

MINUTES OF THE ANNUAL MEETING OF PETTAUGH PARISH COUNCIL HELD 11th MAY 2016 IN ST CATHERINE'S CHURCH AT 6.50 p.m.

FOLLOWING THE ANNUAL PARISH MEETING

Those present: Councillor Andy Corrigan (Chairman), Councillor Belinda Bulsing, Councillor Gordon Janson, Councillor Malcolm Owers and Councillor Stephen Rowe. Mrs Margaret Marlow was Acting Clerk. Three parishioners were also present.

- 1. Welcome by the Chairman.** The Chairman welcomed Parishioners to the meeting, and thanked them for their support in attending.
- 2. To Elect a Chairman and Vice-Chairman.** This being the Annual meeting the Chairman stood down, and asked for nominations for the position of Chairman for the coming year. Cllr Bulsing proposed that Cllr Corrigan be nominated for the position, this was seconded by Cllr Janson and Cllr Corrigan accepted the role of Chairman. Cllr Owers proposed that Cllr Janson be nominated for the role of Vice-Chairman, this was seconded by Cllr Bulsing and Cllr Janson agreed to undertake the role of Vice-Chairman
- 3. For Chairman and Vice-Chairman to make and sign their Declaration of Acceptance of Office.** Cllr Corrigan and Cllr Janson signed their Declarations of Acceptance of Office.
- 4. Apologies for Absence.** There were no apologies for absence, all councillors being present.
- 5. To receive Declarations of interest.** There were no declarations of interest.
- 6. To approve the Minutes of Parish Council Meeting – 20th January 2016.** All Councillors voted to approve the minutes, proposed by Cllr Corrigan, seconded by Cllr Bulsing. The minutes were accepted and signed by the Chairman as a true record.
- 7. Matters arising from the Minutes.** Matters arising from the minutes were discussed at other points during the meeting.
- 8. To hear Parish Council report on the past year.** A report was presented by Cllr Corrigan on the work of the Parish Council over the past year. The Chairman thanked the Acting Clerk for her work throughout the year. The Chairman also expressed his thanks to his co-Councillors for their work and help and support during the past year. The Chairman said the VAS has been a success, almost a year on from its inception. Several requests had been received by the Parish Council for further details of the sign from neighbouring parishes and some have installed similar signs. Looking forward, the Chairman was hopeful of more cohesion within the community, and it is hoped that the use of Jan's shop for community events will help to achieve this.
- 9. To receive a report from the Metcalf Education Foundation Representative for 2015.** The Metcalf Representative said that there was little to report. There had only been one application from Pettaugh for which the form had been incorrectly completed. In spite of trying to support this application the Trustees had been unable to make contact with the applicants. The Metcalf representative is having difficulty in finding additional ways of promoting the work of the Trust. It appears there are some within the village who are still unaware of the Metcalf Education Foundation and the support that is available. The Metcalf representative feels strongly that the money should be used. The Parish Council agreed to assist wherever possible to promote and enable the work of the Metcalf Education Foundation. Amounts of £500.00 a year are available to students, and the deadline for applications this year is the end of August.

10. To hear report from St Catherine's Parochial Church Council. One of the St Catherine's Churchwardens presented a report on the past year's work in the parish. Services had continued to be held on a regular basis, with the first Sunday in the month being a rotating service with Helmingham, Framsdon and Winston. The service of evensong continued to be held on a regular basis on the third Saturday of the month with a congregation usually of about eight. A choir concert had been held in the Church during the summer with a mixture of light classics and sacred and secular music. A most successful Harvest Supper was also held. It was pointed out that the Church has to contribute approximately £4,000 to the Diocesan funds for this year. These funds go towards the support of the Minister and Ministry Team. The Rector has now retired and the parish is in a period of interregnum until a new Rector is appointed. The Parish Council was thanked for supporting the PCC with its contribution towards the churchyard maintenance. A copy of the report for 2015 will be appended to these minutes.

