

Shimpling Parish Council

Annual Meeting of the Parish Council

Monday 23rd May 2015

MINUTES

Present: John Pawsey, Gerry Shrimpton, Jackie Saunders, Sue Salmon, Ken Rush

Clerk: Jenny O'Reilly-Turner

1. In the absence of a Vice Chair, Councillors unanimously elected Gerry Shrimpton to chair the election of the Chair and subsequently John Pawsey was duly elected unanimously as Chair to the Parish Council. It was unanimously agreed that once the vacant positions on the Council are filled by election or co-option, there will be an election for a Vice Chair.

1.1. John Pawsey's Acceptance of Office form was completed, witnessed by the Clerk and submitted for Council records.

2. Apologies had been received in advance from Councillor Richard Kemp (Suffolk) and Councillor James Long (Babergh).

3. No Declarations of Interest were received either in advance of or at the meeting by the Clerk relating to the items on the current Agenda.

3.1. Clerk reminded Councillors that Declarations of Interest forms are to be kept up to date in accordance with the Code of Conduct and other statutory guidance and that any amendments to interests must be made within 28 days of the interest taking effect. Clerk also reminded Councillors that it is a criminal offence to vote in a Council decision in which a Councillor has an interest, pecuniary or otherwise. Advice as to what to ought to be declared must be sought directly from the Babergh Monitoring Officer(s). Full guidance can be found in the document Openness and Transparency on Personal Interests' previously circulated to Councillors.

Public Participation Session - there were no submissions or questions from members of the public in attendance.

4. The Minutes of the Parish Council Meeting held on Monday 14th March 2016 were approved.

5. Clerk explained that following the recent resignations of Mike Thew and Trisch Jackson, if a minimum of ten electors within the parish contact Babergh in writing and ask for a public election to fill the vacancies within 14 working days from the date of their vacancy notices, then a public election will be arranged by Babergh. If fewer than ten electors contact Babergh, then there will not be a public election and the vacancies will be filled by the process of co-option (internal Council election) from those candidates wishing to stand. Clerk informed the Council that to date, there had been three enquiries made directly to the Clerk expressing an interest in filling the two vacancies.
6. The Standing Orders for Shimpling Parish Council were unanimously adopted.
7. The Financial Regulations for Shimpling Parish Council were unanimously adopted, including:
 - 7.1. Shimpling PC Internal Control Report and Internal Control Policy
 - 7.2. Shimpling PC Financial Risk Assessment framework for 2016/17
8. The Code of Conduct for Shimpling Parish Council was unanimously adopted.
9. The Complaints Procedure for Shimpling Parish Council was unanimously adopted.
10. The Delegation Policy for Shimpling Parish Council was unanimously adopted.
11. Councillor Sue Salmon was unanimously elected to Chair of the Staffing Committee.
12. Councillor Jackie Saunders was unanimously elected to Chair of the Appeals Committee.
13. Councillor Ken Rush was unanimously elected to Chair of the Complaints Committee.
14. The Suffolk Association of Local Councils (SALC) was unanimously appointed to complete the Internal Audit for 2015/16 and the sum of £124 plus VAT was authorised in advance for this purpose.
15. Dates for subsequent ordinary Parish Meetings for the year 2016/17 were confirmed as follows:
 - 15.1. Monday 11th July 2016
 - 15.2. Monday 12th September 2016
 - 15.3. Monday 14th November 2016
 - 15.4. Monday 9th January 2017

15.5.Monday 13th March 2017 - Parish Council Meeting **and** Annual Meeting of the Parish Council

15.6.Monday 8th May 2017 - Parish Council Meeting **and** Annual Parish Meeting

16. Clerk provided information on links with external bodies:

16.1.Suffolk Constabulary - the Council will continue to receive monthly updates with details of incidents in the parish and local area although unless specifically requested in the event of any concerns or incidents, the force will no longer send representatives to meetings.

16.2.Babergh District Council - James Long will continue to be invited to attend meetings and represent Babergh DC, giving an oral or written report into current matters.

16.3.Suffolk County Council - Richard Kemp will continue to be invited to attend meetings and represent Suffolk CC, giving an oral or written report into current matters.

17. The current Asset Register detailing the current holdings of the Council was unanimously approved. It was noted that the lease for the Village Hall is due to expire in September 2016 but that steps are already in hand to secure its automatic renewal at peppercorn rent to the Council.

18. Insurance Cover for the Parish Council and the Village Hall was reviewed in light of the Asset Register and other issues and was considered at the time to be sufficient and appropriate.

19. Clerk submitted a note of all current Subscriptions and their continuance was approved unanimously for 2016/17.

20. Policies and procedures for the following were unanimously adopted:

20.1.Freedom of Information Act

20.2.Data Protection Act

21. Councillors discussed the need to review a proposed media and press policy in due course. Clerk reminded Councillors in the meantime that only the Clerk and/or Chair are authorised to speak for the Council and that Councillors are not permitted to act on their own account or brief media etc. All matters (whether media related or otherwise) must be referred to the Council as a body and there must be an agreed Council decision and response.

There being no further business, the meeting concluded at 8.40pm.

Date of next meeting: Tuesday 31st May 2016, 7.30pm at the Village Hall - Parish Council Meeting and Annual meeting of the Parish Council.