

DEPDEN PARISH COUNCIL

MINUTES of the Annual Meeting held on Tuesday 8 May 2018 at 8pm in The Village Hall, Chevington.

PRESENT: Councillors: Mark Leadbeater
Peter Payne
Andrew Rabett
Susan Boor (Clerk)

1. ELECTION OF CHAIRMAN

Mark Leader was proposed by Andrew Rabett and seconded by Peter Payne. Councillor Leadbeater signed the Declaration of Office.

2. APOLOGIES FOR ABSENCE – Geraldine Arnold, Dennis Bibby, Peter Ebbens, Mary Evans, County Councillor and Clive Pollington, Borough Councillor

3. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS – There were none.

4. MINUTES OF THE MEETING HELD 13 MARCH 2018.

The Minutes, having been circulated before the Meeting, were taken as read and signed by the Chairman.

5. MINUTES OF THE ANNUAL PARISH MEETING HELD 10 APRIL 2018.

The Minutes, having been circulated before the Meeting, were taken as read and signed by the Chairman.

6. MINUTES EXTRAORDINARY MEETING HELD 10 APRIL 2018.

The Minutes, having been circulated before the Meeting, were taken as read and signed by the Chairman.

7. ELECTION OF OFFICERS WAS AGREED Attachment 18/2

8. POLICE REPORT Attachment 18/3

Councillor Leadbeater read a report from PS Matt Gilbert regarding 'Police Connect'.

9. COUNTY COUNCIL REPORT Attachment 18/4

Councillor Leadbeater read two reports from Mary Evans.

Councillor Rabett stated the pot holes at Church End had been repaired.

10. BOROUGH COUNCILLOR'S REPORT Attachment 18/5

11. NEIGHBOURHOOD WATCH – no report

12. SALC REPORT - no report

13. FOOTPATH REPORT

Councillor Leadbeater reported that footpath 2 had been cut and there is a query regarding the way mark on footpath 3.

14. DATA PROTECTION ACT

The Government has tabled an amendment to its Data Protection Bill to exempt Parish Councils, Town Councils and Parish Meetings the requirement to appoint a Data Protection Officer. These Councils will still have to comply with the remainder of the Act. Councillor Leadbeater agreed to review the Privacy Notices that need to be placed on the website.

15. TREASURER'S REPORT

15.1 It was agreed the Clerk should receive a pay increase of 62.4p per hour in accordance with the national pay scales bringing the hourly rate to £9.341 per hour.

15.2 The Internal Audit had taken place on 7 May 2018. There was nothing to report.

15.3 *Community Account.*

The Clerk stated £600.00 will need to be transferred from the Business Day Saver Account to cover the following cheques;

15.4 *Cheques for the following were approved and signed:*

Susan Boor (Clerk's Salary)	181.44
HMRC (Clerks' PAYE)	45.20
Millennium Farm Trust – Grass Cutting	87.50
Depden PCC	135.00
SALC Subscription	135.69
Chevington Village Hall (hire of hall)	20.00

When the above payments have been cleared, a balance of £3.94 will remain.

15.5 *Business Day Saver Account* – the precept of £2700.00 had been received and when £600.00 has been transferred to the Community Account, it will leave a balance of £6428.25

16. SUMMARY OF RECEIPTS AND PAYMENTS FOR YEAR ENDING 31 MARCH 2018

Attachment 18/6

This was signed by the Chairman Mark Leadbeater and the Clerk Susan Boor

17. EXTERNAL AUDIT CERTIFICATE OF EXEMPTION see Finance section of website.

It was agreed as the Income and Expenditure of Depden Parish Council is less than £25,000 per year they wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

The Chairman, Mark Leadbeater and the Responsible Financial Officer, Susan Boor signed the form.

18. EXTERNAL AUDIT See Finance section of website

18.1 The Internal Audit having been completed 7 May 2018 by Pearl Sudgen and signed by her.

18.2 Accounting Statement 20017/18

This was signed by the Chairman, Mark Leadbeater and the Responsible Financial Officer, Susan Boor

- 18.3** The Governance Statement for the External Audit for year ending 31 March 2018 was completed and signed by the Chairman, Mark Leadbeater and the Clerk, Susan Boor.
- 19. VAS SIGN REPORT** Attachment 18/7
- 20. SPEEDING ON A143** – no further news to report
- 21. STANDING ORDERS**
New Standing Orders for Parish Councils have been issued by NALC. Clerk agreed to email them to Councillors to be discussed at the next meeting.
- 22. HEALTHWATCH SUFFOLK**
It was decided not to invite Dan Pennock to our meeting.
- 23. HEDGE ON A143 NEAR NEW BUS STOP**
A copy of an email from Liz Brennan to Councillor Evans concerning overhanging trees near the new bus stop was discussed but decided to leave the matter for Councillor Evans to resolve.
- 24. PLANNING APPLICATION**
Coblends Farm, Grainstore and Agricultural Implement Store – approved.
- 25. NEWSLETTER ITEMS**
Items to included reporting of pot holes, central heating grant, recruitment of on-call Firefighters and locality fund.
- 26. CORRESPONDENCE** ** not circulated
Rural Services Network Digest x 8
Rural Services Network Rural Economy Spotlight
SALC Weekly Bulletin x 4
Rural Services Network Spotlight on Heart of the Village
Community Action Suffolk Newsletter
SALC GDPR Learning Together
SALC Safeguarding Conference
SALC Training Programme
Mary Evans email re forged £20 notes
Rural Services Network Rural Vulnerability Service x 3
Came & CO Council Matters
SALC GDPR ebulletin x 2
Matt Hancock Newsletter x 2
Rural Services Network Opportunities Bulletin x 11
West Suffolk re Electoral Review
Community Action Suffolk Newsletter
Health Watch Suffolk
SALC email re GDPR
Rural Services Network Rural Housing Spotlight
Ward Boundary West Suffolk
Tom Passmore 'Your Police Your Say'
West Suffolk Clinical Commissioning Group
West Suffolk Homelessness Strategy
DPO Centre Data Protection Bill
Mary Evans email re GDPR
West Suffolk Open Spaces Survey – completed
SALC email regarding GDPR
Police and Crime Commissioner Meetings
Clerks & Councils Direct Magazine

26.1 Parish Forum Tuesday 29 May 2018, venue to be confirmed. Highway matters to be discussed.

27. **ANY OTHER BUSINESS** – There were none.

28. **DATE OF NEXT MEETING**

The next Parish Council Meeting to be held Tuesday 10 July 2018 at The Village Hall, Chevington at 8pm.

There being no further business, the Meeting closed at 9.15pm

Chairman Date