

**Minutes of Great Bealings Annual Parish Council Meeting held at the Bealings Village Hall at 8.20pm on Tuesday 21<sup>st</sup> May 2019**

**Present:** Charles Barrington (CPB), Colin Hedgley (CH), Martin Cripps (MC), Anthony Sheppard (AS), Rob Munn (RM), John Carter-Jonas

**In attendance:** Mrs Dee Knights, Clerk to the Council (DPK); one resident

**1. Election of Chairman**

CH nominated that Charles Barrington stand as Chairman for the following year. This was seconded by JCJ. Charles Barrington accepted the position and the meeting continued.

**2. Apologies for Absence**

Apologies were received from Paul Norris and Sally Johnson

**3. Declaration of Members' Conflicts of Interest in any items on this Agenda**

LNPI, District Cllr-CH, no other declarations

**4. Election of Officers:-**

Vice Chairman – Anthony Sheppard – proposed by CH, seconded by CPB  
Footpaths/Trees – Martin Cripps and Anthony Sheppard– proposed by CPB, seconded by CH  
Village Hall Rep – Sally Johnson – proposed by CH, seconded by CPB, subject to her approval at the next meeting

**5. To approve the Minutes from the Meetings held on 11th March and 7<sup>th</sup> May**

The minutes were approved and signed as a true record

**6. Matters arising from the Minutes**

- (i) **Trees** – MC reported that the Suffolk Tree Warden Network held their AGM last month, although unfortunately neither he nor AS were able to attend. However, there will be a number of skills and educational events held which they will attend. The Network are doing a mature back poplar survey, in the meantime our cuttings are doing well. An Ancient Veteran Tree Survey will be investigated to detail a number of historic trees in the Parish.

MC would like to fill the gaps in the row of lime trees beside the Church. DPK confirmed there was an underspend against last year's budget, as nothing was spent from the £120 allocated to trees. CH will also investigate funding.

- (ii) **Litter Pick** – This took place in April

(iii) **Fly-tipping** – this has now all been cleared

(iv) **Hasketon Road** – SCC have confirmed that this work will be done in June.

## 7. Planning Applications – None

8. **Other Planning Matters** – The Clerk will write to the Senior Planning Officer at ESC to ask if the new team leader for our area can make an appointment to be shown round the village to gain a greater understanding of our Neighbourhood Plan and its issues.

## 9. Highways:

- (i) **Boot Street Bridge** – as discussed at the Annual Parish Meeting earlier, the PC will write direct to the Chief Executive of SCC
- (ii) **SAVID/SID** – CH reported that Gt Bealings will be hosting the next SAVID meeting on 21<sup>st</sup> June and usually the local PC pays for the Hall hire, which is estimated to cost about £15. It was agreed that this charge would be funded by GBPC. The SID is still in progress with CPB and SJ. JCJ said he would investigate whether there is a cheap laptop or tablet we could get on which to download the software

## 10. Review of Procedures

The following documents have all been reviewed and were approved and accepted by Cllrs:

- Freedom of Information – Model Publication Scheme
- Model Standing Orders ( updated 2018)
- 2016 Financial Regulations
- Code of Conduct
- Risk Assessment (updated 2018)

## 11. Finance and Admin

### (i) Authorisation of cheques

The following cheques were authorised, proposed by CH and seconded by AS:

Chq No	Payee	Description	Amount £
598	Mrs D P Knights (dated 28.05.19)	May salary	161.46
599	HMRC (dated 06.06.19)	May PAYE	40.25
600	Mrs D P Knights (dated 28.06.19)	June salary	161.51
601	HMRC (dated 06.07.19)	June PAYE	40.30
602	Bealings Village Hall Trust	Donation	750.00
603	Fynn-Lark News	Donation	200.00
604	Mrs D P Knights	Annual Working from Home Allowance	216.00
605	S.A.L.C.	Annual Subscription	135.42
606	Mrs D P Knights	Office Expenses	54.35

- (ii) **Annual Internal Audit Report 2018/19**– this had been completed and circulated, and was approved by Cllrs. CPB expressed his thanks to the auditor Eric Barnett, and to the Clerk for the clarity of the accounts, as mentioned by the auditor.
- (iii) **Annual Governance Statement 2018/19** - This was approved and signed, proposed by MC and seconded by AS
- (iv) **Accounting Statements 2018/19 and Certificate of Exemption** - The Accounting Statements for 2018/19 were approved by Councillors. CPB proposed that we accept these and this was seconded by CH. The Accounting Statements and Certificate of Exemption were signed.
- (v) **Other Finance and Admin matters**
  - (a) **Declarations of Acceptance** – The Cllrs present all signed their Declarations
  - (b) **Register of Interests** – The Clerk confirmed that the new on-line system was now up and running and she would set everyone up so they could complete their details
  - (c) **Election Expenses** - The Clerk reminded Cllrs of the need to complete their Election Expenses Return by 30<sup>th</sup> May, even if a NIL return
  - (d) **Precept** – The first precept instalment has been received
  - (e) **Bank Signatories** – Following Anthony Sheppard’s appointment as Vice-Chairman, Cllrs agreed that he should replace Colin Hedgley as a signatory on the PC’s bank account with Santander

**12. Correspondence**

- (i) **River Lark Embankment** – The Environment Agency have advised that the current development is now subject to an application for an Environment Agency Permit.
- (ii) **NSPCC 125<sup>th</sup> Anniversary** – Following circulation of a recent letter, Cllrs expressed no interest in this
- (iii) **Water Meadow** – an email has been received from a concerned resident of Lower Road. RM has taken this up with ESC, to no avail. CH will discuss this with him and send some photos to ESC.

**13. Date of next meeting: Tuesday 2<sup>nd</sup> July at 7.00pm**

The meeting closed at 9.10pm

Signed .....  
Chairman

Signed.....  
Vice Chairman