

Snape Parish Council

Draft Minutes of the Annual General Meeting held on Tuesday 21 May 2019 at 7.30pm at the Village Hall, Snape

Present: Cllr Tim Beach (Incoming Chair), Cllr Russ Rainger (Incoming Vice-Chair), Cllr Graham Farrant, Cllr Mike Hill, Cllr Bill Hough, Cllr Helen Stuart & Cllr Paul Richards.

Attendance: Marie Backhouse (Parish Clerk) and two Members of the Public

Cllr Beach welcomed Cllr Richards to the Parish Council.

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. Cllr Rainger proposed that Cllr Beach is appointed as Chair until the Annual General Meeting in May 2020, this was seconded by Cllr Richards and agreed by all. 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 confirmed that he would stand for re-election as Vice-Chair. There were no other contenders declared by the Members present. Cllr Beach proposed that Cllr Rainger is appointed as Vice-Chair until the Annual General Meeting in May 2020, this was seconded by Cllr Hough and agreed by all. Cllr Rainger signed the Declaration of the Vice-Chair's Acceptance.
3. **Apologies and Approval of Absences**
(a) Apologies were received from Andrew Reid and Caroline Meffan.
4. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**
Cllr Rainger – member of the County Council
Cllr Richards – secretary for the Good Neighbour Scheme.
Cllr Stuart – Priory Wood proposal
5. **Approval of Minutes of the Previous Meeting on 26 March 2019 and the 23 April 2019**
Minutes of the previous meeting of the Parish Council on 26 March 2019 and the 23 April 2019 were received and approved as a true record and signed by the Chair.
6. **Matters arising from the meeting on the 26 March 2019 and the 23 April 2019**
Cllr Beach commented that it was agreed at the last meeting (26/03/19) to place the Village Green on the agenda. Cllr Rainger proposed that Cllr Beach should discuss a design for the village green with an expert, this was seconded by Cllr Stuart and agreed by all.

7. **Consideration of reports by the District and County Councillors.**

T J Haworth-Culf introduced her new colleague Jocelyn Bond. Tony Cooper sends his apologies. Maureen Jones was given a vote of thanks for all her hard work. Each of the members of Council has been given £7,500 in the Enabling Budget. Cllr Beach thank them for all their support.
T J Haworth Culf and Joycelyn Bond left at 7.40pm.
A report was received from Andrew Reid.

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

None

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

None

10. **Finance**

(a) Authorisation of payments up to the 21 May 2019, approved and agreed. The authorisation of payments was proposed Cllr Farrant and seconded by Cllr Richards and agreed by all.

(b) Review of (i) Cashbook, (ii) Income and (iii) Expenditure & Budget to 31 March 2019

(c) Approval of the Bank Reconciliation of activity to 31 March 2019.

Cllr Farrant proposed that both b) and c) would be accepted subject to the review by the Finance group, this was seconded by Cllr Hough and agreed by all. Response from the Finance group to be emailed around to all Councillors.

(d) Approval of Section 1 & 2 of the Annual Governance & Accountability Return 18/19.

Clerk to email all the Councillors Section 1 & 2, and the Variances sheet. Cllr Stuart proposed that we accept this subject to the Finance group review, this was seconded by Cllr Hough and agreed by all.

(e) The Council noted the first precept payment of £5,625 from East Suffolk District Council.

(f) The Council noted the payment from Suffolk County Council of £5,000 for rent.

11. **Parish Council Business**

(a) Section 106 agreement with Hopkins Homes and traffic calming.

Cllr Beach reported that he had found a letter from the owners of the land who sold it to Hopkins Homes. In the letter it stated that the green should be taken over by SCC. Snape PC was given £5,000 towards traffic calming. About 5 years ago SCC agreed to undertake a traffic survey, if it was proven that there was a need for a crossing outside the school, Hopkins Homes would pay £20,000. SCC never undertook the survey; therefore, Hopkins homes kept the £20,000. ESC have now taken over the green.

Cllr Farrant suggested that we write to SCC stating our disapproval that the traffic survey was not undertaken.

Cllr Beach said that a zebra crossing would have been very useful outside the school, and we have lost the money for this.

Cllr Farrant proposed that Cllr Beach draft a letter to SCC re the disappointment that no survey was undertaken, and there is a growing need for a crossing, this was seconded by Cllr Hough and agreed by all.

