

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

Minutes of the Annual Council Meeting held on Wednesday 10th May 2023 in Lindsey Village Hall, Church Road, Lindsey which commenced at 7.30pm.

DECLARATIONS OF ACCEPTANCE OF OFFICE - To receive Declarations of Acceptance of Office for the position of Councillor of Lindsey Parish Council – the Proper Officer confirmed that all present

1. ELECTION OF CHAIR OF THE COUNCIL

- i. To elect a Chair of the Council and to approve the signing of the Declaration of Acceptance of Office for the position – Cllr. Arthey was proposed and seconded from the floor and having accepted the nomination, all agreed that Cllr. Arthey be re-elected to the position of Chair, aif.

2. OPENING AND WELCOME

The Chair, Cllr. Arthey the Chair opened the meeting and thanked all for attending and welcomed the following Parish Cllrs. to the meeting: R Corcoran, M Hainsworth, B Howe, R Howe A Sturgeon. In attendance was Mrs V Waples, Clerk.

The statement on reporting at meetings of the parish council was read out by the Clerk. Introductions from the parish council were given to members of the public.

3. APOLOGIES OF ABSENCE:

- i. To receive apologies of absence – verified apologies of absence were received from Cllr. Moore.
- ii. To consent/non-consent to accept apologies for absence received – Council consented to approve the apologies for absence as received from Cllr. Moore.

4. DECLARATIONS OF INTEREST:

- i. To receive declarations of registrable, other and non-registrable interests as detailed in Appendix B of the LGA Model Code of Conduct Model Code of Conduct 2020 - there were no declarations of registrable interests and Cllrs. Arthey & B. Howe declared non-registrable interests as Chair and Trustee of Lindsey Village Hall for agenda item 8ii.
- ii. There were no declarations of gifts of hospitality received exceeding £50.
- iii. There were no requests for dispensations for the agenda under discussion.
- iv. Councillors to note the requirement for the completion of Register of Interests (to be circulated) within 28 days of the election to their position of Councillor.

5. MINUTES OF PREVIOUS MEETINGS:

- i. To approve the minutes of the Parish Council Meeting of 8th March 2023 - the meeting agreed that the circulated minutes, were a true and accurate record of the meeting that took place and agreed for the Chair to sign the minutes, aif.

6. PUBLIC FORUM: (maximum 10 minutes)

- i. To receive comments from or questions from the public on the agenda as published – there were no members of the public present.

7. PARISH MATTERS: to receive updates on items raised at previous meetings:

- i. Climate Awareness / climate emergency – to receive an update / information on Climate related issues coming forth – pathways assessment an opportunity for raising funds for localised projects. It was agreed once the provisions of the fund were reviewed, that it was better to sign up and join forces with Heating Bildeston. Lindsey has now joined in with Heating Bildeston to review the funding avenues and relevant projects. It was

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stated that village wide heating was seemed to be no longer feasible as one of the grants had been removed. Following further conversations, Councillors were of the opinion that ground source heat pumps were not a viable option and that air source heat pumps were more efficient, and a secondary heat source could be utilised to heat houses. It was noted that air source heat pumps required significant power. The next stage would be to get a blueprint and involvement with the villages and surrounding villages.

- ii. Improvements to the two triangles near the Rose Pub – to receive further information on the designs and costings for improvements to both areas. The Clerk had chased Proserve for a response to her email with regards to the extra fees and a response was waited. Further communication had been received from SCC Highways who had stated that “they would be cautious about approving the PC to act as client and employ a contractor to undertake highway works that presumably they want SCC to adopt and maintain going forwards. For this reason they would recommend that works are designed and delivered by SCC via LHB route with associated fees and that you explain the complexities associated with them acting as client, their duties under CDM, underground and overhead utilities searches, GS6 issues, SCC standards, associated design approval and site approval costs that I would assume would apply depending upon which route this would otherwise go through (License and Enforcement (abridged S278 works)”. It was agreed to await the response from Proserve as there was an indication that they could apply direct for the licence to carry out s278 works as they were an accredited contractor with the appropriate public liability insurance.
- iii. To receive an update on Suffolk County Council Report CR398699, C720 (Lindsey Tye) to A1141 –the Clerk advised that she had further reported the additional potholes that were now occurring along the edges of this route given that drivers were taking action to avoid the originally reported large potholes and had asked if a job card could be issued for the stretch of the road as opposed to a “one pothole, one job card” approach. It was agreed that the Clerk would fill out the Highways Reporting Tool for the issues along this road given that a number of remaining potholes have been missed when the contractors were on site.

