

STANSFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 21st May 2018

Councillors present: Sarah Hopkins (Chairman), Robert Dennis, Martin Slater, Andrew Foster, John Underdown and Ed Cardozo

Also present: Joanne Kirk (Clerk) and one member of the public

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

Apologies were received from Martin Slater.

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 19th March 2018

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**
- Cathy Whitaker – internal audit - LGA 1972, s111 - **£65.00**
- J P Kirk - expenses – LGA 1972, s111 – **£36.88**

John Underdown and Andrew Foster signed the Schedule of Payments and invoices. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Receipts and payments (including online payments made since the last meeting)

Receipts		Details		Amount
26/04/18		HMRC - VAT refund		£31.00
30/04/18		St Edmundsbury Borough Council - precept payment		£4,896.00
Payments	Minute reference	Details	Method	Amount
03/04/18	102/7a	LCPAS - subscription	Online	£80.00
03/04/18	102/7a	Stansfield Village Hall - rental	Online	£180.00
10/04/18	102/7f	Fidelity Funds Network	Online	£10.00
30/04/18	102/7h	Staff costs		
30/04/18	102/7f	St Edmundsbury Borough Council - emptying of dog bins	Online	£75.40

d) Signatory to complete the checklist of Internal Controls

John Underdown completed and signed the checklist of internal controls.

e) Inspection of Council Property

Andrew Foster has inspected the Council property. The following issues were found:

The notice board needs cleaning. A local resident has offered to clean it.

f) The Internal auditor's report

No issues were raised. The Internal Auditor commented that she had not had sight of part 2 of the AGAR 2017/18. The clerk explained that this was because Part 2 of the AGAR 2017/18 had not been approved by the Council when the accounts were sent to the Internal Auditor as they can only be approved after the Internal Audit has taken place.

g) To approve the Income and Expenditure accounts for the financial year 2017-2018

It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.

h) To complete and sign section 1 of the Annual Governance and Accountability Return 2017/18 - the Annual Governance Statement 2017/18

Councillors completed section 1 of the Annual Governance and Accountability Return 2017/18 - the Annual Governance Statement 2017/18. The Chairman and RFO then signed it.

i) To complete and sign section 2 of the Annual Governance and Accountability Return 2017/18 - the Accounting Statements 2017/18

Councillors completed section 2 of the Annual Governance and Accountability Return 2017/18 - the Accounting Statement 2017/18. The Chairman and RFO then signed it.

j) To decide whether Stansfield PC should submit a Certificate of Exemption from an external audit

It was resolved that Stansfield Parish Council would submit a Certificate of Exemption from an external audit as its income in 2017-18 was £5,409 and its expenditure was £5,328 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

k) To confirm the dates for the notice of the period for the exercise of public rights

It was resolved that the dates for the notice of the period for the exercise of public rights would be 11th June – 20th July.

l) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015

It was resolved that the financial report would be approved.

m) Precept information for 2018/19

St Edmundsbury Borough Council has approved the precept request made by Stansfield Parish Council and a payment £4,896 was received on 30th April 2018.

o) NALC pay scales for 2018-19

NALC has published the pay scales for 2018-19. The rate for SCP 27 is £12.815 with effect from 1st from 2018. It was resolved that the clerk would be paid the new rate backdated to 1st April 2018.

p) Bank Mandate Form

John Underdown agreed to take the bank forms in to Barclays again. It was resolved that the clerk would write a letter of complaint to Barclays once the Bank Mandate form has been amended.

9. Highways/Rights of Way issues/tree/transport issues

a) Parish Forum on Tuesday 29th May at West Suffolk House which will be attended by representatives from Highways

John Underdown agreed to attend.

10. Approval of the following GDPR documents:

It was resolved that the following documents would be approved:

- Subject Access Request Policy
- Contact Privacy Notice

It was also resolved that the Subject Access Request Policy and the Contact Privacy Notice would be uploaded onto the website by 25th May 2018.

10. Village issues

a) Update on the meeting with James Cartlidge MP about the mobile phone signal in Stansfield

The meeting went well. James Cartlidge is looking at ways of providing a mobile phone mast, possibly by providing a mast in the church tower. Green cabinets have now been installed in Stansfield but have not yet been enabled.

b) Plaque with names on to commemorate centenary of WW1

It was resolved that the Parish Council would investigate the possibility of providing a bench on the playing field with small plaques commemorating the names of the Fallen from WW1 and WW2 in Stansfield.

11. Correspondence

a) Email from West Suffolk about their Draft Homelessness Reduction Strategy

The clerk has already submitted a response on behalf of one of some of her other parish councils, therefore it was resolved that no further response would be submitted.

There being no further business the meeting closed at 7.50pm.

Signed (Chairman) Dated