Cllr Richards proposed that Cllr Beach draft a letter to Hopkins Homes re the traffic calming money, this was seconded by Cllr Hill and agreed by all.

(b) Community Action Suffolk – housing needs survey

Cllr Beach informed the Councillors that he and Cllr Hough had attended a meeting with CAS, where Sunila Osborne was present. It has been agreed that the housing survey should take place between Sept-Oct. This will identify the housing needs within the area, and some possible areas for development. The proposed survey questions will be circulated. CAS will undertake discussions with the land owners.

Cllr Stuart said that this needs to be strictly confidential due to data protection.

Cllr Beach agreed the need for confidentiality and suggested a working group of three/four Councillors, this is for the affordable housing.

(c) VAT update

Cllr Stuart & Cllr Beach have attended a meeting with the VAT consultants. It has been agreed to ask HMRC to review the situation re the playing field. It was also agreed to challenge HMRC by providing additional copies of the original conveyance and other legal documents by way of additional evidence to state that the village hall was owned by the PC.

Cllr Stuart said that VAT should not have been claimed on expenses that related to both these areas. HMRC are struggling to sort this issue.

Cllr Beach said that the issue with the VAT is expected to take longer than was thought to resolve.

Cllr Hough suggested that the PC ask to spread the cost of the payment to HMRC.

(d) Co-option of Councillors

Cllr Beach reported that we currently have 7 Councillors and may have up to 11. Three members of the public have contacted Cllr Beach showing an interest in becoming members of the PC. These are Charles Manning, Caroline Meffan and Georgina Locke.

Cllr Hough proposed that Charles Manning is co-opted onto the PC, this was seconded by Cllr Farrant and agreed by all.

Cllr Richards proposed that Caroline Meffan is co-opted onto the PC, this was seconded by Cllr Stuart and agreed by all.

Cllr Beach proposed that Georgina Locke is co-opted onto the PC, this was seconded by Cllr Rainger and agreed by all.

(e) CAS training dates

Clerk to circulate the training dates to the Councillors again.

(f) Priory Wood proposal

Cllr Beach said that Priory Wood is owned by a local farmer and it is looked after by a group of people (Snape Woodland Group). It has fallen into a state of untidiness and requires some looking after. There was a meeting on site to look at this area, and Green Snape have agreed to be responsible for tidying the area. There is money for this in a separate bank account which the PC holds.

Cllr Beach said that the PC used to pay £200 per year rent for this area, as this is a benefit for the community.

Cllr Rainger proposed that the PC put an extra £200 into the next budget (2020/21) to cover the cost of the rent, this was seconded by Cllr Richards and agreed by all.

12. **Correspondence**

(a) Tunstall Parish Council – speed-watch equipment

Cllr Beach read out an email from Tunstall PC wishing to loan the speed watch equipment.

Cllr Rainger said that this will increase the area that is covered.

Cllr Beach said that they are currently borrowing the speed-watch equipment from Rendlesham which means that they only have it for 2 weeks out of 10. It was agreed by all the Councillors that they would be happy for Tunstall to borrow the equipment, but it would need the approval of the Speed-watch group. Cllr Beach to speak to the Speed-watch Group and then speak to Tunstall PC.

Any planning application correspondence to be sent to Cllr Farrant.

Cllr Richards asked if anything had been received from the SCC re highways help.

Cllr Beach commented that something had been placed online from SALC.

Cllr Rainger said that this coming together but more work is needed to be completed for PC's.

Cllr Beach said that when the sign cleaning and trimming of the plants was undertaken, a copy of the PC public liability insurance was required to send to the SCC, and the people needed to be wearing hi-vis.

Cllr Rainger said that once the PC has demonstrated how it undertakes the work safely, this should become easier.

Cllr Beach said that there is some funding available for this, and he will register the interest of the PC.

Cllr Beach welcomed Charles Manning to the Council

13. **Matters for Future Consideration**

- (a) Review of the internal audit findings.
- (b) Responsibilities of each Councillor

14. **Dates of the Next Meetings**

- (a) 25 June 2019 (7.00pm) (Urgent Items Only & Documents by 18 June 2019 or Cancellation)
- (b) 23 July 2019 (7.00pm) (Agenda Items & Supporting Documents by 16 July 2018)
- (c) 27 August 2019 (7.00pm) (Urgent Items Only)

Meeting closed at 20.48.

Marie Backhouse, Parish Clerk

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25 June 2019