

DENNINGTON PARISH COUNCIL

DRAFT Minutes of the Annual Meeting of the Parish Council held at the Jubilee Hall on Monday 9th May 2022 at 8.15pm, following the Annual Parish Meeting



- 1. Robert Wardley proposed Matt Lunn to continue as Chair.** This was seconded by Nick Watts and carried unanimously. Cllr Lunn was pleased to be re-nominated and signed the Chair's Declaration of Office.
- 2. Nick Watts proposed Robert Wardley as Vice-Chair.** This was seconded by John Calver and carried unanimously. Cllr Wardley signed the Vice Chair's Declaration of Office.
- 3. Councillor Dearing sent her apologies due to illness and these were accepted.** County Councillor Burroughes and Ward Councillors Ward and Freeman also sent their apologies.

Present

Councillors Matthew Lunn (Chairman) Robert Wardley Nick Watts Sam Stewart
John Calver

Residents Shirley Cunningham Vashti Mouncer Geraldine Schofield
Lydia Kirk (clerk)

- 4. Cllr. Steward declared an interest in item 18.i) as his tenant provided one of the quotations.** It was agreed that he would not join in this discussion or vote.
- 5. The Minutes of the Council Meeting on 14th March 2022 were approved as a true record of the meeting.**
- 6. There were no matters arising.**
- 7. Appointment of Officers and Council Representatives**

		Proposer	Secunder
Responsible Financial Officer	L. Kirk	ML	RW
Examining Councillor	S. Steward	ML	JC
Tree Warden	N. Watts	RW	ML
Highways and Footpaths	<i>It was agreed that this role was not needed</i>		
SALC Representative	Vacant		
Health and Safety	R. Wardley	ML	SS
Emergency Planning & Welfare Officer	R. Wardley	NW	SS

Council Representatives with legal trustee responsibilities

Dennington Jubilee Hall	S. Steward	NW	RW
Dennington Con. Charities	R. Wardley	JC	SS
Dennington Sports Club	S. Steward	RW	NW

The Chair stressed the importance of the trustee positions and urged the representatives to ensure they had enough time to carry out the roles correctly.

All appointments were approved unanimously.

8. The Chair's report for the Annual Parish Meeting will be put on the village website.
He also confirmed the resignation of Councillor Rebecca Fox who will be moving out of the village. He thanked her for her time given as a councillor.

9. Clerk's Report

The clerk has completed the accounts and auditing paperwork for the year ending 31st March 2022 and wished to thank Trevor Brown for his thorough audit. She also wished to thank Shirley Cunningham for updating the village website over the year.

10. Responsible Financial Officer's report

a) The following payments were approved:

Reference	Amount	Payee	Details
P07 22-23	£110.00	Suffolk Cloud	Website hosting
P04 22-23	£150.00	Dennington Consolidated Charities	Village green rent *

*This is the rent for 2021. It was suggested that in future this be paid in November meetings, in advance of it being due each January.

b) The following payments made since the last meeting were noted

Reference	Amount	Payee	Details
P01 22-23	£266.21	SALC	Annual subscription
P03 22-23	£40.00	ICO	Data Processor fee
P05 22-23	£170.00	Trevor Brown	Internal audit
P06 22-23	£198.46	Robins Row Ltd	Mower insurance

P02 22-23 A request for £190 for a SID post from Suffolk County Council will be queried by the clerk as no post has been ordered or received for the recently purchased SID sign.

Funds received since the last meeting were noted:

Date	Amount	Company	Details
26.04.2022	£10,000	East Suffolk Council	Full precept

c) The bank balances were as follows on 31st March 2022:

Current Account £926.27 Active Saver £5,851.66
Equipment Account £7,460.44 The reserved funds balance was £12,059.17

11. Procedural

- a) SS proposed accepting the audited accounts for the year ending 31st March 2022. This was seconded by RW and carried unanimously.
- b) ML read through the Annual Governance Statements and Councillors agreed with each statement. ML completed Section One and Section Two (Accounting Statements) of the Local Councils' Annual Return for year ending 31st March 2022. The annual paperwork will be viewable on the village website.
- c) The Council resolved to opt out of an External Audit as an exempt council following its positive report from the internal auditor. The Certificate of Exemption was completed and signed by the RFO and Chairman.
- d) The Clerk went through the Statement of Significant Variances and this was accepted
- e) As per her contract, the clerk is to move up a scale point, from SCP 11 to 12, from 1st April 2022 for another year's service. There has been no information from NALC as to recommended pay increases for the 2022-2023 year as yet. It was also agreed to

increase the Home Working Allowance from 1st April 2022 week in line with government recommendations. This is conducted by SALC as part of their payroll services.

