

# DEPDEN PARISH COUNCIL

**MINUTES** of the Annual Meeting held on Tuesday 9 May 2023 at The Meeting Room, The Care Farm, Depden at 7pm.

PRESENT: Councillors      Dennis Bibby  
   Peter Ebbens  
   Mark Leadbeater  
   Nicky Moncrieff  
   Fiona Niven  
   Andrew Read  
   Susan Boor (Clerk)

**1. ELECTION OF CHAIRMAN**

Andrew Read was proposed by Councillor Leadbeater and seconded by Councillor Moncrieff

1.1 Councillor Read sign the Acceptance of Office.

**2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS –**

Andrew Read declared an interest in the land for the new Anglian Water pipeline and Compound.

**3. APOLOGIES FOR ABSENCE -** Mike Chester West Suffolk Councillor and Bobby . Bennett Suffolk County Councillor.

**4. MINUTES OF THE MEETING HELD 14 MARCH 2023**

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

**5. MINUTES OF THE PARISH MEETING HELD 11 APRIL 2023**

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

**6. MINUTES OF THE PLANNING MEETING HELD 11 APRIL 2023**

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

**7. ELECTION OF OFFICERS** were agreed. Attachment 23/2

**8. ACCEPTANCE OF OFFICE FORMS**

These forms were distributed and signed by the Councillors.

**9. REGISTER OF INTEREST FORMS**

These forms were circulated before the meeting and those completed were given to the Clerk to deliver to West Suffolk Council.

**10. COUNTY COUNCILLOR'S REPORT –** See Website for Report

**11. WEST SUFFOLK COUNCILLOR'S REPORT –** see Website for Report

**12. FOOTPATH REPORT -** see Website for Report

A wooden bridge on footpath 1 at The Green end. This was reported at the meeting.

### 13. TREASURER'S REPORT

#### 13.1 *Community Account.*

Receipts:

HMRC Refund	299.80
Suffolk County Council Grant	300.00

*Cheques for the following were approved and signed:*

Millennium Farm Trust - Grant ex SCC	300.00	included in 2022/23
Millennium Farm Trust – Hire of Hall	10.00	included in 2022/23
SALC – Subscription	136.43	
Millennium Farm Trust – Hire of Hall	10.00	
Susan Boor (Clerk's Salary)	233.26	
HMRC - Clerk's PAYE)	58.20	
Millennium Farm Trust – Grass Cutting	87.50	
Depden PCC – Contribution to 'non works'	135.00	

When the above payments have cleared, and £350 has been transferred from the Saver Account a balance of £330.85 will remain.

- 13.2 *Business Day Saver Account* – when £4.67 interest (report in Accounts 2022/23) and the precept of £2800.00 is added and the transfer to the Community Account of £350.00.the balance will be £5492.52

#### 14. INTERNAL AUDIT

The Internal Audit has been carried out by Pearl Sugden and there were no issues to report.

#### 15. EXTERNAL AUDIT REGULATIONS

It was agreed to self-regulate as our annual income and expenditure is below £25,000.

#### 16. EXTERNAL AUDIT REPORT

The Accounting Statement for 2023/24 was agreed and signed by the Chairman and the Responsible Financial Officer.

- 16.1 The Annual Governance Statement 2023/24 was agreed and signed by the Chairman and the Clerk.

#### 17. ANGLIAN WATER PIPE LINE AND COMPOUND

- 17.1 The Compound has been painted blue which is the colour of Anglian Water. They have started laying the pipeline. An exit strategy is in place. Drilling under the A143 is due to start in two weeks.
- 17.2 Councillor Read informed the meeting he proposes to try and retain the entrance to the compound as an entrance to the field he farms; subject to planning consent.
- 17.3 There has been additional use of Elms Farm Lane due to additional work on the road across the airfield.
- 17.4 Councillor Ebbens expressed concern about the length of the grass at the turning to Elms Farm Lane from the A143. Councillor Read said he would ask Anglian Water to arrange for this to be cut for safety reasons.

- 17.5** They had also been damage to a Chevron Sign on the A143 this will be reported to Suffolk Highways.
- 18. DEFIBRILLATOR AT THE CARE FARM.** This now fully installed.
- 19. LITTER PICK**  
The Litter Pick took place on Saturday 25 March 2023. .26 bags of rubbish, a wheel and axle from a weelie bin, a large broken shovel and a roller. Thank you to all the volunteers.
- 20. NEWS ITEMS FOR WEBSITE**  
Defibrillator and Litter Pick.
- 21. CORRESPONDENCE \*\* File**
- SALC e-bulletin x 7  
SALC Training Bulletin x 6  
Matt Hancock MP Newsletter x 2  
Email from John Griffiths  
Bobby Bennett Annual Report  
ANPR Rota  
Clerks & Council Magazine to Andrew Read
- 22. ANY OTHER BUSINESS**
- 22.1** Vacancy for a Parish Councillor was discussed.
- 22.2** Councillor Read proposed that all potholes and damaged traffic signs should be reported to the Suffolk Highways and listed as an Agenda item at future meetings. This was agreed. The Clerk to ask for this item could be put in the Benefice News.
- 23. DATE OF NEXT MEETING**  
The next Parish Council Meeting will be Tuesday 11 July 2023 at The Meeting Room, The Care Farm, Depden at 7pm.

There being no further business the meeting closed at 9.00pm.

Chairman .....

Date .....