8. STATUTORY BUSINESS:

- i. Council to consider whether it continues to meet the criteria for eligibility to adopt the General Power of Competence and should such confirmation be forthcoming, resolve to confirm that the criteria is so met – Council agreed that, as it met the criteria in terms of having two thirds of its Councillors elected at the last election and having a qualified Clerk, it resolved to adopt the General Power of Competence, aif. It is noted that this is a power of first resort.
- ii. Council to agree that those not present may sign their Declaration of Acceptance of Office prior to the next meeting scheduled for 12th July 2023 – Council agreed that it be so approved that Cllr. Moore be allowed to sign his Declaration of Acceptance of Office at the next meeting, aif.

9. CORRESPONDENCE:

- i. BMSDC – Town and Parish Updates – Council noted that all monthly updates are emailed to Councillors for their perusal.
- ii. SALC – Councillors noted that all weekly news bulletins are emailed to Councillors for their perusal. Councillors to contact the Clerk if there are any items of interest / training courses they wish to attend.

10. CLERK’S FINANCIAL REPORT:

- i. To consider schedule of receipts received and payments made since the last meeting – *Paper A* – all noted that the receipts received since the last meeting (*as seen at Appendix A*) and that nil expenditure had been incurred for the same period.
- ii. To consider and approve the verified items awaiting authorization as per the schedule submitted – *Paper B* – all approved the payments to be settled via the internet banking system, details of which can be found at *Appendix A*, aif.
- iii. To consider the Council's financial position to date – *Paper C* – Council noted the reconciled position of £11,421.84 once the accounts awaiting payment had been settled, aif. Cllrs. Corcoran and Howe confirmed that they had verified the position against the bank statements and cashbook.
- iv. To consider the actual versus budget for the period ending May 2023 - *Paper D* – Council noted that the first quarter budget versus actual would be reviewed at the next meeting.

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- v. Council to note receipt from the District Council of the first tranche of precept for the year 2023-2024 for Lindsey in the sum of £2,592.50.

11. CLERK'S REPORT:

- i. To consider the following as part of the Council's Year-End Process:
- a) To receive and approve the Annual Internal Audit Report for the Year ending 31st March 2023 – *Paper E* – it was agreed that the report was comprehensive and a complimentary report which was received and approved by all, aif.
 - b) To consider and decide the actions to be taken following the recommendations arising from the Internal Audit Report – there were no actions to be taken. It was asked that the minutes record the final comment from the Internal Auditor “I would particularly like to commend the Clerk for the excellent presentation of the Council's documents for the audit.”
 - c) To receive and approve the Payments & Receipts Account for the year ending 31st March 2023 – *Paper F* – it was agreed that overall the Payments and Receipts Accounts be accepted following amendment to reflect the actual Grants given to the Village Hall and St Peters Church, aif.
 - d) To note the Bank Reconciliation for the year ending 31st March 2023– *Paper G* – the closing financial position of £4,037.59 was noted by the Council.
 - e) To consider and approve the Annual Governance Statement for 2022/2023 as per Section 1 of the Annual Governance and Accountability Guide (AGAR) – *Contained within Paper H* – the meeting agreed that having reviewed the statements all could be answered in the affirmative and the Chair and Clerk were given permission to sign Section 1, aif.
 - f) To consider and approve the Accounting Statements for 2022/2023 as per Section 2 of the AGAR – *Contained within Paper H* - the accounting statements for 2022/23 were received and accepted as reflecting the Council's overall financial position, aif. A copy of the AGAR can be found on the Council website: <https://lindsey.suffolk.cloud/parish-council/council-finances/>
 - g) To consider and approve the recommendation that having fulfilled the criteria required, Council considers itself exempt from a Limited Assurance Review – *Contained within Paper H* - as the Council was a smaller authority where the higher of all gross annual income or gross annual expenditure did not exceed £25,000, and that it met the qualifying criteria as set out in the Certificate of Exemption, it was able to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. Council approved the exemption confirming that it met the requirements, aif. and instructed
 - h) Should Agenda Item 11h) be so approved, that delegated authority be given to the Chair to sign the Certificate of Exemption exempting the Council from a Limited Assurance Review for the year 2022/2023 – *Contained within Paper H* – the Chair was given permission to sign the Certificate of Exemption and the Clerk was instructed to ensure that the relevant paperwork was submitted to the external auditors by the due date of 1st July, aif.
 - i) To receive the dates from the RFO of the period for the exercise of public rights and the publication requirements of the Annual Governance and Accountability Guide for the year ending 31st March 2023 - *Paper I* – the meeting noted the dates that had been set by the RFO which were confirmed as 5th June – Friday 14th July 2023.

