

MINUTES OF THE ANNUAL PARISH MEETING OF CONEY WESTON PARISH COUNCIL

HELD ON THURSDAY 9th MAY 2019 AT 7PM

Prior to the meeting all councillors signed the acceptance of office forms.

PRESENT: Councillors: B. Hogg (Chair), C. Flood, D. Haycock, J. Ladell (Vice Chair), C Garman, P. Clarke, R Salter (Clerk), Borough Cllr A. Smith (part) and 3 members of public.

1.1 Cllr B. Hogg asked for nominations for new chair. Councillor Ben Hogg was proposed by Diana Haycock, seconded by Peter Clarke, he indicated he was willing to stand and was unanimously elected the new Chair.

Cllr B. Hogg asked for nominations for new Vice chair. Councillor Janet Ladell was proposed by Chris Flood, seconded by Diana Haycock, she indicated she was willing to stand and was unanimously elected the new Vice Chair.

1.2 A unanimous decision was made to reappoint R Salter as RFO

2. Apologies: County Cllr J. Spicer. Chris G was welcomed to his first meeting as Parish Councillor. Thanks were given and a presentation made to Dee Stewardson on her retirement from the Parish Council.

3. Declarations of interest: None

4. The draft minutes of the last meeting (29th Apr) had been pre-circulated; were taken as read and approved.

5. Scheme of public speaking: 1 member of public to speak on grass cutting on Thetford Rd.

PUBLIC PARTICIPATION SESSION BEGINS.

5. 1 The chair read a report sent in from Cllr Spicer.

Cllr Spicer had said that she was still concerned about the Rushford Rd/Norwich Lane crossroads. It was agreed to ask her if the white lines at the junction could be repainted to make them clearer and the signpost arm replaced. It was also suggested that the white lines at the war memorial crossroads be repainted as well.

ACTION JS

She advised she had met the new CEO of Havebury Housing and they had agreed to attend a meeting be held with all the agencies and residents regarding Thetford Rd. DH agreed to follow this up with JS to get a date agreed so residents could be informed at the village meeting.

ACTION DH & JS

5.2 District Councillors report. AS had asked Delia Stewardson to send him details of all the grants she was receiving for the village hall roof repairs so he could progress the funding he has been allocated.

5.3 A member of the public queried why only part of the grass had been cut outside the Thetford Road bungalows. An area next to No 13 had been missed. AS confirmed that W Suffolk were responsible for all the grass cutting there and would query why part had not been done.

ACTION AS

PUBLIC PARTICIPATION CEASES

6 OPEN FORMAL P.C. MEETING: Matters for discussion (members progress reports/actions)

6.1 All Councillors need to check their register of interests and amend if needed. RS will email details out. ACTION ALL

Chris F has updated the Councillor details on the Parish Council website and RS has updated W Suffolk so their website is upto date.

6.2 The volunteer group has had 2 successful days and another date was discussed and agreed as Sat June 1st. This could be raised at the village meeting. The meeting would also provide an opportunity to see if there were suggestions for future work. ACTION PC

6.3. The latest speed data is on the website and is consistent with the data from the last analysis. Approx. 44% of traffic is in the speed limit, 55% over. Of those over half are below 35 mph which would suggest people are slowing down.

The exception is the Bowls Green where 80% are below the speed limit which suggests the traffic is slower once in the village.

Following discussion it was agreed to locate the speed camera to face vehicles leaving the village on the Rushford Rd, instead of locating it at the Bowls Green. ACTION PC

It was thought that the Police had had speed cameras out in the village on a couple of occasions recently. It was agreed the Clerk would try and find out what if any action had resulted. ACTION RS

6.4 Annual Village Meeting. The format of the meeting and options for a speaker were discussed. It was suggested Cllr Andrew Smith give a brief overview of the changes regarding W Suffolk Council, he agreed to do this. There will be also be updates from village groups and the Parish council Refreshments will be provided by the Councillors and the Village Hall Committee would organise the refreshments on the night. Posters were agreed and flyers will be distributed soon. ACTION ALL

7. MATTERS FOR DECISION:

7.1 Policy review and publication of information. It was suggested by Cllr Garman that policies need to be developed for Standing Orders, Complaints Procedures, Disciplinary Procedures, Financial Regulations, Grievance Policy, Public Participation, Health and Safety Policy, Grant Awarding Policy, Code of Conduct and Social Media in addition to the policies already reviewed. It was agreed to discuss Standing Orders and Financial Regulations at the next meeting. RS will circulate draft documents before the meeting for feedback. ACTION RS

7.2 Councillors roles relating to specific areas of responsibility. This was discussed and it was agreed this would be covered under Section 6 of future meetings. BH will send round some areas of responsibility from when this was looked at previously for review and Councillors can express their preferences for areas they would like to be more involved in. ACTION BH

8. FINANCE:

8.1 Changing the bank account was discussed as there have been some problems with the existing account. Online banking is preferable if it works with dual signatories and no fees are charged. BH & RS will investigate the options and report back at the next meeting. ACTION BH & RS

8.2 Internal Audit update. The Internal Auditor had made a couple of recommendations regarding procedure for reclaim of Vat which will be submitted with the AGAR finance form. It was agreed in future the Internal Auditor needed to sign the Payments and Receipts sheet so there was a signature against the figures.

8.3 AGAR. The Annual Return (AGAR) pages 3,5 & 6 for year ended 31st March 2019 were completed.

The Chair went through the questions and qualifying criteria at Section 1 of the Annual Governance Statement.

These were answered as follows for each question: 1. Yes, 2. Yes, 3. Yes, 4. Yes, 5. Yes, 6. Yes, 7. Yes, 8.yes, 9. n/a all unanimously agreed and then signed by Chair and RFO. The Section 2 Accounting Statements were unanimously agreed and signed by Chair and RFO.

The payments and receipts sheet was unanimously agreed and signed by Chair and RFO.

As both gross income and gross expenditure were below the threshold of £25,000 and all other conditions of the Certificate of Exemption had been met; it was resolved that the Council qualifies to certify itself exempt from external audit. This was unanimously agreed.

RS outlined the Exemption notice dates for inspection of accounts is 17th June-26th July.

The completed AGAR will be submitted.

ACTION RS

8.4 A cheque was authorised and signed for Clerk's salary £479.22.

9. No correspondence received.

BH raised that Councillor Courses were available and it might be a good refresher as well. RS to contact Hopton and Barningham about holding a joint course.

ACTION RS

The Village Hall Committee asked that a grant towards the village hall roof project be considered at the next Parish Council meeting.

ACTION RS

The Co-Option of a further Cllr was raised and it was resolved a meeting would be scheduled if required.

ACTION BH & RS

Cllr Garman asked about process for getting items on the agenda. BH advised Cllrs should submit requests. A draft agenda is circulated prior to publication. Generally, requests will be included wherever possible. Although PC meetings should not exceed 2 hours and the agenda needs to reflect this. Consequently, sometimes requests may have to be held over to the next meeting.

10. Date of next meeting confirmed as Parish Council Meeting on July 4th 2019. There being no other business the meeting was closed at 21.00 hrs.