

# Minutes

## Ringshall Parish Council Annual Meeting

21/05/2019

7.30-9.30pm

Ringshall Village Hall

<b>Meeting opened</b>	19.30		
<b>Present</b>	Cllr.s	Cllr. Phoenix - Outgoing Chair/Councillor Cllr. Hitchcock, Cllr. H Williams, Cllr. A Williams	<b>QUORATE</b>
	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.	
<b>RPC/2019/05/ 01</b>		<b>To elect a new Chairman</b>	SO 5e
		Cllr. A Williams was proposed, seconded and duly <b>elected</b> by a majority vote. Mr J Phoenix relinquished his seat to the new Chair, and joined the members of the public.	<b>ELECTION</b>
	<b>02</b>	<b>To receive acceptance of office forms for elected Councillors or resolve to accept at a later date</b>	SO 5e
		Forms received and <b>accepted</b>	<b>ACCEPTANCE</b>
	<b>03</b>	<b>To elect a new Vice-Chair</b>	SO 5ji
		It was <b>resolved</b> at this time not to appoint a Vice-Chair, but to put onto agenda for next ordinary meeting.	<b>RESOLUTION</b>
		District Cllr. D Pratt joined the meeting.	
	<b>04</b>	<b>To co-opt Councillors to fill vacancies</b>	
		Council <b>resolved</b> to exclude members of the public and press from the discussion of this agenda item	<b>RESOLUTION</b> 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 <b>resolved</b> to co-opt Mrs C Free to the Council.	<b>RESOLUTION</b>
		All the previous 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 <b>resolved</b> to hold an extraordinary meeting on the Tuesday 4 <sup>th</sup> 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.	<b>RESOLUTION</b>



- Council **resolved** to approve the accounts and they were duly **signed** by the Chair, and the RFO. **RESOLUTION SIGNING**
- c** 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: LGA 1972 s112
- Use of home as office: March&April 2019
- 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.* **APPROVAL**
- 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**
- 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.*
- 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 meeting 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<sup>rd</sup> 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

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**

*20:47*

**Meeting  
Closed**