



ASHFIELD-CUM-THORPE PARISH COUNCIL

All Councillors are reminded of their obligations under the Code of Conduct Regulations.

Minutes of the Annual General Meeting held on Wednesday 4th May 2022 at the Community Hall

(Meeting commenced at 9 pm following the conclusion of the Annual Parish Meeting)

Attendance Robert Grimsey (Chair) (RG) Myles Hansen (Vice-Chair) (MHa) Ruth Hart (RH)
Chris Sharpe (CS) Sarah Clare (Clerk)

Public present at the meeting: 0

ACTPC-22-02-01

The Clerk asked for nominations for the office of Chair.

RG was nominated as Chair by RH, MHa seconded, all voted in favour and **IT WAS SO RESOLVED**

MHa was nominated as Vice-Chair by RG, RH seconded, all voted in favour and **IT WAS SO RESOLVED**

The acceptance of office forms were signed.

ACTPC 22-02-02 Apologies for Absence

Simon Garrett (SG) had sent apologies due work commitments. The Council accepted.

Kathie Guthrie (District Councillor) and Matthew Hicks (County Councillor) had also sent apologies, having both been present at the Annual Parish Meeting held immediately before.

ACTPC 22-02-03 Public Forum

None

ACTPC 22-02-04 Update from County Councillor

The County Councillor's Report had previously been circulated to the Council and has also been posted on the village website www.ashfield.onesuffolk.net.

ACTPC 22-02-05 Update from District Councillor


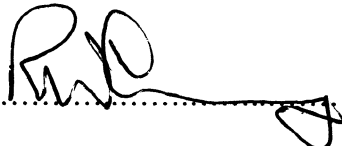
The District Councillor's Report had previously been circulated to the Council and has also been posted on the village website www.ashfield.onesuffolk.net.

ACTPC 22-02-06 Declaration of Interests

None

ACTPC 22-02-07 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 9th March 2022 as a true and accurate record, were proposed by MHa, seconded by RH all voted in favour and **IT WAS SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

Signed  (Clerk) Signed  (Chair)

Matters Arising and Action Points from the March Minutes

1. Compile message to go out on Ashfield Talk about the cost implications of the Parish Council purchasing its own Speed Indicator Sign and the fact that volunteers would need to come forward to manage such a sign. Further to discussion it was agreed not to pursue this course of action after all
2. Advise former councillor of outcome on 40 mph speed limit application and advise the wider village via Ashfield Talk. ONGOING
3. Make contact with parishioners who have raised concern about the state of the road surface in Grove Lane and liaise with MHi to arrange a resolution. ONGOING
4. Publish email communication policy on the village website. DISCHARGED
5. Publish agreed Standing Orders on village website. DISCHARGED
6. Arrange to invite the police representative to the Annual Parish Meeting on 4th May and invite parishioners to submit questions in advance via Ashfield Talk. DISCHARGED No police representative can attend the APM, but it is hoped that they will instead be able to attend the December meeting of the Parish Council.
7. Publish dates of 2022-2023 Parish Council meetings on village website. DISCHARGED
8. Publish agreed Financial Regulations on village website. DISCHARGED
9. To distribute payments as approved at the March meeting. DISCHARGED

ACTPC 22-02-08 Planning

- a) To consider planning applications that had been submitted since the last meeting:
i) DC/22/01977 – Householder Planning Application – Erection of a single storey rear extension and first floor rear extension at 3 Sunnyside Corner, The Street.

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **SUPPORT** the application. It was, however, noted that there didn't appear to be a yellow planning notice on the site and the Clerk agreed to raise this concern with the planning department to ensure that neighbouring properties had the proper opportunity to make comment.


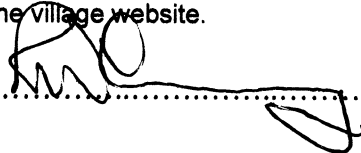
RH proposed, RG seconded, all voted in favour and **IT WAS SO RESOLVED.**

- b) To consider any planning applications that have been submitted since agenda was published: None
c) Updates and outcomes on previous planning applications: None

ACTPC 22-02-09 Parish Council Activities

- a) To consider co-option to Council - RG asked whether anyone present wished to be considered for co-option to the Council. Nobody came forward. The Clerk confirmed that there are now two vacancies on the Council and these are listed on the village website.
- b) Footpaths & Highways Report – Please refer to the 2022 Annual Parish Meeting report
- c) Speed Safety Cameras – discussion way forward – The Clerk had circulated an email from Suffolk Constabulary which stated that they would undertake research to see if the area is suited for the Safety Camera Team to attend.
- d) Consultation Response regarding Community Governance Review – No response at present.
- e) Adoption of Model Councillor Code of Conduct 2020 as recommended by SALC – The Clerk had circulated a policy for consideration. RG proposed adoption, CS seconded all voted in favour and **IT WAS SO RESOLVED.**

The Clerk will arrange for the policy to be published on the village website.

Signed  (Clerk) Signed  (Chair)

ACTPC 22-02-10 Finance

- a) To review the Financial Statement for the quarter – The Clerk had previously circulated the Financial Statement. There were no queries. RH proposed acceptance, RG seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To accept NJC recommended pay settlement – RH proposed acceptance, MHa seconded all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise SALC payroll.
- c) To confirm Exemption from External Audit for Accounting Period 2021-2022 – Following circulation and consideration, RH proposed the submission, RG seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and Clerk signed the forms on behalf of the Council, the Clerk will submit the Exemption Certificate.
- d) To approve Annual Governance Statement for Accounting Period 2021-2022 – Following circulation and consideration of the Governance Statement, CS proposed approval, RG seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council and the Clerk will publish the AGAR on the village website.
- e) To approve the Accounting Statements for 2021-2022 following Internal Audit – Following consideration of the Accounting Statements as provided by the Clerk, CS proposed approval, RH seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council, the Clerk will publish the Accounting Statements on the village website.
- f) To accept Internal Auditors Report – CS proposed acceptance, RG seconded all voted in favour and **IT WAS SO RESOLVED**.
- g) To appoint Internal Auditor for 2022-2023 – It was agreed to appoint J. Shea Auditing as the Internal Auditor for 2022-2023. MHa proposed, RG seconded all voted in favour **IT WAS SO RESOLVED**.
- h) To consider and review Internal Financial Control Statement – The Clerk had not circulated the document prior to the meeting for Councillors to consider, so it was agreed to defer to the next meeting.
- i) To agree payments as detailed on the Payment Schedule
RG proposed authorisation, CS seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.

ACTPC – 22-02-11 Urgent Matters to be brought to the attention of the Council


None

Items for the July Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 4th July 2022 at the latest, with any accompanying paperwork ready to be circulated with the agenda upon publication.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.44 pm. The next meeting is set for **Wednesday 13th July 2022** at 7.30 pm in the Community Hall.

Sarah Clare
Parish Clerk

Robert Grimsey
Chair

Signed  (Clerk)

Signed  (Chair)

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