- f) Councillors re-confirmed their agreement to be summoned to meetings by electronic means.

12. The Internal Auditors' Report on the 2021-2022 annual paperwork was considered. It was pleasing to note that there were no recommendations or causes for concern and the Chair and Vice Chair thanked the clerk for her hard work over the year which helped the Council receive such a positive auditor's report.

13. The following policies were reviewed and no additional changes were required:-

- a) Standing Orders
- b) The amendment to the Assets Register to include the second Speed Indicator Device was approved.
- c) Financial Regulations
- d) The Statement of Internal Control was considered effective and fit for purpose.
- e) Risk Assessments for Physical Assets.

ACTION *RW to send copies of these to SC to go on the website.*

- f) Financial Risk Assessment
- g) Data Protection Policy

14. The Local Government Association's model code of conduct was adopted. It was noted that this code is far more detailed than the previous one and covers additional 'non-registerable' interests that Councillors should declare. ML urged councillors to familiarise themselves with the new code to ensure full compliance.

15. The circulated Community Infrastructure Levy (CIL) Report for 2021-2022 was approved and it was noted that all CIL funding has now been spent.

ACTION *Clerk to send report to East Suffolk Council*

16. RW proposed re-appointing Trevor Brown as the Council's internal auditor for the year ending 31st March 2023. This was seconded by JC and carried unanimously.

17. The Council currently has three vacancies, but only two can be filled currently until East Suffolk Council's Notice regarding Rebecca Fox has expired. Geraldine Schofield and Vashti Mouncer introduced themselves to the Council and expressed their wishes to join as councillors. RW proposed co-opting GS. This was seconded by NW.

NW proposed co-opting VM. This was seconded by SS and both proposals were carried unanimously. They both signed the Acceptances of Declaration of Office and agreed to be summoned to meetings via electronic means.

ACTION *Clerk to notify ESC of this and to send introductory letter and policies to the new councillors.*

18. To discuss any highways and footpath issues

i) The bridge across the green is now hazardous and some emergency remedial repairs have been carried out. ML has received two quotations to replace the bridge and these were considered. RW proposed accepting the quotation from Four Wood Services which was over £1,000 cheaper than the other quotation. This was seconded by JC and carried unanimously, save for SS who abstained. Funds are available in the Asset Maintenance reserve for this work and ML will order the works to be carried out. NW will again check the temporary remedial works to see if any further interim work is required to make the bridge safer.

ii) ML has had initial discussions with a SCC Highways Officer regarding installing a permissive footbridge near Dial House and Sparrow's Nest to make it safer for pedestrians walking between the two footpaths nearby. The school is still in contact with SCC regarding a potential school crossing.

iii) RW suggested that we contact Cllr. Burroughes and ask that the Automatic Number Plate Recognition speed cameras, mentioned in his Annual Report, visit Dennington.

ACTION ML to liaise with RW regarding getting speed data off the village speed signs to this information can be passed on to the police. Clerk then to request visit from ANPR cameras.

iv) The Chair provided an update on Frostley Bridge, as given to Ward Cllr. Freeman. It is feared that these works may not be completed by summer 2022. Sadly alternative temporary repairs have been considered but are not suitable in this location, or would result in the road being a single-lane and therefore still require the use of traffic lights.

v) RW suggested that the Council immediately starts the process of trying to extend the 30 m.p.h speed zone near the Village Hall to include the site of the new playschool, as it is likely to be a lengthy process. **ACTION ML** will make contact with SCC Highways in this regard.

- 19. Correspondence received since the date of last meeting was considered.** The Sports Club is again benefitting from business rates relief.
- 20. There were no reports from councillors.**

PUBLIC FORUM

No issues were raised by the members of public present.

21. There were no matters to be carried over to the next meeting

22. The next meeting was confirmed as 7.30pm on 11th July 2022.

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 9.20pm.