

## **RINGSHALL PARISH COUNCIL**

Minutes of the **ANNUAL GENERAL MEETING** held immediately following the Annual Parish Meeting on Tuesday 29<sup>th</sup> May 2018 in Ringshall Village Hall

Present: Mrs L Hitchcock, Mrs A Jones, Mr J Phoenix, Mr N Last, Mrs H Nunn (Clerk). Parishioners: Mr A Williams , Mrs H Williams , Mr D Luther

### **1. Election of Officers**

#### **a. Chairman**

Mrs Free stood down as chairman due to work commitments. Mrs Jones proposed Mr Phoenix as chairman and this was seconded by Mrs Hitchcock.

#### **b. Vice-chairman**

Mrs Hitchcock confirmed that she would be willing to continue in this role. Mrs Jones proposed that Mrs Hitchcock be re-elected as vice-chairman and this was seconded by Mr Phoenix.

#### **c. VHMC representative**

Mrs Jones confirmed that she would be prepared to take on this role for the coming year.

#### **d. Tree Warden**

Mrs Hitchcock will continue in this role.

### **2. Public Forum**

Mr Phoenix welcomed Mr and Mrs Williams and Mr Luther who were attending the meeting as potential parish councillors to fill the two current vacancies.

### **3. Apologies for absence**

Mrs Clare Free.

### **4. Declarations of interest**

Mrs Hitchcock declared a non-pecuniary interest in Item 7.

### **5. To confirm the Minutes of the meeting held on March 20<sup>th</sup> 2018**

The minutes were approved and duly signed and dated by the chairman.

### **6. To receive a financial report, approve the accounts for the financial year ending 31 March 2018 and approve the new accounting procedure with PKF Littlejohn**

The Clerk reported the following balances:

Community Account:	£1181.18
Business Saver Account:	£12044.66

The clerk explained that a CiL payment of £2105.29 had been received from MSDC. The regulations on how this money can be spent will be discussed at the July meeting.

Bills paid since the last meeting were £255.13 SALC subs, £192.00 MSDC bin emptying, £24.33 Great Bricett Parish Council calibration of the speed gun, £21.60 SALC payroll service.

Bills to be paid: Grant to RVHMC £1000, Suffolk Accident Rescue Service donation £50, Clerk's salary and expenses to 31<sup>st</sup> May 2018 £615.14.

The accounts for the end of financial year 2017/18 had been viewed at the Annual Parish Meeting and as no queries had arisen they were approved unanimously by councillors and duly signed by the chairman.

The clerk again explained the new auditing procedure to be carried out by PKF Littlejohn and councillors agreed to proceed with part 2 of the annual governance and accountability return for this financial year and the certificate of exemption was duly completed and signed by the RFO and chairman. This certificate, together with the internal audit report, annual governance and accounting statements together with the bank reconciliation and public rights information will be made available on the parish council website.

**7. To discuss the purchase of a dog waste bin**

Mrs Hitchcock reported on the amount of dog waste left on the footpath leading to the reservoir and suggested that if a waste bin was provided at the top of the track it may improve the current situation. The clerk had looked into costings from Glasdon and councillors approved the purchase of a Fido 25 in red to be placed on the post already available.

**8. To discuss the renewal of councillors Registers of Interest**

The clerk reported that these can now only be completed on line and the forms for which will be sent to them by MSDC by email. Mr Last confirmed that he will set up an email address with immediate effect as it is a legal requirement for every councillor to complete a Register of Interest.

**9. To discuss a residents' survey**

It was agreed to hold this in abeyance until the GDPR is sorted.

**10. To discuss highways matters**

It was reported that the pothole on Stowmarket Road had been marked out for repair. Mrs Jones asked whether the pull-in outside Crofters, Lower Farm Road was actually a lay-by or part of the footway. This would have been part of the footway scheme, the information for which is held at the Records Office. The clerk will attempt to find the definitive answer.

Mrs Jones agreed to store the bags of grit left next to the grit bin by Highways department until such time as it is required.

**11. To discuss any village hall management committee matters**

There were none.

**12. To discuss the GDPR audit**

After some discussion it was agreed that the first step would be to work through the audit using the detail found to complete the template. A formal policy or statement will also be required together with the possible purchase of encryption software. The clerk will report back to the next meeting with the findings from the audit.

**13. To arrange for the cleaning and painting of the village sign and telephone box**

Mrs Hitchcock will speak to Julie Smith with regard to the painting of the village sign. Mr Last reported that a new pane of glass is required at the bottom of the phone box – the clerk will look at the parts booklet for availability. Mrs Jones will tidy up the inside of the telephone box.

**14. To discuss any celebrations to mark the centenary of the end of the Great War**

After some discussion it was decided to mark the national celebrations on November 11<sup>th</sup> with the lighting of a beacon. Mrs Jones will bring this to the attention of the village hall management committee with whom the parish council will liaise.

**15. Items for the next meeting**

Mr Phoenix mentioned the reply received from the Station Commander at Wattisham Flying Station regarding the closure of the shop outside the station gates. A copy of the letter had been circulated to councillors and it was agreed that Mr Phoenix would put together a further letter in response. There were no other items for the next meeting.

**16. To confirm the date of the next meeting**

The next meeting will take place on Tuesday 24<sup>th</sup> July at 7.30pm in the village hall.

Meeting closed at 8.45pm