

# Little Waldingfield Parish Council

## Approved Minutes of the Annual General Meeting held on Thursday 10 May 2018 at 7.30pm at the Parish Room, Little Waldingfield

**Present:** Cllr Barbara Campbell (Incoming Chair), Cllr Chris White (Incoming Vice-Chair), Cllr Stewart Braybrook, Cllr Matt Foster and Cllr Allan Wells

**Attendance:** Simon Ashton (Parish Clerk)

**1. Election of Chair and Signing of the Declaration of the Chair's Acceptance**

Cllr Campbell confirmed that she would stand for re-election as Chair. There were no other contenders declared by the Members present, or in advance by any of those not present. Members then voted in Cllr Campbell's favour who was then appointed as Chair until the Annual General Meeting in May 2019. Cllr Campbell signed the Declaration of the Chair's Acceptance.

**2. Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**

Cllr Sheppard, in advance of the meeting, and Cllr White confirmed that they would each stand for election as Vice-Chair. Members then voted in Cllr White's favour who was then appointed as Vice-Chair until the Annual General Meeting in May 2019. Cllr White signed the Declaration of the Chair's Acceptance.

**3. Apologies and Approval of Absences**

(a) Apologies were received from Cllr Tim Sheppard and his absence was approved.

(b) The Parish Clerk presented a SALC briefing note on apologies and non-attendance at meetings. Members were requested to advise the Parish Clerk of an absence in advance of any future meetings with sufficient information to enable Members to consider approval of their absence at the start of the meeting. Members were also advised that they would be disqualified, without any discretion, following a six-month period of unapproved absence.

**4. Declarations of Pecuniary or Non-Pecuniary Interests by Members**

There were no interests declared by any of the Members.

**5. Approval of Minutes of the Previous Meeting on 12 April 2018**

Minutes of the previous meeting of the Parish Council on 12 April 2018 were received and approved as a true record and signed by the Chair.

**6. Consideration of Reports by the District Councillors & County Councillor**

Cllr Maybury and Cllr Lawrenson (District Councillors) and Cllr Spence (County Councillor) did not attend the meeting.

**7. Contributions by Members of the Public**

There were no issues raised by members of the public.

**8. Consideration of Planning Applications and Decision Notices**

(a) MSDC DC/18/01018: Application Received (Comments Due 11 May 2018)

Bell House, Humble Green, Little Waldingfield, CO10 0TB

Members agreed to support this planning application.

(b) MSDC DC/18/00281: Application Granted (4 April 2018)

Former Piggery, High Street Farm, Church Road, Little Waldingfield, CO10 0SS

Members noted the outcome of this planning application.

(c) MSDC DC/18/00781: Application Granted (27 April 2018)

Ireland's Meadow, Holbrook Hall Park, Little Waldingfield, CO10 0TH

Members noted the outcome of this planning application.

**9. Neighbourhood Plan**

(a) Unused funding received in 2017/18 for the development of a neighbourhood plan had been returned and further funding to be received in 2018/19 was being investigated. There was also the opportunity to engage government-backed Aecom for future site needs assessments and appraisals. A meeting was planned for 19 May 2018 to consider an appraisal of the village with further meetings planned in June and July 2018.

**10. Finance**

(a) Cashbook, income, expenditure and budget reports of activity to 31 March 2018 were reviewed and noted.

(b) Approval of the Statement of Accounts, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr White, seconded by Cllr Braybrook and agreed by Members.

(c) Approval of the Bank Reconciliation of activity to 31 March 2018 and an Asset Register 2017/18, prepared by the Parish Clerk and reviewed by Members who then advised more descriptive asset locations, was proposed by Cllr Wells, seconded by Cllr White and agreed by Members.

(d) Approval of the Governance Statement, Accounting Statements and Variances 2017/18, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Wells, seconded by Cllr Foster and agreed by Members.

(e) The Parish Clerk advised that Heelis and Lodge were in the process of undertaking the internal audit of the financial records. An update would be provided at the next meeting.

(f) Approval of the Certificate of Exemption, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Wells, seconded by Cllr Foster and agreed by Members.

(g) A payment was authorised in favour of the Parish Clerk's wages, office and personal expenses (£286.62). Approval of this payment was proposed by Cllr Foster, seconded by Cllr White and agreed by Members.

**11. Governance**

(a) Approval of an updated list of Members' Responsibilities 2018/19 presented by the Parish Clerk and reviewed by Members was proposed by Cllr Foster, seconded by Cllr Wells and agreed by Members.

(b) The review of Members' Responsibilities 2018/19 included the appointment of Cllr Campbell and Cllr White as Employment representatives.

(c) Cllr Campbell presented to Members draft versions of a privacy policy, subject access requests policy, general privacy notice, consent form and a data audit. Members then reviewed the documents and agreed to consider them further at the meeting in July 2018.

(d) Following review by Members, the Parish Clerk agreed for the opportunity for the future appointment of a co-opted Member of the Council to be published on the web site.

**12. Highways**

(a) Members were updated on sign location developments with neighbours and confirmed that Cllr Spence had already agreed to provide locality funding in support of the work in connection with the Haymarket traffic calming measures.

(b) Members were advised that pot holes on Church Road had been filled in and that there were no other current Highways issues requiring attention.

**13. Matters for Future Consideration**

(a) Review of Conclusion of External Audit & Reporting Requirements 2017/18

(b) Consideration of the Future Provision of the Village's Dog Waste Bags

**14. Dates of the Next Meetings**

(a) 14 June 2018 (Urgent Items & Documents Received by 6 June 2018 or Cancelled)

(b) 12 July 2018 (Agenda Items & Supporting Documents by 4 July 2018)

(c) 9 August 2018 (Urgent Items Only)

(d) The meeting finished at 10.05pm.

Simon Ashton, Parish Clerk  
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12 July 2018