



HENSTEAD WITH HULVER STREET
PARISH COUNCIL



Minutes of the Annual Meeting of the Council

held at THE VILLAGE HALL HULVER

on Wednesday 2nd May 2018

Commencing at 7.30pm

1/18 Present

Cllrs. J C Armstrong, B Horwood, D Glanfield, D Hadingham,
J.A. Armstrong Clerk,
1 member of the public

2/18 Chairman

In the absence of the Chairman the Vice-Chairman Cllr Armstrong took the Chair

3/18 Apologies for absence

Cllr. Cllr C Rivett WDC Cllr M Ladd SSC, Cllr N. Snudden will arrive late

4/7 Election of Chairman for 2018/19

Cllr N Snudden was proposed by Cllr Hadingham and seconded by Cllr Horwood
there being no other nominations Cllr Snudden was elected as Chairman for 2018/19

5/18 Election of Vice Chairman for 2018/19

Cllr Armstrong was proposed by Cllr Hadingham and seconded by Cllr Horwood
there being no other nominations Cllr Armstrong was declared elected as Vice
Chairman for 2018/19

6/18 Declaration of interest

None

7/18 Minutes of the Meeting of 4th April 2018

**Proposed Cllr Glanfield seconded Cllr. Horwood that the minutes of 4th April
2018 accepted as a true record. This was agreed.** The minutes were signed by the
Chairman.

8/18 Matters arising

The clerk reported that the notice of vacancy following Ms Belcher's resignation had
been posted and WDC will inform council of the outcome in due course

9/18 Meeting Adjourned for questions from members of the public

The pothole at Marsh View Farm has still not been filled in and the flooding problem
at Hulver Arch is still causing problems. The clerk will report these again.

Signed:- Chairman _____ Clerk _____ Date _____

10/18 Reports

10/18/1 WDC Report. There was no report from WDC

10/18/2 SCC Report There was no SCC report

10/18/3 Police Report. The clerk reported that there was 1 recorded crime of vehicle theft at Sandy Lane Hulver in Marcg

The Chairman reconvened the meeting**11/18 Correspondence**

Letters/emails had been received from:

WDC notifying the Council that hard copies of planning application outcomes would no longer be sent

WDC with details of briefing sessions concerning GDPR

Tim Passmore PCC with an invitation to attend a meeting to meet with the PCC and Chief Constable on 9th July

Suffolk Police with information about setting up a communication system with parish clerks

Cllr Rivett and Cllr Ladd with details of the proposal to not require Parish Council's to appoint a Data Protection officer

WDC with details of meetings about ward boundary changes with the merger of WDC and SCDC.

Cllr Snudden arrived at this point**12/18 Finance**

12/18/1 On a proposition by Cllr Glanfield seconded by Cllr Horwood the following payments were approved:

Printing and materials for the Neighbourhood plan £88.79 payee C Moore cheque number 100364

SALC membership fee for 2018/19 £178.62 cheque number 1000365

Printing for the neighbourhood plan £75.00 payee Hussey Knight Ltd cheque number 1000366

Grass cutting at the Church for 2017/18 £450.00 payee C C Hadingham, cheque number 100367

12/18/2 Annual Accounts.

The clerk as the Responsible Finance Officer, presented the draft accounts for the year ended 31st March 2018 and outlined the requirements for the completion of the Annual Governance and Accountability Return for 2017/18

12/18/2a Internal Audit Report The council noted that the internal audit had been completed and **confirmed** that it was satisfactory.

12/18/2b Annual Governance Report. Following discussion, **it was agreed** that all of the requirements for internal control and arrangements for the preparation of the accounts had been met and that the Annual Governance Statement be approved and signed by the Chairman.

12/18/2c Accounting Statements 2017/18 Following discussion **it was agreed** to approve the Accounting Statements 2017/18.

12/18/2d Certificate of Exemption It was agreed that the certificate of exemption for 2017/18 be completed and returned to the external auditors before June 11th 2018.

12/18/2e Accounts for the year ended 31st March 2018

On a proposition by Cllr Horwood seconded by Cllr Hadingham that the accounts and the Annual Governance and Accountability Return for 2017/18 be approved, adopted and signed off by the Chairman and the clerk (RFO)

13/18 Planning

13/18/1 Planning Applications.

Appeal of the decision on planning application DC/17/4820/FUL Paradise Cottage Toad Row Henstead. Following discussion it was agreed that the Council had nothing further to add to the response to the original application

13/18/2 Outcome of planning applications

There were no outcomes to be reported

14/18 Council Policies

The clerk reported that the current policies currently adopted by the Council were:

- a. Standing orders
- b. Financial Regulations
- c. Financial risk assessment
- d. Health and Safety
- e. Equal opportunities
- f. Publication Scheme (Freedom of Information)
- g. Safeguarding
- h. Complaints procedure
- i. Recording of meetings

The clerk reported that the model policy for Standing Orders had been revised to include issues relating to GDPR. **It was agreed to adopt the revised version.**

There were no changes that needed to be made to any of the other policies in the list above. **Council agreed that the policies be adopted for the coming year**

16/18 Arrangements for the Annual Parish Meeting

The clerk reported that the APM would be held on Wednesday 23rd May 7pm at the village hall. There will be one specific item on the agenda, an update on the Neighbourhood Plan as well as the statutory items. The meeting will be followed by refreshments.

17 /18 Neighbourhood Plan

Cllr Horwood gave an update on the development of the neighbourhood plan. The survey had been completed and achieved a 66% response from residences. The team are now working on the results and will be giving a presentation of the key issues at the APM.

18/18 Any other Business

War Memorial

A request had been received for the cleaning of the War Memorial. The Memorial has not been cleaned for a number of years and as this is the centenary of the ending of WW1 it should be cleaned now. Following discussion, it was agreed to clean the memorial. The clerk was asked to organise.

19/18 Items for the next agenda

Activities relating to the centenary of the ending of WW1 11/11/18

20/18 Date and time of next meeting.

The next meeting of the Council will be held on Wednesday 6th June 2018 at Hulver and Henstead Village Hall 7.30pm

The meeting closed at 8.40pm