11. To receive and accept the Internal Audit for 2015/16. The internal audit which had been undertaken for the Parish Council by SALC was presented to Councillors. The report was very comprehensive with many recommendations. The Acting Clerk had reviewed these recommendations and forwarded copies to the Councillors. Councillors considered the recommendations and agreed the Parish Council was compliant. It was proposed by Cllr Janson, seconded by Cllr Corrigan and agreed that the Audit was accepted by the council

12. To complete and sign the Parish Council Audit return for 2015/16. Following the completion of the internal auditors' section of the audit return and the acceptance of the internal audit report, the Parish Council completed the Governance section of the Audit form. In line with statutory requirements, the form was then signed and minuted at the meeting. The paperwork will now be completed and the form passed to BDO for auditing.

13. To adopt the new NALC Model Financial Regulations – January 2016. The Parish Council is required to adopt new Financial Regulations from NALC. These have been produced in accordance with The Accounts and Audit Regulations 2015 and Section 27 of the Audit Commission Act 1998. The Acting Clerk has updated the Parish Council's Financial Risk Assessment Document to take account of the new regulations. Councillors agreed to adopt the new NALC Financial Regulations and considered and signed the Financial Risk Assessment Document. The adoption of these documents was proposed by Cllr Corrigan, seconded by Cllr Rowe and agreed.

14. To receive an update on the VAS. Cllr Janson reported that all was proceeding smoothly. Brackets had been ordered and fitted to the new post on Debenham Way, and the sign was now being alternately placed in the two positions, Ipswich Way and Debenham Way. SCC Highways contractor is to contact Cllr Janson to resolve issues with the anti-tamper bolting system for their 30 mph sign erection and removal. Cllr Janson has updated the Risk Assessment Document to take account of the additional site for the sign. It appears as though the signs are being effective in reducing the speed of vehicles.

15. To hear a report by the Acting Clerk and to authorise cheque payments. The Acting Clerk had little to report that had not already been discussed. A bank reconciliation had not been produced as there had been no financial activity since the last meeting. The Internal Audit had been undertaken by SALC and the recommendations had now been considered at the meeting. The Audit Form for BDO had now been completed and signed, and the Acting Clerk will complete the necessary paperwork and mail the form before the deadline of the 31st May. The Parish Council has received the first half of the precept and the current account balance at 11th May following authorisation of today's cheques is £4,250.98 and the business saver account is £1,048.53. Councillors were asked to authorise the following cheque payments:

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| i) Westcotec Ltd - payment for additional bracket for VAS
cheque no:100360 | £60.00 |
| ii) St Catherine PCC for hire of Church – 11 th May 2016 cheque no: 100361 | £15.00 |

16. To record correspondence received. Little correspondence had been received apart from notification from SALC re the membership subscription which will be increased this year by 2%. Membership renewal confirmation from Community Action Suffolk (CAS) for 2016/17 had also been received, and the Membership subscription cost for CAS has been removed. Additional e-mails include weekly planning lists, and Rural Services Network bulletins.

The meeting adjourned to take the PUBLIC FORUM.

A parishioner thanked Cllr Corrigan for organising the adoption of the telephone-box. The phone-box has been attractively set-up by Jane Dyball with books etc. and an invitation to write a poem. It will be monitored by Jane who is happy to receive feed-back and suggestions.

17. Any other business. Cllr Corrigan spoke of the recent elections for Police and Crime Commissioners. Mr Tim Passmore had been re-elected as Police and Crime Commissioner for Suffolk and the Parish Council wished him well. On the subject of crime, a work van had been vandalised at the garages near the 'Stop' sign, by thieves trying to remove part of the transmission. It is hoped to go-ahead with the 'Pop-up Pub' in Jan's shop of Saturday 11th June 7 – 11 p.m. Arrangements are to be confirmed.

18. Date of the next meeting. The next Parish Council will be held on the Wednesday 3rd August 2016 at 6.30 p.m. in St Catherine's Church.

The meeting closed at 7.55 p.m.