

DENNINGTON PARISH COUNCIL

Minutes of the Council's Annual General Meeting held at Dennington Village Hall after the Annual Parish Meeting at 7.55pm on Monday 11th May 2026

1. Appoint a Chair

Cllr. Calver proposed that Cllr. Wardley be appointed as Chair. The proposal was seconded by Cllr. Lunn and carried unanimously. Cllr. Wardley confirmed his willingness to continue in this role and duly signed the Declaration of Acceptance of Office.

2. Appoint a Vice-Chair

Cllr. Wardley proposed Cllr. Lunn be appointed as Vice-Chair. This was seconded by Cllr. Shelver and carried unanimously. Cllr. Lunn confirmed he was willing to continue as the Vice-Chair and duly signed the Acceptance of Office.

3. Present

<u>Councillors</u>	Robert Wardley (Chair)	Matthew Lunn (Vice Chair)
John Calver	Nick Hopewell-Smith	Vashti Mouncer
Kevin Shelver	Sam Steward	

Lydia Kindred (clerk) 1 resident District Cllr. Langdon-Morris

There were no apologies for absence.

Following some discussion on interest in the two vacancies, Faye Shirmer was co-opted to the Council and duly signed the Declaration of Acceptance of Office. The clerk will notify East Suffolk Council (ESC) and send her an induction pack.

4. Declarations of interest

No interests were declared at this stage of the meeting.

5. Minutes

The Minutes of the Council Meeting held on 16th March 2026 were approved as a true record of the meeting and signed by the Chair.

6. Matters arising

None

7. Public Forum

Cllr. Langdon-Morris provided some updates.

8. Appointment of Officers and Council Representatives

The following roles were appointed or reconfirmed:

Responsible Financial Officer	L. Kindred
Examining Councillor	S. Steward
Tree Warden	N. Hopewell-Smith
SALC Representative	Vacant
Health and Safety Lead	M. Lunn
Emergency Planning & Welfare Officer	M. Lunn & R. Wardley
Community Partnerships	V. Mouncer

Council Representatives with legal trustee responsibilities were noted:

Dennington Jubilee Hall	S. Steward
Dennington Con. Charities	R. Wardley
Dennington Sports Club	K. Shelver

9. Chair's report

The Chair reported on the litter pick and very low participation numbers for the second year running. He also reported on issues with the tractor mower and two callouts from Thurlow Nunn Standen to address them.

10. Clerk's Report

East Suffolk Council's Call for Sites submissions have now been published. Two proposed sites are located within Dennington.

The VAT reclaim for the period 01.03.25 to 28.02.26 was submitted and payment received in March.

Mailchimp sign-up numbers remain low, with only two subscribers to date despite promotion in two newsletters and on the Parish Council website. *This lead to discussions about Council communications and how best to get residents to sign up to receive Council news. Cllr Mouncer will promote this via the village WhatsApp group to encourage greater engagement and the clerk will speak with the Village Hall mailing coordinator.*

A volunteer mower register has now been collated, including contact details and driving licence information where required. Thanks were noted to Cllrs Wardley and Mouncer for their help with this. A small number of replies are still outstanding.

No volunteers have come forward to maintain the community website or oversee the Neighbourhood Watch page. The Parish Council website has had additional community content removed in order to ensure compliance with WVAG accessibility requirements.

Engagement with the Neighbourhood Watch Scheme remains very limited, with a low take-up rate and a high volume of emails received that are not relevant to the parish.

Councillors were reminded to review their Register of Interests entries on the East Suffolk Council website annually to ensure they remain accurate and up to date. This should include any property they own or rent in the village, together with any village organisations or groups of which they are members.

Councillors were also reminded that all Parish Council emails should now be removed from personal email accounts following the transition to gov.uk email addresses. Any emails that need to be retained should be forwarded to the Parish Council email account before being deleted from personal accounts, in accordance with the Council's IT policy.

The Clerk is continuing to update organisations with the new gov.uk email address and is currently monitoring both email accounts during the transition period.

The clerk reported on three residents who were interested in the Councillor vacancies and the latest communications with them.

11. Finances

Amount	Payee	Details
£148.38	Thurlow Nunn Standen	Tractor mower call out and repair
£369.52	Thurlow Nunn Standen	Second call out for Tractor mower, cleaning blocked pipes and other works
£310.87	Robins Row Ltd	Tractor mower insurance
£200.00	Trevor Brown	Internal audit
£20.00	Dennington Village Hall	Hall Hire AGM May
£273.19	Suffolk Association Local Councils	Annual subscription
£29.99	L. Kindred (purchased 10.04.26)	Share Microsoft 365 Office subscription
£120.00	Pear Space (formerly Suffolk Cloud)	Website hosting & support
£300.00*	Tom Freeman	Quote to install 2 x poles for the pedestrian warning signs.

a) The following payments were approved:

* After discussion this quotation was approved. These works are due to be carried out on private land, on 21st May.