12. PLANNING MATTERS:

- i. To consider the following planning applications: none received.
- ii. To note the following planning applications determined by the local planning authority:
 - DC/23/00072 – Discharge of Conditions Application for DC/22/02672 – Conditions 2 (Great Crested Newt Method Statement), 3 (Lighting Design Scheme), 6 (Refuse Bins and Collection Areas), 7 (Surface Water Drainage Prevention Details), 8 (Provision of Parking and Turning) @ Modern Barn at Rose Farm, Rose Green Road.

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13. PARISH COUNCILLORS' REPORTS: the following reports on village issues were received from Councillors present:
- i. The Chair welcomed all back onto the Council.
 - ii. It was reported that the left-hand door of noticeboard was in need of repair. Cllr Sturgeon agreed to speak to the original manufacturer to see if the noticeboard was able to be repaired and whether a backing could be installed to allow for easier placement of notices.
 - iii. Cllr. Sturgeon advised the meeting that he had visited the Befriending Farm on a couple of occasions and had been met with a good welcome, the staff were very enthusiastic and that he had seen some of the partners and the pleasure and delight with their involvement. Traffic did not appear to be an issue. He stated that all were looking forward to an Open Day sometime in July and August.
 - iv. It was agreed that the Clerk be asked to contact the Befriending Scheme to establish when the interest group is to be set up to ensure that there is a two-way communication strategy to address any issues that might arise – it was noted that this was supposed to include a parish councillor and an interested parishioner.
 - v. National Hedgerow Week – currently in the middle of National Hedgerow Week and all needed to remember that hedgerows are an important habitat for biodiversity. Cllr. Sturgeon issued a plea to only cut once every three years, where practical, to allow them to grow and become a natural asset.
 - vi. Hedgerows at the White Rose Crossroads – Cllr. Sturgeon agreed that he would discuss the issue with the relevant homeowners as to whether they would be prepared to trim back their hedgerow to allow for improved visibility.
 - vii. Verge Cutting – the Clerk was asked to ascertain the verge grass cutting schedule for Lindsey for 2023.
14. DATE OF NEXT MEETING: all meetings will take place in the Village Hall, Church Road, Lindsey
- i. Annual Parish Council Meeting – 12th July 2023 commencing at 7.30pm in Lindsey Village Hall.
 - ii. Remainder of Meetings for 2023 – 13th September; 15th November.

There being no other business the Chairman declared the meeting closed at 20.59.

Appendix A – FINANCIAL REPORT:**Items received since the last meeting:**

Income	Description	Nett	VAT	Gross	Ref
Babergh DC	Precept – 1 of 2 for 2023-2024	2592.50	0.00	2592.50	BACS
Babergh DC	CIL Payment	5704.81	0.00	5704.81	BACS
	Total Income			£8,297.31	

Items Paid out since the last meeting:

Income	Description	Nett	VAT	Gross	Ref
	Total Expenditure			£NIL	

Items Authorized for Payment:

Expenditure	Description	Nett	VAT	Gross	Ref
Clerk	Clerk's Salary & Expenses	510.00	0.00	510.00	BACS
SALC	Annual Subscription	135.31	0.00	135.31	BACS
Trevor Brown	Internal Audit	117.75	0.00	117.75	BACS
Suffolk Cloud	Website Hosting & OLB amendments	150.00	0.00	150.00	BACS
	Total Expenditure			£913.06	

Financial Report

	Date	£
Opening Balance	07.03.23	4037.59
Add Income Received	April to May 2023	8297.31
Less Expenditure Incurred	April to May 2023	0.00
Less Verified Expenditure	10.05.23	913.06
Closing Balance	10.05.23	11421.84

Bank Reconciliation

Community Account	Statement at 17.04.23	12334.90
Less uncleared payments	At 10.05.23	913.06
Plus unaccredited income	At 10.05.23	0.00
Reconciled Total	At 10.05.23	11421.84

Within the balance above are the following reserves:

(Restricted) CIL reserve -	£7,720.18
Earmarked General reserve -	£1,650.00
Election reserve -	£ 836.59
General reserve -	£1,215.07

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