

# Snape Parish Council

## Draft Minutes of the Annual General Meeting held on Tuesday 22 May 2018 at 7.30pm at the Village Hall, Snape

**Present:** Cllr Tim Beach (Incoming Chair), Cllr Russ Rainger (Incoming Vice-Chair) (Arrived 9.00pm), Cllr Graham Farrant, Cllr Mike Hill, Cllr Bill Hough, Cllr Mary James, Cllr Melanie Thurston and Cllr Graham Woodcock

**Attendance:** Simon Ashton (Parish Clerk) and one Member of the Public

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

Cllr Beach confirmed that he 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 Beach's favour who was then appointed as Chair until the Annual General Meeting in May 2019. Cllr Beach 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 Rainger, in advance of the meeting, confirmed that he would stand for re-election as Vice-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 Rainger's favour who was then appointed as Vice-Chair until the Annual General Meeting in May 2019. Cllr Rainger signed the Declaration of the Vice-Chair's Acceptance following his arrival at the meeting.

**3. Apologies and Approval of Absences**

(a) Apologies were received from Cllr Helen Stuart. Cllr Rainger had previously advised of his planned late attendance. Following her recent resignation, the Chair showed the Council's appreciation of Cllr Marion Walker's contribution to the village over the last 15 years.

(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**

Cllr Hill expressed a non-pecuniary interest in Item 12) and Cllr Woodcock expressed a non-pecuniary interest in Item 8j). They agreed not to participate in any decision making.

**5. Approval of Minutes of the Previous Meeting on 27 March 2018**

Minutes of the previous meeting of the Parish Council on 27 March 2018 were received and approved as a true record and signed by the Chair.

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

A member of the public requested the appointment of a new Allotments representative following the resignation of Cllr Walker. This item was planned to be addressed at Item 9a). Further appreciation was shown of Cllr Walker's former role as Allotments representative.

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

(a) SCDC DC/18/01663: Application Received (Comments Due 23 May 2018)  
6 Wadd Lane, Snape, IP17 1QX

Members agreed that they did not object to this planning application.

(b) SCDC DC/18/01727: Application Received (Comments Due 23 May 2018)  
Sand Pit Cottage, Priory Road, Snape, IP17 1SD

Members agreed that they did not object to this planning application.

(c) SCDC DC/18/01848: Application Received (Comments Due 29 May 2018)  
Farm View, Priory Road, Snape, IP17 1SD

Members agreed that they did not object to this planning application.

(d) SCDC DC/18/01894: Application Received (Comments Due 30 May 2018)  
Valerian Cottage, 4 The Street, Snape, IP17 1SG

Members agreed that they did not object to this planning application.

**8. 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 Woodcock, seconded by Cllr James 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, was proposed by Cllr Beach, seconded by Cllr Woodcock 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 James, seconded by Cllr Beach and agreed by Members.

(e) Approval of the Council's Internal Audit 2017/18 report by SALC, presented by the Parish Clerk and reviewed by Members, was proposed by Cllr James, seconded by Cllr Beach and agreed by Members. The Parish Clerk agreed to raise any queries with SALC. Further consideration of the report's findings would be given at the Council's next main meeting in July 2018.

(f) Cllr Woodcock confirmed that he had completed an audit check of the Council's financial records to the end of March 2018. Queries raised had been satisfactorily addressed.

(g) The Parish Clerk confirmed that delivery of the new bench and its installation was expected soon and that the insurance claim would be finalised when all of the three invoices had been received and paid.

(h) The Chair presented details of the work advised by UK VAT Advice which indicated six hours by the VAT Manager and a further half hour by the Partner at a cost of £997.50 plus VAT. Approval to engage the firm to undertake a review of the Council's VAT transactions was proposed by Cllr Beach, seconded by Cllr Thurston and agreed by Members.

(i) Approval for a contribution of £55 towards the cost of allotments fencing previously requested by Cllr Walker was proposed by Cllr Woodcock, seconded by Cllr James and agreed by Members.

