

GAZELEY PARISH COUNCIL

Minutes of the Annual Meeting of Gazeley Parish Council held on Tuesday 9th May 2017 in Gazeley Village Hall at 7.30pm

Present: Cllr Judy Moatt, Cllr Martin Hooker, Cllr Tom Morgan, Cllr Kevin Grimwood and Cllr Hilary Appleton.

In attendance: Lynne Francis (Clerk) and 7 members of the public.

17/AGM.1 Election of Chairman

Resolved. That Cllr Martin Hooker is elected as Chairman for the year 2017-2018.

17/AGM.2 Apologies for Absence

Apologies were received from Cllr Charlene Vandenbroucke who is out of the country.

17/AGM.3 Election of Vice Chairman

Resolved. That the election of Vice-Chair be postponed until the June meeting.

17/AGM.4 To approve the minutes of the Annual Meeting of 10th May 2016.

The minutes were adopted as a true record of the meeting and signed by the Chairman.

17/AGM.5 Matters arising from the minutes:

It was noted that the policies and standing orders had not been reviewed during the year.

It was also noted that councillors had not been able to form a Playing Field Management Committee.

17/AGM.6 Appointment of Committees:

Clerk's Committee: Cllr Martin Hooker (Chair), Cllr Judy Moatt and Cllr Charlene Vandenbroucke.

Assets Committee: Resolved: that all councillors be considered as members of the Asset Committee with Cllr Tom Morgan acting as Chair.

Representative on the Village Hall Committee: Cllr Judy Moatt.

Finance Committee: Cllr Martin Hooker, Cllr Charlene Vandenbroucke and Cllr Kevin Grimwood.

Policy and Standing Orders Committee: Cllr Martin Hooker, Cllr Charlene Vandenbroucke and Cllr Hilary Appleton.

17/AGM.7 Adoption of the Financial Standing Orders.

Resolved. That the model Financial Standing Orders be adopted.

The Finance Committee will review them during the year.

17/AGM.8 Finance

i. Adoption of the Accounting Statement for 2016-2017.

Resolved. That the Accounting Statement be adopted and signed by the Chairman.

ii. Adoption of the Annual Governance Statement for 2016-2017.

Resolved. That the Annual Governance Statement be adopted and signed by the Chairman.

iv. To review the effectiveness of the internal audit.

Resolved. That the Parish Council was satisfied that every precaution had been taken to minimise risk.

v. Authorisation of outstanding payments:

The Clerk presented invoices and cheques for authorisation which were signed by Cllr Judy Moatt as the sole signatory at the meeting. The Clerk is in the process of adding extra signatories to the account and this should be resolved within the week when the cheques will then be counter-signed. An invoice for £50 from Phil Jaye, for the preparation of the surface of the Playing Field, was also approved.

This is in addition to the £800 agreed for the annual grass-cutting contract which has been awarded to him for the year.

vi. Resolved. That a contingency fund of £100 be set aside for the Clerk to meet any urgent payments for unforeseen circumstances.
Any such payments must be ratified by the Parish Council at the next meeting.

17/AGM.9 To confirm Parish Council meeting dates for the coming year.

Resolved. That the Parish Council should continue to meet on the second Tuesday of every month in Gazeley Village Hall, with the exception of August. Meetings of the committees will also take place at various times during the year.

17/AGM.10 Parish Matters

1. **To approve the minutes of the meeting of 11th April 2017** - The minutes were adopted as a true record of the meeting and signed by the Chairman.
2. **Speed Indication Device** – To consider a proposal that Moulton Parish Council should refund Gazeley Parish Council's share of the SID as they had been in possession of the device for most of the past year and they had come to the conclusion that they needed their own equipment for full-time use. Cllr Hooker proposed that the Parish Council agrees to accept the Moulton PC offer and the refund of £1,537.50, and that they authorise the allocation of £1437.50 (plus the temporary cost of the VAT of £595.00 = £2032.50) to purchase a new SID from Wescotec as soon as possible and that the Clerk pursues a bid for a further grant from Suffolk County Council.
This proposal was seconded by Cllr Grimwood. **Resolved.** That Gazeley Parish Council should agree to the proposal and that the equipment should be purchased as soon as possible.
3. **Planning Matters - To consider application DC/17/0729/HH. Extension and garage conversion, 2 Mill Road, Gazeley.** After consideration of the proposal, the Parish Council had no objections to raise to the application.

