

**MINUTES OF KERSEY PARISH COUNCIL ANNUAL MEETING HELD ON
MONDAY 12 MAY 2014 IN KERSEY VILLAGE HALL AT 7.30 PM**

PRESENT

John Hume – Chair, John Maltby, Giles Hollingworth, Natalie Blyth – Internal Auditor, 2 members of the public and the Clerk – Sarah Partridge

63/14 ELECTION OF CHAIRMAN

The Kersey Parish Council Standing Orders state ‘*Councillors who are willing to be elected to Chair the Parish Council for more than one year may only be elected as Parish Council Chairman for up to 3 successive years, after which there must be a break of 1 year before they can be considered for election to the chair again.*’

John Hume was proposed, seconded and elected as Chair of the Council, this will be his second year as chair; a Declaration of Acceptance of Office of Chairperson was completed and signed.

64/14 ELECTION OF VICE CHAIRMAN

John Maltby was proposed, seconded and re-elected as Vice Chairman.

Councillors were reminded of the need to update their Register of Interests forms if necessary.

65/14 APOLOGIES were received and accepted from Yvonne Martin and Veronica Partridge. Apologies were also received from PCSO Amanda Coleman and Jenny Antill.

66/14 CO-OPTION TO FILL THE VACANCIES FOR TWO PARISH COUNCILLORS

No applications to fill the vacancies had been received. Work continues behind the scenes to encourage residents to consider becoming a Parish Councillor.

67/14 ACCEPT MEMBERS DECLARATION OF INTEREST - None

68/14 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

69/14 OTHER APPOINTMENTS

The following appointments were made and confirmed

- a) **Footpath Working Group** – John Maltby, Giles Hollingworth & John Hume
- b) **KCPC Working Group** – Giles Hollingworth
- c) **Millennium Book Fund** – all councillors
- d) **SALC** – John Maltby
- e) **Neighbourhood Watch** – Giles Hollingworth
- f) **Tree Warden** – vacancy
- g) **Village Hall** – John Maltby & Veronica Partridge
- h) **Kersey Playing Field Association** – (Ex-officio, Chair of the PC) John Hume

Long Term Appointments

- a) **Franey & Rand Charities** – Mrs Nora Ryde (4 year term ending May 2016)
- b) **Nightingale Trust** – Jill Harbinson (4 year term ends May 2017) and
Norah Orriss (4 year term ends May 2015)

The membership of the Working Groups of Kersey Parish Council were all confirmed as below:

Footpath Working Group:

Councillors: John Maltby (Chairman of Working Group), Giles Hollingworth & John Hume

Volunteers: Rob Wheeler, Jill Line, Natalie Blyth, Ian Hattrick and Ian Fidell

Land Owner representatives: Clive Arthey & Sarah Partridge

KCPC Working Group:

Councillor: Giles Hollingworth

Members: Jonathan Marsh (Chairman of Working Group), Linda Newbigging (Secretary), Adam Potter, Pascoe Gibbons, Ian Fidell and Mark Pertwee

70/14 REPORTS - The meeting was adjourned to receive reports.

- a) **Police** – PCSO Coleman sent the following report. THEFT – Of motor vehicle. Church Hill, 29-30/04/14. Sometime over night unknown persons have stolen a Toyota Hilux pickup truck that was parked secured outside owner's address. On-going.
Just for your awareness two pickup trucks were also stolen from Groton one in January Hilux in red and the other in March Vauxhall Brava in Silver, both owed by the same person! So please be aware. None have been recovered yet.
 - b) **Suffolk County Councillor** – Jenny Antill had sent a report which was read, appended to these minutes.
 - c) **Babergh District Councillor** – no report
 - d) **St Mary's PCC annual report** which should have been received at the Annual Parish Meeting was read, appended to these minutes and the Annual Parish Meeting minutes.
 - e) **KCPC Working Group annual report** which should have been received at the Annual Parish Meeting was read, appended to these minutes and the Annual Parish Meeting minutes.
- The meeting was reconvened

71/14 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7 April 2014 were signed and dated as being correct.

72/14 CLERK'S REPORT

The Clerk had contacted Babergh again about the road edges on Cherry Hill and around the corner to Vale Lane. The Clerk had also contacted highways about the potholes around the parish.

73/14 CORRESPONDENCE

All correspondence for the Parish Council had been circulated to Councillors; there were no items which needed noting in particular.

74/14 FINANCE

- a) It was confirmed that the Clerk, Sarah Partridge, would continue as the Responsible Financial Officer, Natalie Blyth was reappointed as Internal Auditor. The appointment of a Councillor as the Council's Financial Controller, who will take a particular interest in the Parish Council finances was deferred to the next meeting. The Council also needed to appoint a new cheque signatory, it was agreed that John Hume would become a cheque signatory along with Yvonne Martin and John Maltby.
- b) The Terms of Reference for Internal Audit and Annual Internal Audit Plan were approved and adopted by Councillors, copy appended to these minutes.
- c) Financial Regulations – The Parish Council had recently received the new updated set of model financial regulations from SALC, these are significantly different to our current regulations. It was agreed to defer adopting new financial regulations until the July meeting. It will take some time to go through the model and adapt so they are appropriate for Kersey, a copy of the proposed new financial regulations for Kersey will be circulated to all councillors before the July meeting.
- d) Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2014, these were considered and it was resolved to approve and sign these; a copy of the accounts are appended to these minutes. It was noted that the interest received on the Ipswich Building Society Account was very low, the Clerk will see if the account can be changed to one offering a better rate of interest.
- e) The notice to advise electors of their rights to see the Parish Council accounts will be displayed on the notice board shortly. Natalie Blyth will complete her internal audit of the accounts in the next

month and complete section 4 of the external audit papers. Section 1 and 2 on the Annual Return for the Year Ending 31 March 2014 were reviewed and it was resolved to approve this document, it was duly signed by the Chairman and the Clerk.

f) A financial statement was tabled by the Clerk, which is appended to these minutes. Payments were all agreed. In April 50% of the precept, £3302 and the Council Tax Support Grant of £129.25, were received from Babergh.

