

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

Minutes of the Annual Council Meeting held on Wednesday 14th May 2025 in Lindsey Village Hall, Church Road, Lindsey which commenced at 8.31pm.

The statement on reporting at meetings of the parish council was taken as read.

In attendance: Cllrs. C Arthey (in Chair), R Corcoran, M Hainsworth, B Howe, J Moore and A Sturgeon. Mrs V Waples, Parish Clerk, and one member of the public.

1. ELECTION OF CHAIR

Following acceptance of his nomination, the meeting resolved to approve Councillor Arthey as Chair for the year 2025 - 2026. Cllr. Arthey signed the Declaration of Acceptance of Office for the position.

2. OPENING AND WELCOME

The Chair opened the meeting and thanked all for attending.

3. APOLOGIES OF ABSENCE:

- i. To receive apologies of absence – apologies of absence were received from Cllr. R Howe. **Council consented to approve the apology as given, aif.**

4. DECLARATION OF MEMBERS INTEREST:

- i. To receive declarations of registrable, other and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct Model Code of Conduct 2020 – There were no declarations of interests.
- ii. There were no declarations of gifts of hospitality received exceeding £50.
- iii. There were no requests for dispensations for the agenda under discussion.

5. MINUTES OF PREVIOUS MEETINGS: to approve the minutes of the following Council Meeting:

- i. 12th March 2025 - the meeting agreed that the circulated minutes, were a true and accurate record of the meeting that took place, and agreement was forthcoming for the Chair to sign the minutes, aif.
- ii. 18th March 2025 - the meeting agreed that the circulated minutes, following the addition of the person who took the minutes, were a true and accurate record of the meeting that took place, and agreement was forthcoming for the Chair to sign the minutes, aif.

6. PUBLIC FORUM: (maximum 10 minutes)

- i. To receive comments from the public on the agenda as published – there were no matters raised by the person present and the clerk confirmed that no matters had been raised.

7. PARISH MATTERS

- i. Climate Awareness / climate emergency –
 - to receive an update / information on climate related issue coming forth – at this stage there was nothing to report but further updates would be forthcoming at later meetings.

8. STATUTORY MATTERS:

- i. Financial Regulations 2025 – to review and approve the adoption of the revised financial regulations (paper entitled Financial Regulations 2025) – following reviews to the model financial regulations concerning procurement by NALC in March of this year, **council approved the amendments to its adopted version and agreed to adopt the 2025 version as now written, aif.**
- ii. Standing Orders 2025 – to review and approve the adoption of the revised standing orders (paper entitled Standing Orders 2025) – following the issuing of Model Standing Orders 2025 as produced by NALC in March 2025, **council agreed to approved the amendments to its current model (Standing Orders 14 and 18 refer) and adopt the revised 2025 version in its entirety, aif.**

So approved and signed at the meeting of 23rd July 2025

- iii. To agree to the annual subscriptions for the year ending 31st March 2026: County Association membership fee; data protection fee; Microsoft 365 Office; anti-virus protection fee - **all agreed to the renewal of the annual subscriptions to the limits in the budget set for the year 2025-2026, aif.**

9. PLANNING MATTERS:

- i. To consider the following planning applications: there were none pending at the time of the summons being served.
- ii. To note the following planning applications determined by the local planning authority:
 - DC/25/01063 – planning permission for the erection of 2 no crop storage buildings, new vehicular access from Priory Hill, concrete pad/yard, 1.8m high security fencing and associated works at land north of Seagers Cottage, Kersey Road
- iii. Council to consider whether it might be appropriate to develop a neighbourhood plan for either Lindsey or to consider the merits of creating a plan with neighbouring parishes – (*Paper entitled Planning for the future in Babergh and Mid Suffolk*) – all agreed that there was merit in discussing this matter further and the clerk agreed to speak to MSDC requesting that an office attend a future meeting and to seek clarification from Ian Poole of Places4People as to the manner in which a village the size of Lindsey could undertake a neighbourhood development plan. Indicative costs and funding streams would be provided at the next meeting.
- iv. BMSDC – to note the adoption of the Babergh and Mid Suffolk Biodiversity and Trees Supplementary Planning Document (SPD) – so noted.

