

STANSFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 16th May 2016

Councillors present: Sarah Douglas Pennant (Chairman), Sarah Hopkins, Jane Ballard, Trevor Lang, Robert Dennis and Ed Cardozo

Also present: Joanne Kirk (Clerk)

1. **Election of chairman and vice chairman**
Sarah Hopkins was nominated and following a vote, it was resolved that she would be chairman. Ed Cardozo and Robert Dennis agreed to share the role of vice-chairman.
2. **Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman**
The chairman signed a Declaration of Acceptance of Office.
3. **Acceptance of apologies for absence**
No apologies were received.
4. **Declaration of Interest in items on the agenda**
No councillors declared an interest in any items on the agenda.
5. **Approval of minutes of meeting held on Monday 21st March 2016 and the planning meeting held on Wednesday 30th March 2016**
It was resolved that the minutes were correct. The chairman then signed them.
6. **Register of Members' Interests form.**
The councillors checked their Register of Interest forms. No amendments were necessary.
7. **Update on list of actions agreed at the last meeting**
There were no outstanding councillor actions.
8. **Finance**
 - a) **Approval of any payments and signing of Schedule of Payments**
 - It was resolved that the following payments would be approved:
 - Stansfield Village Hall – annual donation - Local Government (Miscellaneous Provisions) Act 1976 - **£768.00**
 - J P Kirk expenses – LGA 1972, s111 - **£13.48**

Jane Ballard and Trevor Lang signed the Schedule of Payments. The Chairman then countersigned it.
 - b) **Approval of payments authorised between meetings**
It was resolved that the following payment would be authorised between meetings.
 - Stansfield Village Hall – village hall rental – LGA 1972 s111 - **£180.00**
 - c) **Approval of the record of online payments made since the last meeting**
Jane Ballard checked and signed the record of online payments.
 - d) **Signatory to complete the checklist of Internal Controls**
Jane Ballard completed and signed the checklist of internal controls.
 - e) **Internal control of the 2015/16 accounts carried out by Sarah Hopkins**
Sarah Hopkins has completed the internal controls of the accounts. One bank reconciliation had to be signed, one cheque was in the previous cheque book so could not be verified. No other issues were raised.
 - f) **Inspection of Council Property**
Sarah Hopkins has inspected the Council property. The following issues were found:
 - Chapel Burial ground – some iron railings are loose. Sarah Hopkins agreed to deal with this.
 - The front of one of the grit bins is bowed. The Parish Council agreed to monitor this.
 - g) **To approve the Income and Expenditure accounts for the financial year 2015-2016**
It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.
 - h) **To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the annual return 2016 and to approve and sign the supporting notes.**
Councillors completed sections 1 and 2 of the Annual Return 2016 (Statement of Accounts and Statement of Assurance). The chairman and RFO then signed both sections. Councillors also approved the supporting notes.
 - i) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2016**
It was resolved that the financial report would be approved.
 - j) **Precept information for 2016/17**
St Edmundsbury Borough Council has approved the precept request made by Stansfield Parish Council.

k) Backing up of parish council files

It was resolved that Stansfield Parish Council would contribute one sixth of the cost of a new portable hard drive costing £38.96 + VAT. It was also resolved that the clerk would make a second back up to The Cloud.

l) Standing Order for clerk's salary

It was resolved that:

- Stansfield Parish Council would write a letter to Barclays setting up a standing order for the clerk's salary with effect from 30th June 2016.
- Stansfield Parish Council would complain to Barclays about the poor service they have received trying to set up a standing order.
- The clerk and Sarah Douglas Pennant would be authorised to make an online payment for the clerk's May salary

9. Planning

- a) Hillview, Stansfield. It has been brought to the Council's attention that some building work is taking place in the grounds of Hillview. As it may be permitted development it was resolved that Sarah Douglas Pennant would speak to the owners informally about the work to find out if it is classed as permitted development or whether planning permission is required.

10. Correspondence**a) Letter from MAGPAS requesting a donation**

It was resolved that this would be discussed at the next meeting.

There being no further business the meeting closed at 8pm.

Signed (Chairman) Dated