b) A payment since the last meeting was noted:

01/04/2026 £54.37 East Suffolk Council Business rates- Sports Club

c) The following receipts were noted:

02/03/2026 £9.90 Barclays Interest

02/03/2026	£40.06	Barclays	Interest
25/03/2026	£502.58	HMRC	VAT refund
30/04/2026	£6,500.00	East Suffolk Council	Precept instalment

d) Bank account balances

As at 31st March 2026, the balances were:

Community account	£689.01
Equipment account	£15,889.84
Savings account	£4,424.95

Reserved funds

A summary of reserved funds was also noted, including £15,659 which is ring-fenced for a replacement tractor mower. It was noted that £211 ring-fenced for the Jubilee/Coronation would be put towards the Coronation bench that the Consolidated Charities are purchasing, as well as the £1,000 pledged by the Council for this project in 2022.

e) Bank reconciliation and bank statements

These were considered and were duly signed and dated by the Examining Councillor.

f) Review bank mandates

The following are bank mandates: Matt Lunn, Robert Wardley, John Calver, Kevin Shelver. The clerk has service admin access and can make payments in exceptional circumstances.

g) The Council's direct debit and standing orders were reviewed:

ICO Data protection fee £47.00 – *Collected May 2026.*

East Suffolk Council- *Sports Club business rates of £314.37 split across 6 payments*

h) It was noted that the clerk remains on SCP 24 from 1st April 2026.

The NALC/NJC pay award for 2026-2027 has not yet been announced.

12. Procedural

a) Internal Controls

The Council's Statement of Internal Control was considered. The Statement was considered effective and fit for purpose. No amendments were considered.

b) Accounts

The Council's Accounts for the year ending 31st March 2026 were accepted as circulated.

c) AGAR Form

The Chair read through the Annual Governance Statements and Councillors agreed each statement. Section One and Section Two (Accounting Statements) of the Local Councils' Annual Return for year ending 31st March 2026 were duly completed. The annual paperwork will be published on the village website and sent to the External Auditor.

d) External Audit

It was agreed to opt out of an external audit as an exempt council and the Certificate of Exemption was duly completed and signed by the Chair and RFO.

e) Significant Variances

It was noted that there were no significant variances this year.

13. Internal Auditors' Report 2025-2026

Councillors were pleased to receive a clean audit report with no recommendations and thanked the clerk for her professional advice and support to the Council over the year.

14. Policy review

- a) Standing Orders- No amendments required
- b) Assets Register – It was agreed to add the pedestrian warning signs and poles.
- c) Financial Regulations- No amendments required
- e) Risk Assessment Physical Assets- No amendments required

- g) Data protection Policy - No amendments required.
- h) Data & IT Policy- This was adopted in January 2026. No amendments required.
- i) Freedom of Information Publication Scheme- This was amended to include the new website address and updated clerk email address
- j) Privacy Notice- GDPR- No amendments required.

15. Code of Conduct

It was agreed to re-adopt the Local Government Associations' Code of Conduct.
The Clerk will send this to Cllr. Shirmer for her records.

16. Community Infrastructure Levy (CIL) Report

The nil report for the period ending 31st March 2026 was approved and will be sent to East Suffolk Council for publication. It was noted that the Council has no remaining CIL funds.

17. Internal Auditor

It was agreed to re-appoint Trevor Brown as the Council's internal auditor for the year ending 31st March 2026, if he is willing to continue this role. The clerk wished to note her appreciation to Mr Brown for his diligence, support and assistance throughout the audit and for completing the audit so promptly.

18. Planning application: DC/26/0858/PIP Proposal: Permission in Principle- Erection of new dwelling and double garage

Site address: Plot 3 Land Adjacent, Ashley House, The Street, Dennington

Councillors Shelver and Steward declared interests in this item and left the meeting.

Councillors noted the lack of information and poor plans and felt they could not comment on the application properly without more details.

Councillors Shelver and Steward returned.

19. Correspondence

PKF Littlejohn 2025-2026 AGAR external auditor instructions – *the clerk will deal with this*
DC/26/0972/FUL Adding solar panels to the carport within the grounds of a listed property.
Harvest Barn, Church Farm, Clay Hill, Dennington . *This consultation ended on 17th April.*

Email from resident regarding house flies- *the clerk has responded.*

ESC Greenprint Forum 30th anniversary and upcoming events

Invitation from Greener Fram to a viewing of the *People's Emergency Briefing* on 30th May.

Annual update and donation request from Suffolk Accident Rescue Service- *It was agreed to donate £100 to this service.*

Update from Suffolk Parishes Road Safety Group- *this was noted*

20. Other reports and actions from Parish Councillors

None

21. Matters to be raised at the next meeting

None

22. Next meeting

This was confirmed as 7.30pm on 6th July.

There being no further business, the Chair thanked Councillors for attending and closed the meeting at 9.10pm.

Signed

Date