75/14 PLANNING APPLICATIONS

B/14/00283/TCA Stay Barn, The Street – Removal of 1 fir tree, 2 apple trees and 2 unknown trees. This application has been approved by Babergh.

B/14/00418/FHA The Old Vicarage, Church Hill – Construction of a hard tennis court with associated fencing and additional perimeter wooden fence. Councillors considered this application and agreed to fully support.

76/14 KCPC WORKING GROUP

The repairs to the slide, replacement of the swing frame, removal of the old broken spring chicken and other maintenance works are being carried out by Norfolk Games and Frames over the next couple of days. A KCPC Working Group meeting will be held in the next few weeks. Linda Newbigging has been secretary for the Working Group for many years, she now wishes to step down so the group is looking for a new secretary. This is not an onerous role with only a couple of meetings a year.

77/14 FOOTPATH WORKING GROUP

John Maltby reported that all the paths are walkable at present. Some paths have already had their first cut of the season, the remainder will be cut shortly. This year's surface clearance programme has been received, the payment rate remains at 5p/m for category 1 paths. SCC has agreed to upgrade footpath 20 to category 1 which will ensure there is funding to continue to regularly mow this path. SCC has also agreed that we do not need to mow path 21 from the junction with 16 down towards the A1141, which is rarely used. The next Footpath Working Group meeting will be on 16 June at 7.30pm at The Bell.

78/14 PROGRESS ON WRITING A COMMUNITY EMERGENCY PLAN

John Hume apologised for the lack of progress with putting together a Community Emergency Plan for Kersey, he would like some help from other Councillors to finalise the plan.

79/14 PROGRESS WITH THE REVIEW OF THE PARISH PLAN AND PARISH ACTION PLAN

A meeting of the review group needs to be arranged to discuss the results of the public consultation events. It was agreed to try to arrange this for early June.

80/14 TO DISCUSS PROGRESS WITH THE PROJECT TO IMPROVE THE FOOTPATH LINKS BETWEEN THE CENTRE OF THE VILLAGE AND VALE LANE INCLUDING THE PROPOSED JUBILEE STEPS

The Clerk has spoken with a highways officer who has kindly offered to help us with the path in his own time. He has looked at our proposal and agrees it is a good proposal. The next step is to find suitable contractors to give us a quote to carry out the work. The Clerk still needs to contact the road safety team regarding safer routes to school to see if any funding is available and Councillors need to arrange to meet Clive Arthey on site to discuss the path from Vale Lane round to Church Walk entrance.

81/14 REVIEW CLERK'S HOME WORKING EXPENSES

Following the Clerk's appraisal in October 2013 it was agreed to review the home working expenses in six months, hence this review. Councillors discussed the amount paid to the Clerk to cover expenses related to working from home, including the use of a computer. It was agreed to increase, with immediate effect, the payment to £3/week (£156/year), paid quarterly. There is only £120 in the budget so it was agreed £33 would be used from contingencies to cover this increase in the budget.

82/14 TRAINING

Councillors are regularly informed of training opportunities.

83/14 REPORTS FROM MEETINGS

No other meetings had been attended.

84/14 FORTHCOMING MEETINGS

2 June SALC/Babergh Area Meeting 7pm, John Maltby to attend

3 June Babergh Parish Liaison meeting – John Hume and Sarah Partridge to attend

16 June Kersey Footpath Working Group meeting 7.30pm at The Bell

85/14 ANY OTHER BUSINESS

The grass near The Splash and under the village sign is not being mown, it had been agreed that SCC would add this to their urban mowing contract from the beginning of this season. The Clerk will contact highways to investigate.

The meeting was adjourned for ‘Parish Time’

It was commented that the verge around the corner from Vale Lane to Church Walk is over grown with nettles.

There are overhanging branches on the footpath near The Priory.

The Footpath Working Group were thanked for doing an excellent job in keeping footpaths in the parish in such good condition.

A question was asked about trees in the Conservation area which covers most of the main village on Church Hill and The Street. All trees in the Conservation Area are protected and permission needs to be sought from Babergh to carry out any work on the trees.

The meeting was reconvened.

There being no further business the meeting closed at 8.50pm.

Appended to these minutes are 10 sheets:

Report from Jenny Antill, SCC Councillor

St Mary’s PCC Annual Report (2 sheets)

KCPC Annual Report

Terms of Reference for Internal Audit and Annual Internal Audit Plan (2 sheets)

Kersey Parish Council Accounts for the Year Ending 31 March 2014 (3 sheets)

Kersey Parish Council Finance Sheet for 12 May 2014