

BADWELL ASH PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
TUESDAY 10 MAY 2022

PRESENT:

Councillors Clive Hawkins (CH) (Chairman) Clive Morris (CM), Diane Donat (DD), Richard Morris (RM), Stephen Russell (SR), Lesley Yates (LY), County Councillor Andy Mellen and 4 members of the public.

For the AGM the Chairman asked the Clerk to conduct agenda item 1 which she agreed to do.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- 1.1 The Clerk proposed that Councillor Hawkins was re-elected as Chairman. Cllr Russell countered that with a proposal for Cllr R Morris to stand as Chairman. With two nominations a secret ballot was held with Cllr Morris winning the vote with a 4:2 majority.
- 1.2 Councillor R Morris signed the Declaration of Acceptance of Office and proceeded to conduct the rest of the meeting.
- 1.3 Councillor R Morris then proposed Cllr Russell for the position of Vice Chairman There were no other nominations so Cllr Russell was accepted and signed the Declaration of Acceptance of Office.

2. PUBLIC FORUM

- 2.1 A request for a bench to be installed in Long Thurlow, possibly alongside the bus shelter, for use of residents. The Clerk confirmed the PC were currently looking for a contractor who held a NRSWA licence which is necessary for any works conducted on the verges or highways prior to permission being sought.

3. APOLOGIES

- 3.1 Cllr Walsh, having tendered his resignation yesterday, did not attend the meeting. Apologies were also received from District Councillor Richard Meyer.

4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

- 4.1 None
- 4.2 None

5. MINUTES

- 5.1 The Minutes of the meeting held on 12 April 2022 were approved and signed by the Clerk as the Chairman had not attended this meeting.
- 5.2 No matters arising.

6. CLERK'S REPORT AND CORRESPONDENCE

- 6.1 The Clerk read out a letter received from the Walsham Food Bank detailing the increased use of the foodbank within the 6 parishes of the Benefice and asking for donations. After discussion it was agreed that the Clerk should send them a donation of £250.
- 6.1 The Clerk had distributed a further email from Mr & Mrs Hutchins asking for the Minutes of the meeting held in March 2022 to be reworded and redistributed. The Councillors reiterated that they were all content with the current wording of these minutes and that they were a true and accurate record of events. The Clerk was asked to write to Mr & Mrs Hutchins to thank them for their email but saying that the existing minutes would stand.

7. ENVIRONMENT

- 7.1 Cllr Hawkins put forward a request from various residents to have a tree planted for the Platinum Jubilee with a plaque marking the occasion. It was decided that perhaps a small flowering cherry tree could be planted somewhere on the playing field with a metal fencing surround and an appropriate plaque. Cllr Hawkins will obtain costs and return this to the meeting in June.
- 7.2 Cllr Russell gave a detailed report of the current condition of the footpaths within our parish (report attached) and stated that he had been in touch with the relevant department at SCC about certain repairs to both finger posts and foot bridges. He will keep us updated when the repairs have been attended to.
- 7.3 The Clerk reported that the children's playground had received its annual inspection and it was confirmed that all equipment had been inspected and was in good working order with no damage or anomalies to date.
- 7.4 The Clerk shared a quotation which had been received from C&W Fencing to have the children's playground enclosed with safety fencing and automatic closing gates. This quotation was accepted with the additional request for an additional automatic closing device on the main green metal gate which is constantly being left open despite the signs both sides. The playground fencing will be done this summer, after which the playing field would be open to all residents and their dogs provided that all dog litter was collected and put in a new bin to be attached to the playing field railings. **Approved.**
- 7.5 The Clerk confirmed that an order for a new defibrillator and a solar powered cabinet for Long Thurlow had been placed. It is hoped to have this within the next two months. Roy Woodfine from Long Thurlow very kindly agreed to install a small concrete base near to the bus shelter for this to stand on with the help of Cllr C Morris. **Approved.**
- 7.6 In Cllr Donat's absence the Clerk read out a proposal for anyone considering becoming a First Responder within our villages. Being a First Responder is a voluntary role and the Parish Council agreed to consider funding the course they have to undertake to become a FR. The Clerk will also put a small piece in the next Broadsheet to this effect.
- 7.7 The Chairman shared a report on the possibility of upgrading our current Broadsheet to a more commercial looking document, in colour and possibly with adverts to help cover costs. He agreed to provide further in-depth details for our next meeting in June.

8. PLANNING

Progress of recent planning applications are as follows:

DC/22/01250 4 Warren Close, Badwell Ash, Suffolk IP31 3ER – **APPLICATION GRANTED**

DC/21/06260 Pattles Barn, Badwell Green, Badwell Ash IP31 3JG – **APPLICATION GRANTED**

- 8.1 To consider a planning application for DC/22/02095 Odessa, Westley Way, Gt Ashfield IP31 3DL. **The Councillors discussed the above application and it was resolved to advise MSDC that the Parish Council had no objections to this planning application.**

9. FINANCE AND POLICIES

- 9.1 The Clerk, having previously circulated the new Councillor Code of Conduct, explained that it was NALC's and SALC's wish that all local authorities adopted this new Code which had been modified unilaterally to correct the various inconsistencies that had occurred throughout the UK. The Chairman, Cllr Russell and the Clerk had all attended the Forum held on this subject by Zoom. After discussion it was unanimously agreed that BAPC adopt this new Model Councillor Code of Conduct and the Clerk would replace it in our current policies. The Chairman would sign and approve this change at the next PC meeting.
- 9.2 For the sake of good practice it has been suggested that all Parish Councils formally renew their General Power of Competence (GPOC) which gives the Parish Council the ability to pay for certain financial transactions to a charity or overseas capacity in the unlikely event

that it would become necessary. It was unanimously agreed that this should be renewed and adopted.

9.3 Parish Infrastructure Plan (PIIP) – as this is a weighty item which needs in-depth discussion, it was agreed to leave this until the June meeting.

9.4 Neighbourhood Plan - as this is a weighty item which needs in-depth discussion, it was agreed to leave this until the June meeting.

9.5 Risk Assessments to be reviewed and confirmed annually at the AGM:

9.5.1 Financial Risk Assessment – **After review the Councillors unanimously approved this and it was signed by the Chairman**

9.5.2 Asset Risk Assessment – **After review the Councillors unanimously approved this and it was signed by the Chairman**

9.6 Review the Annual Receipts and Payments Statement which had been received back from the Internal Auditor as approved. The Chairman signed the statement and the AGAR documents which the Clerk would now send off to the External Auditor.

9.7 To consider and agree the payment of the following:

£413.80 – April salaries

£22.55 – S Brown Broadsheet Apr/May

£366.29 - SALC annual membership

£38.99 – Clerk's expenses

£5 – HSBC monthly charges

It was resolved that these payments could be made. The Chairman signed an approval for these to be paid by BACS.

9.8 To agree a schedule of regular payments for 2022/2023 in accordance with 5.6 of the Financial Regulations. The Clerk had updated the schedule with the current figures and this was **approved and signed by the Chairman.**

10. The next Parish Council; Meeting would be held on Tuesday 14 June at 19.00 in the Village Hall.

Carole Rose – Parish Clerk

01359 259045

13 May 2022