(j) Cllr Woodcock raised the subject of previous and future annual donations to the Parochial Church Council. Members agreed to consider this further later in the year when any written requests received for donations to be made by the Council would be considered together as part of the agenda.

(k) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£423.42), Orwell Mencap for the replacement of a bench (£653.90), Gary Whiting for cutting and strimming (£210.00), Vertas Group Ltd for grounds maintenance (2018/19) (£404.60), East Suffolk Internal Drainage Board for agricultural drainage rates (2018/19) (£39.67), Suffolk Association of Local Councils for annual subscription (2018/19) and Internal Audit (2017/18) (£517.16) and Business Services at CAS for interim insurance cover (June to September 2018) (£97.59). Approval of these payments was proposed by Cllr Hough, seconded by Cllr Hill and agreed by Members.

## 9. Governance

(a) An updated list of members' responsibilities 2018/19 was completed by the Parish Clerk following review and agreement by Members for publication on the Council's web site to comply with the Transparency Code. This included the appointment of Cllr James as the Council's new Allotments representative. The value of the voluntary contributions made by the village's Tree Warden and Archivist was acknowledged by Members.

(b) The Chair presented an update following a meeting of the Council's GDPR representatives on 3 May 2018. Considerations included the nature of data held, its use and security. Further updates would be presented in due course. There was confirmation that Members and the Parish Clerk had agreed to their personal details being used in the course of the Council's business. Cllr Thurston introduced the Council's need for the use of a privacy notice and agreed to provide a copy of a standard version. The Chair asked the Parish Clerk to prepare a draft copy of the Council's privacy notice.

(c) The Parish Clerk had identified a lack of suitability of the insurance arrangements proposed by the existing insurer, BHIB Insurance, to continue from 1 June 2018. A comparison with business offered by Community Action Suffolk identified a much cheaper premium and the ability to introduce a more common and useful renewal date of 1 October 2018. The timing would assist the Council's business by becoming an item at September meetings after the Parish Clerk has had the opportunity to undertake checks of the items on the Asset Register. Approval to obtain interim replacement insurance cover from Community Action Suffolk for the period to 30 September 2018 for a nominal premium was proposed by Cllr Beach, seconded by Cllr Farrant and agreed by Members.

## 10. Village Plan

(a) The Chair presented an update following the first two meetings of the Council's Village Plan Steering Group. Flyers had been delivered and a positive response had been received. The final version of a questionnaire would be delivered to residents after a planned further discussion has taken place at the Annual Parish Meeting on 29 May 2018. It was hoped that funding in the order of £700 would be made available from the District Councillors' budget.

**11. Highways & Footpaths**

(a) The Parish Clerk confirmed that a response to the issue of blocked visibility to motorists by temporary signs at the Farnham Road junction advised that the matter had been passed to the appropriate inspector for removal purposes. The Parish Clerk agreed to go back to SCC Highways to check whether such signs could be removed by the Parish Council. The previously reported fallen tree had been removed by the SCC Public Rights of Way team.

**12. Consideration of a Proposal to Build a Pre-School at Snape School Update**

Approval to reconfirm the Council's support for this scheme was proposed by Cllr Farrant, seconded by Cllr Hough and agreed by Members.

**13. Consideration of a Celebration of *Battle's Over - A Nation's Tribute* Update**

Cllr Woodcock provided an update on plans for this celebration. The Royal British Legion had agreed to share the estimated costs of £400 with the Council. Approval for a contribution of up to £250 towards these costs was then proposed by Cllr Beach, seconded by Cllr James and agreed by Members.

**14. Matters for Future Consideration**

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

**15. Dates of the Next Meetings**

(a) 26 June 2018 (7.00pm) (Urgent Items Only & Documents by 18 June 20 or Cancellation)

(b) 24 July 2018 (7.00pm) (Agenda Items & Supporting Documents by 16 July 2018)

(c) 28 August 2018 (7.00pm) (Urgent Items Only)

(d) The meeting finished at 9.10pm.

Simon Ashton, Parish Clerk

[snapepc.clerk@gmail.com](mailto:snapepc.clerk@gmail.com)

11 June 2018