10. CORRESPONDENCE: TO CONSIDER / NOTE THE FOLLOWING:

- i. SALC – The Local Councillor – May 2025 – to note that the link to the online magazine has been circulated to all.
- ii. BMSDC – to note that the District CIL Funding Bid Round 15 will be open to new applications from the 1st May and will close at 12:00pm on the 31st May 2025.
- iii. BMSDC – Town and Parish Updates – to note all monthly updates are emailed to Councillors for their perusal.
- iv. SALC – to note 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.

11. FINANCIAL MATTERS:

- i. To consider schedule of receipts received and payments made since the last meeting – *Paper A* – all confirmed receipt of Paper A (*details can be seen at Appendix A*) noting that no receipts had gone through the account since the last meeting. Payments that had been made covered the direct debit to HMRC for 3rd quarter of PAYE due.
- ii. To consider and approve the verified items awaiting authorization as per the schedule submitted – *Paper B* – all confirmed receipt of Paper B (*details can be seen at Appendix A*) - having reviewed the paper submitted, **all approved the payments awaiting authorisation for settlement via online transfer, aif.**
- iii. To consider the Council's financial position to date – *Paper C* – Council noted the reconciled position of £12,549.39 once the accounts awaiting payment had been settled, aif. Cllrs. Corcoran and Hainsworth confirmed that they had verified the position against the bank statements and cashbook. (*Details can be found at Appendix A*).
- iv. To consider the council budget versus actual statement to end of May 2025 – *Paper D* – all reviewed the submitted paper noted that at this stage the
- v. To note to note receipt from the District Council of the first tranche of precept for the year 2025-2026 for Lindsey in the sum of £3,063.50.

12. YEAR-END PROCESSES FOR THE YEAR ENDING 31ST MARCH 2025:

- i. To receive and approve the Annual Internal Audit Report for the Year ending 31st March 2025 – *Paper E* – the meeting received and accepted the internal audit report as produced and asked that the minutes reflect the comments raised within the report “I would like to record my appreciation to the Clerk/RFO for her assistance during the course of the audit work and for presenting the documents for audit to a very high standard”. The meetings thanks were offered to the clerk in the manner in which the financial dealings of the council were handled.

So approved and signed at the meeting of 23rd July 2025

- ii. To consider and decide the actions to be taken following the recommendations arising from the Internal Audit Report - the comment relating to the reduction in council's general reserves was noted with **agreement forthcoming from the meeting that the position was in the process of being regularised over the coming two years, aif.**
- iii. To receive and approve the Payments & Receipts Account for the year ending 31st March 2025 – *Paper F & Supporting Statements to the Accounts* - it was agreed that overall the Payments and Receipts Accounts including the accompanying statement be accepted and permission was given for the Chair and Clerk to sign the relevant paperwork, aif. A copy of the Receipts and Payments account can be found on the Council website: <https://lindseyparishcouncil.gov.uk/parish-council/council-finances/>.
The meeting considered the CIL Expenditure Report for the year ending 31st March 2025 and confirmed the balance outstanding as £7,185.18. **All were in agreement that the form be approved and signed for onward submission to the district council in accordance with the CIL Regulations, aif.**
- iv. To note the Bank Reconciliation for the year ending 31st March 2025 – *Paper G* - the meeting noted and confirmed acceptance of the year end bank balances as £10,670.26, aif.
- v. To consider and approve the Annual Governance Statement for 2024-25 as per Section 1 of the Annual Governance and Accountability Guide (AGAR) – *contained within paper called AGAR* - the meeting **resolved 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.**
- vi. To consider and approve the Accounting Statements for 2024-25 as per Section 2 of the AGAR – *contained within paper called AGAR* - the accounting statements for 2024-25 were received and the meeting **resolved to accept them as a true reflection of the Council's overall financial position, aif.** A copy of the AGAR can be found on the Council website: <https://lindseyparishcouncil.gov.uk/parish-council/council-finances/>
- vii. To consider and approve the recommendation that having fulfilled the criteria required, Council considers itself exempt from a Limited Assurance Review – *contained within paper called AGAR* - 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 **resolved to approve the claim for exemption confirming that it met the requirements, aif**
- viii. Should Agenda Item 12vii) 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 2024-25 – *contained within paper called AGAR* - as council had consented to apply for exemption, the Chair and Clerk were authorised to sign the certificate for onward submission to the external auditors by the due date of 1st July 2025.
- ix. 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 2025 - *Paper H* - the meeting noted that the clerk had set the dates as 3rd June until 14th July 2025 and that all relevant data would be uploaded to the council's website prior to that date in accordance with the prevailing legislation.

