

EDWARDSTONE PARISH COUNCIL

MINUTES of the Annual Meeting of Edwardstone Parish Council at Edwardstone Parish Hall on Monday
21 May 2018 at 7pm.

Present: M Childs (Chair), P Baker, S Norman, P Clarke, C Britcher, D Williams

In attendance: A Robinson (Clerk), B Hurren (BDC)

1. **Election of Chairman of the Council** – P Baker took the Chair and proposed M Childs as Chairman, seconded by S Norman, all in agreement. M Childs was elected as Chair and signed the Declaration of Acceptance of Office.
2. **Election of Vice Chairman** – M Childs took the Chair. S Norman proposed P Baker as Vice Chairman, seconded by C Britcher, all in agreement, P Baker was elected as Vice Chair.
3. **Apologies for absence** – S Flack – approved.
4. **Councillors' Declarations of Interest** in any item on this Agenda – none
5. **Appointment of representatives** – these were left open.
6. **The Minutes** of the Meeting of 19 March 2018 were approved and signed, proposed S Norman, seconded M Childs.
7. **Planning Matters**
 - 7.1. Planning applications received – DC/19/01968 Grove Cottage, Priory Green CO10 5PP – erection of two storey extension – after discussion the Parish Council resolved to support this application.
 - 7.2. The appeal date for the Goodlands Farm second phase is to be held on 21 August 2018.
8. **Highway and Footpath Matters**
 - 8.1. The Clerk reported that SCC had confirmed that they would repair the steps on the footpath down towards Boxford parallel with Swan Street on the west side and would put steps and/or a handrail at the plank bridge behind Borehouse Manor Farm. S Norman confirmed that both of these had been carried out and expressed her thanks.
 - 8.2. The state of the road past the White Horse (U8339) has deteriorated further and nothing has been done to repair it. This has been reported several times and the Clerk is to write a letter to SCC Highways.
 - 8.3. P Baker reported that the junction at Tye Went is so deeply rutted that it scraped the bottom of his car. The Clerk will report the issue.
 - 8.4. P Baker reported that the owner has cleared the tree from the footpath at Priory Farm and K Verlander from SCC has inspected the route. It may be possible to reinstate the footpath across the field but it is now possible to walk round in any event.
 - 8.5. The various broken footpath signs have not yet been repaired. The Clerk will put the issue on the next agenda.
 - 8.6. The Clerk is to ask J Rodger-Brown if he is able to cut the grass around the War Memorial.
9. **Chairman's and Clerk's reports and correspondence** – the Clerk updated the Council on the latest GDPR news. The Council is working towards compliance.
10. **Financial Matters**
 - 10.1. The Statement of Finances & Order for Payments was approved as under and the cheques

were signed, proposed M Childs, seconded C Britcher.

Business Savings Account as at 30 April 2018	£2519.46
Business Current Account as at 30 April 2018	<u>£6088.11</u>
Total	<u>£8607.57</u>

Payments received – first half of precept £2855

Cheque no	Amount £	Payee	Purpose
100839	24.36	Anita Robinson	Clerk's expenses
100840	21.60	SALC	6 months payroll provision
100841	180.38	SALC	Subscription 2018-19
d/d	16.78	e-on	Electricity 1/1/18-31/3/18

- 10.2. The PC approved the end of year accounts, proposed D Williams, seconded C Britcher.
- 10.3. The PC received the internal audit report prepared by R Norman, who was thanked for his assistance. No issues were raised and the PC approved the report, proposed C Britcher, seconded P Clarke.
- 10.4. The Clerk explained the criteria for certifying exemption from a limited assurance review. As the PC met the criteria, the PC resolved to do so, proposed S Norman, seconded C Britcher and the certificate was signed.
- 10.5. The PC resolved to approve the Annual Governance Statement (s1 of the Annual Governance and Accountability Return) having reviewed internal controls, proposed C Britcher, seconded S Norman and the Statement was signed.
- 10.6. The PC resolved to approve the Annual Accounting Statements (s2 of the Annual Governance and Accountability Return), proposed P Clarke, seconded S Norman and the statement was signed.
- 10.7. The Clerk advised that Zurich were no longer providing 3 or 5 year long term agreements for premiums under £500 and she had been unable to obtain any other quotations. However, the premium proposed by Zurich for 2018-19 was only £2 higher than the previous year. The PC resolved to accept the quotation and the cheque (100842) was signed.
11. **Future Agenda items** – the Clerk advised that she had received no applications or expressions of interest in her job. She will definitely be leaving at the end of November at the latest, and confirmed that she had advertised in The Hadleigh News as agreed by the Council. The job vacancy will be on the next agenda. Neighbourhood plan and broken footpath signs will also be on the next agenda along with SCC Highways self help and the location of grit bins.
12. **The next meeting** will be on Monday 16 July at 7.30pm.
- There being no further business the Chairman closed the meeting at 7.28 pm.

Chairman

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- 10.5. The PC resolved to approve the Annual Governance Statement (s1 of the Annual Governance and Accountability Return) having reviewed internal controls, proposed C Britcher, seconded S Norman and the Statement was signed.
- 10.6. The PC resolved to approve the Annual Accounting Statements (s2 of the Annual Governance and Accountability Return), proposed P Clarke, seconded S Norman and the statement was signed.
- 10.7. The Clerk advised that Zurich were no longer providing 3 or 5 year long term agreements for premiums under £500 and she had been unable to obtain any other quotations. However, the premium proposed by Zurich for 2018-19 was only £2 higher than the previous year. The PC resolved to accept the quotation and the cheque (100842) was signed.
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