BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

HELD ON 14 MAY 2024 AT 7PM IN THE VILLAGE HALL

Parish Councillors present: Cllr John Kirk, Cllrs Malcolm Hignett, Sue Partridge and Paul Foster. Parish Clerk, Nicola Sturgeon. Borough Cllr Sara Mildmay-White and County Cllr Karen Soons sent her apologies as they were at a West Suffolk Council meeting. Two members of the public present.

1. Election of Chairman and Vice Chairman:
   Following discussion Cllr John Kirk agreed he would be happy to remain as Chairman and Cllr Paul Foster confirmed he would be happy to remain as Vice Chairman.
   Cllr Hignett proposed Cllr Kirk as Chairman and Cllr Partridge seconded the proposal.
   Cllr Partridge proposed Cllr Foster as Vice Chairman and Cllr Hignett seconded the proposal. Motions carried.

2. Signing of Acceptance of Office forms:
   Chairman Cllr John Kirk signed the Office of Acceptance form together with the Parish Clerk.
   Vice-Chairman Cllr Paul Foster signed the Office of Acceptance form together with the Parish Clerk.

3. Apologies for absence: Cllr Alex Duchesne sent his apologies. Borough Cllr Sara Mildmay-White and County Cllr Karen Soons both sent their apologies as they were at a West Suffolk Council meeting.

4. Declarations of Interest: no declarations of interest.

5. Minutes: Cllrs considered the draft Minutes of the meetings on 13 February 2024. Cllr Partridge proposed that the Minutes were an accurate record of the meetings and Cllr Hignett seconded. All Cllrs present agreed.

6. Matters arising:

Matter	**Update**	**Any next steps**
3 x Grit Bins	Clerk had partly drafted the Locality Budget form to seek to access funds from the County Cllrs budget but had emailed a query to the County Cllr and was awaiting a response.	***Update at next meeting.***
Speed Limits	Ongoing	***Update at next meeting.***

Signed…….. Dated…….

Anglian Water pipeline works in the village	Clerk has been trying to agree a date for an AW representative to attend a meeting in the village. Despite several suggestions no AW team members had been available, prior to works commencing.	(1) Will invite them along to August meeting. (2) Clerk is happy to email questions from Cllrs and villagers across to AW in absence of a meeting, or as well as a meeting.
Anglian Water Treatment Plant near the Village Hall	Earlier in the year the PC asked the Clerk to enquire with AW and try to obtain (1) Maintenance and schedule records for the last 25 years, as there is a suspicion that the frequency of emptying has decreased causing the foul odours (do request under a FOI if necessary); (2) Enquire whether the alarm on the aerator pump has been repaired; (3) How many homes in the village are served by the plant?	Awaiting a response and will update once one is available.
Verges at Pitchers Green	Suffolk Police had intervened.	The Police have issued a Community Protection Warning Letter under the Anti-Social Behaviour, Crime and Policing Act 2014.

7. <u>County Cllr and Borough Cllr reports:</u>

   Reports on village website at bradfieldstclare.onesuffolk.net/

8. <u>Public Forum:</u>
   2 x members of the public present at the meeting.

   Enquiry as to whether the local Community Police Officer Emma MacDuff could attend a KIT Café at least once a year. She is working weekend shifts as she is at other villages on a Saturday. Clerk will email her inviting her to come along to a KIT Café session.

   PC were advised that a villagers cat had been shot with a pellet gun. The cat was lucky to have survived this. The incident had been reported to the Police as it likely

required trespassing on private land, but villager wanted people to be aware just in case any other cats were injured in a similar manner. Clerk would put the villager in contact with the Neighbourhood Watch Area Co-Ordinator just in case similar incidents were happening in nearby villages.

9. Correspondence: (all correspondence has been forwarded to Cllrs ahead of the meeting);

10. Clerk's report:
    i. To consider and approve grass cutting payments as follows:

PCC (grass cutting at churchyard)	£120
A Spall	£200
M Morley	£100

All Cllrs present approved the grass cutting payments for 2024-2025.

    ii. Consider and approve schedule of items awaiting authorisation as follows:

SALC (annual membership)	£120.93	chq487 LGA1972
N Sturgeon (salary)	£401.40	chq488 LGA1972

All Cllrs present approved the payments.

11. Annual review and approval of PC Standing Orders and Financial Orders.
In relation to the Standing Orders the Clerk confirmed that there had been no updates for smaller parishes. Cllrs approved the Standing Order without any additional amendments.
In relation to the Financial Orders the Clerk advised that the National Association of Local Councils had made amendments to the Model document for all parish councils, and that Councils were waiting to have sight of that document. Therefore it was agreed that the Clerk would put the consideration and approval of Financial Orders on the Agenda for the meeting on 13 August 2024.

12. Annual Governance and Accountability Retur 2023/2024
    i. To consider an approve Certificate of Exemption for 2023/2024. Cllrs had been provided with this document ahead of the meeting. All Cllrs present approved the contents of the Certificate of Exemption for 2023/2024.
    ii. To consider and approve Annual Internal Audit Report 2023/2024. Cllrs had received this document ahead of the meeting. All Cllrs present approved the contents of the Annual Internal Audit Report 2023/2024.
    iii. To consider and approve Annual Governance Statement 2023/2024. Cllrs had received this document ahead of the meeting. All Cllrs present approved the contents of the Annual Governance Statement 2023/2024.

iv. To consider and approve the Accounting Statement 2023/2024. Cllrs had received this document along with the 2023/2024 cashbook details showing income and expenditure and balances carried forward which accorded with the bank statements. All Cllrs present approved the Accounting Statement 2023/2024.

Clerk will arrange for the Notice for inspection of the accounts to be placed on the website and on the village notice board and all documents required by the external auditors to be sent to them.

13. Cllrs reports:
Chair advised that he had been speaking the persons in the village that organise the Grapevine village magazine. They are, unfortunately, experiencing higher printing costs, and had enquired if the annual grant from the PC could be increased from £100 to £200 per annum. Cllrs considered the request. The Grapevine is a much loved village magazine and they felt that it was appropriate to spent the additional £100 per year to help with printing costs. They appreciate that some revenue comes in from advertising, but this does not cover all of the annual printing costs. Therefore it was proposed by Cllr Hignett and seconded by Cllr Partridge that the annual grant is increased from £100 to £200 per annum.

14. Date of next meeting: 13 August 2024, starting at 7pm in the Village Hall.