17/AGM.11 Clerk's Report and Correspondence

1. The Clerk had registered Gazeley Parish Council as an employer, as required by the Pensions Regulator, although she is not personally eligible for a pension from the council.
2. The Village Hall Committee had agreed in principle to install WiFi but would look to fund it from grants from other bodies in the short term as funds are low at the moment.
3. Annual Parish Meeting – The Clerk had approached Inspector Mark Shipton with a view to inviting him to the APM on 23rd May. Unfortunately neither he, nor Sgt. Jason Francis are available to attend a meeting on that evening but as always, are willing to respond to any enquiries from the public or the Parish Council. Crime figures and contact numbers are available on the Suffolk Police website.
4. Parish Council Vacancy – No requests for an election had been received from the public by the closing date, and the Returning Officer will therefore confirm that the Parish Council may fill the vacancy by co-option from 10 May.

A letter has been received from Churchwarden Simon Gash to thank the Parish Council for its donation towards the upkeep of the churchyard this year.

17/AGM.12 Councillors' Reports

- It was noted that overhanging trees at the Old Rectory were causing an obstruction on the footpath.
- A request had been received for the grass at the playground to have a closer cut.
- Complaints were still being received about the commercial activity that is allegedly being carried out at a bungalow in the sheltered housing scheme at Highwood Court.
- The pond is now looking very good after work was carried out at the site today.
- Work has not yet been carried out on the equipment at the children's playground.
Cllr Morgan agreed to pursue the issue and report at the next meeting.

- Concern has been raised about the safety of the gable end of the Blacksmith's Shop nearest to the church.
- The village sign is in need of some refurbishment.
- The chain-link fence around the playing field is in need of repair. Cllr Grimwood undertook to contact Vic Parsons to obtain a quote for the work and report back at the next meeting.
- Highwood Road and Highwood Crescent are in urgent need of road resurfacing. While potholes are gradually being repaired, the whole area is in a terrible condition. Cllr Hooker stated that he will be taking a particular interest in this problem.

There were no further reports from the Parish Council and the meeting was closed at 8.51pm.

PUBLIC FORUM

Questions were raised about the possibility of a Litter Pick around the village.

The situation with regard to the commercial activity being carried out from Highwood Court is causing a lot of frustration and anger from residents. Several vehicles are routinely parked in the area causing problems for residents. It was suggested that a representative from Flagship Housing should be called to a meeting in the Village Hall and that if nothing is done about it the press should be informed.

A request was made for some benches to be installed on Tithe Close green for the benefit of residents and visitors. A formal request was invited.

Complaints were received about the condition of the Blacksmith's Shop and the fact that the rubbish now piled up in front of it has nothing to do with the renovation. It comprises old furniture and household detritus. Cllr Grimwood agreed to approach the owner about the problem.

The next meeting of the Parish Council will be held on Tuesday 13th June at 7.30pm in the Village Hall.

	Financial Report – May 2017	
Payments		Bank Balances
Mrs L Francis, May salary	£250.25	
Aon UK Ltd, Insurance	£919.27	
SALC, Subscription	£310.02	
Mr P Jaye. Field preparation	£ 50.00	
Mr P Jaye, Grass Cutting	£400.00	
Newprint Ltd.	£ 64.00	
Receipts		
Interest, April	£0.52	
FHDC, Precept	£5,500	
Treasurer's Account		£ 2,170.49
Instant Access Account		£11,965.54
Total Balance		£14,136.03
9.5.17		