13. CLERK'S REPORT

- i. To receive an update on the improvements to the two triangles near the Rose Pub – nothing to report as a start date was still awaited. It was agreed that Cllr. Sturgeon would chase the contractor for one further time.
- ii. To discuss further remedial works to the village sign – all were in agreement that the sign required extensive renovation in terms of painting and renovation to the frame in which the sign sat. The clerk reported that of those she had approached, limited interest was shown in refurbishing the sign given the state of the frame. She had been advised that it might be preferable to source a new frame instead and only renovate the painted interior. It was agreed that councillors Arthey and Sturgeon would carry out an inspection to ascertain the state of the frame. It was queried as to whether the works could be split with different parties undertaking the work required. Cllr. Hainsworth confirmed that he had enquired whether such work could be commissioned locally but the response had been similar to that provided by the clerk. It was agreed to bring this matter back for further debate.

So approved and signed at the meeting of 23rd July 2025

14. PARISH COUNCILLORS' REPORTS:

- i. Local Nature recovery plan – should a response be submitted from the council as a whole or as an individual. All were encouraged to review the consultation and respond as appropriate.
- ii. Car Boot Sale – field opposite Red Rose for Red Rose Community Farm – scheduled for bank holiday Monday.

15. DATE OF NEXT MEETING: all meetings will take place in the Village Hall, Church Road, Lindsey.

- i. To note the next meeting will need to be rescheduled to 23rd July 2025 – all noted.

16. CLOSE OF MEETING: There being no other business the Chairman declared the meeting closed 9.34pm.

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

Income	Description	Nett	VAT	Gross	Ref
	Total Income			£NIL	

Items Paid out since the last meeting:

Income	Description	Nett	VAT	Gross	Ref
23.01.25	HMRC – PAYE due 3 rd Qtr 2024	228.40	0.00	228.40	DD
	Total Expenditure			£NIL	

Items Authorized for Payment:

Expenditure	Description	Nett	VAT	Gross	Ref
Clerk	Clerk's Salary & Expenses	634.99	0.00	634.99	BACS
SARS	Donation	50.00	0.00	50.00	BACS
Headway Suffolk	Donation	50.00	0.00	50.00	BACS
Lindsey Village Hall	Hire of Hall	80.00	0.00	80.00	BACS
	Total Expenditure			£814.99	

Financial Report

	Date	£
Opening Balance	09.01.25	11449.59
Add Income Received	January to March	0.00
Less Expenditure Incurred	January to March	228.40
Less Verified Expenditure	12.03.25	814.99
Closing Balance	12.03.25	10406.20

Bank Reconciliation

Community Account	Statement at 03.03.25	11221.19
Less uncleared payments	At 12.03.25	814.99
Plus unaccredited income	At 12.03.25	0.00
Reconciled Total	At 12.03.25	10406.20

Within the balance above are the following reserves:

(Restricted) CIL reserve -	£7,185.18
Earmarked Stone setts -	£1,500.00
Earmarked General reserve -	£ 663.41
Election reserve -	£ 836.59

So approved and signed at the meeting of 23rd July 2025