APPROVAL
			The remaining signatory is to action acquiring the necessary mandates.	ACTION
	g		To receive a thank you from SARS, and consider their request for a donation this year	
			Donation of £50 approved . Cheque to be issued when possible.	
15			To consider declaring an exemption from external audit (AGARP2 - CoE)	
			Exemption was accepted and duly signed by the Chair	
16			To approve and adopt the following policies:	
			Data Protection Policy	
			Data Retention Policy	
			Freedom of Information Policy	
			Data Privacy Notice (to be posted on web site)	
			Council resolved to approve and adopt all the policies.	RESOLUTION ADOPTION
17			To consider the purchase of a SID, and positioning of placement poles	
			<i>Cllr Free had invited Peter Watson to the AGM to discuss this, but he did not attend. Cllr. Oakes, who will be providing some funding for the SID, was also not present.</i>	
			Council resolved to postpone this point until the next ordinary meeting.	RESOLUTION
18			Neighbourhood Plan - feedback from seminar	

		 Cllr A Williams attended this meeting, and gave a brief report. Notable points were: People generally create a plan to either allow development, and to try to prohibit it. So, potentially less useful when no such requirements are incident. Grants are available to cover some of the cost of external parties creating the plans. Required to adopt district plan if adopting a neighbour hood plan. 	
		Cllr A Williams actioned to gain more information pertinent to our situation from the company that gave the seminar, and to report back to Council.	ACTION
19		To receive maintenance reports and consider if further action is required on	
	a	Telephone Box	
		The telephone box glass has been made good, and the Council would like to extend their gratitude to Mr Charlick for undertaking this pro bono.	
		Clerk to send a thank you letter to Mr Charlick on Council's behalf.	ACTION
	b	Village sign	
		Village sign has been taken down, and is currently being worked on.	
20		To receive the RVHMC report, and consider any issues raised therein	
		No incident report was received from the RVHMC in this period.	
21		To consider any actions required regarding upgrading of street lighting	PCA 1957 s3, Highways 1980 s301
		Council was informed of the cost of survey for each street lamp in question, and given an indication on expected life. Council was also informed that lights should be considered as infrastructure, and thus funding for replacements could come from the CiL budget.	
		Council resolved to give the Clerk authority to instigate replacement with LED lighting (minimal version) any lamp which goes faulty and cannot be fixed.	RESOLUTION
22		Items for consideration for inclusion on the next agenda	
		 Council resolved to put the following in all future ordinary meting agendas: Council to consider how to spend any CiL monies Council to consider any Highways matters 	RESOLUTION
23		To consider responding to the Suffolk Constabulary Local Policing Model Evaluation	
		Council resolved that no comment was necessary.	RESOLUTION
24		To confirm the date of the next meeting as July 23 rd 2019	
		Council confirmed this date, and the time of 7.30.	CONFIRMATION
25		To consider excluding the public and press for the remaining items as their presence would be prejudicial to the public interest due to the nature of the matter to be discussed	Public Bodies [Admissions to meetings Act] 1960
		Council resolved to approve exclusion of the public and press.	RESOLUTION
26		To consider approving the appointment of the probationary Clerk	LGA 1972 s112
		Council resolved to appoint the Clerk to position permanently.	RESOLUTION
27		If required, to consider approving the recruitment for a new Clerk	LGA 1972 s112
		Council agreed this was not required	

Date:_____

	28	To consider adoption of the new NJC pay scales, with retrospective effect	LGA 1972 s112
		Council resolved to approve this change, and the retrospective effect.	RESOLUTION
		Clerk will action with the relevant payroll service.	ACTION
eeting		20:47	

Meeting Closed