

ELMSWELL PARISH COUNCIL

The Annual Parish Council Meeting will take place on

Monday 21st May 2012 at 7.00 pm

at Blackbourne, Blackbourne Road

AGENDA

- 12.5.1 To elect the Chairman of the Council for the coming year
- 12.5.2 To receive the Chairman's Declarations of Acceptance of Office or to decide when to receive same
- 12.5.3 To elect the Vice Chairman of the Council for the coming year
- 12.5.4 To receive reports from the Planning Committee and from the Complaints Committee
- 12.05.05 To receive a report from the Council Chairman for the year 2011/2012
- 12.05.06 **Proposal: Cllr Barker;**
That, under the 2006 amendments to the Accounts and Audit Regulations 2003 (Regulation 10), this Council approves the accounts for the 12 months ended 31.03.12, tabled as Appendix A, and authorises the Chairman and the Responsible Finance Officer to sign them as approved.
- 12.05.07 **Proposal: Cllr Barker;**
That this Council approves the Accounting Statement, tabled as Section 1 of the Annual Return to the External Auditor, at Appendix C as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 30.03.12 and that the Council Chairman and the Council's Responsible Finance Officer be authorised to sign a statement of confirmation of such approval.
- 12.05.08 **Proposal: Cllr Barker;**
That this Council receives and approves the Risk Assessments scheduled at Appendix B as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.
- 12.05.09 **Proposal: Cllr Barker;**
That this Council approves the Annual Governance Statement, tabled as section 2 of the Annual Return to the External Auditor, at Appendix C, as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 30.03.12 and that the Council Chairman and the Parish Clerk be authorised to sign a statement of confirmation of such approval.
- 12.05.10 **Proposal: Cllr Barker;**
That this Council notes the schedule of fees and charges tabled as Appendix D and relating to the Council's allotments and Cemetery.
- 12.5.11 To receive any reports from other officers of the Council, representatives of the Council on external bodies, Ward Members and any other external bodies as appropriate.
- 12.5.12 To appoint or to confirm the following officers of the Council, or to take other action appropriate (current postholder in brackets);
12.1 Tree Officer (Mr John Ibbetson)
12.2 Footpath Officer (Cllr Burch)

12.3 Village Recorder (Mrs Maureen Dow)

- 12.05.13 To appoint or to confirm representatives of Council on the following bodies, or to take other action as appropriate: (current postholders in brackets);
13.1 Elmswell Poor's Land Charity (Cllr Lloyd to 2015, 3 positions vacant)
13.2 Blackbourne Management Association (Cllrs Burch & Edmonds, Parish Clerk)
13.3 Elmswell Amenities Association (Cllr Edmonds)
- 12.05.14 To appoint members to the following Committees (current membership in brackets):
14.1 Planning Committee (Cllrs Mrs Abbott, Barker, Burch, Edmonds, Hawes, Petchey & Reed)
14.2 Complaints Committee (Cllrs Barker, Burch, Edmonds, Friend, Hawes, Ms Indurain, Lloyd, Petchey & Reed)
- 12.05.15 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:
15.1 Suffolk ACRE (£25.00)
15.2 Suffolk Association of Local Councils (£794.00)
15.3 Suffolk Preservation Society (Campaign to Protect Rural England) (£29.00)
15.4 Society of Local Council Clerks (£140.00)
15.5 Suffolk Wildlife Trust (£38.00)
- 12.05.16 To note an assurance from Messrs. Burnett Barker, solicitors, that all Deeds and other documents held on behalf of the Council are in order.
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- 12.05.17 Apologies for absence to be noted or accepted and other absences noted.
- 12.05.18 **Proposal: Cllr Barker;**
That the Minutes of the Council meeting dated 16th April 2012, as tabled, be agreed as a true record.
- 12.5.19 To receive any Members' Declarations of Personal Interest and / or Personal – Prejudicial Interest in subsequent agenda items and to note any additions or deletions to the Register of Interests.
- 12.5.20 Meeting adjourned to receive reports from external bodies as appropriate, to invite public comment or questions on those reports and to invite public comments or questions on any other agenda items.
20.1 A written report from District Cllr Mrs Jane Storey
20.2 A written report from the BMA
- 12.05.21 To note the following correspondence and take action as appropriate:
21.1 From Messrs Burnett Barker, Solicitors, confirming that all deeds and documents held on behalf of Elmswell Parish Council are in order.
21.2 From Highways Agency re A14 closure (*circulated*)
- 12.05.22 To receive any further correspondence and to take action as appropriate.
- 12.05.23 To receive the Clerk's report as per Appendix E.
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COMPLAINTS

12.05.24 Any Complaints Committee business for information, to be noted, or for inclusion on a future agenda.

PLANNING

12.05.25 To note Planning Results as received from Mid Suffolk District Council:

25.1 1857/11 ERECTION OF BOUNDARY WALL...
STREET FARM, STATION ROAD
GRANTED P.C. supported

25.2 0733/12 ERECTION OF FIRST FLOOR EXTENSION...
47 BLACKBOURNE ROAD
GRANTED P.C. supported

12.05.26 To discuss Planning applications as notified by Mid Suffolk District Council;

26.1 **1352/12**
Provision of timber and glass door to south porch
St John the Divine Church, Church Road

26.2 **1426/12**
Acer Pseudoplatanus Fell/Remove dying Sycamore Tree
Hurstmere, 4 Grange Meadows

26.3 **0797/12**
Erection of two-storey rear extension and erection of single garage
56 Eastern Way

26.4 **1508/12**
Submission of access, appearance, landscaping, layout and scale reserved matters pursuant to condition 1 of outline planning permission 2642/10 - for the erection of 2 no. dwellings.
Land to the rear of Lufkins. New Road

12.05.27 **Proposal: Cllr Barker;**
That Elmswell Parish Council makes known to the Professional Lead Officer, Planning Services, at Mid Suffolk District Council its views on the above Planning Application.

12.05.28 Any other Planning business for information, to be noted or for inclusion on a future agenda.

12.05.29 To note a report from the Clerk on recent training regarding The General Power of Competence as a new module of the CiLCA qualification.

12.05.30 **Proposal: Cllr Friend;**
That the Clerk be asked to attend the forthcoming Clerks' Networking Day at SALC at a cost of £15.00 + VAT.

12.05.31 **Proposal: Cllr Edmonds;**
That the Council purchases 24 N°. Gopack 'Contour' folding tables for use at Blackbourne and 2 wheeled storage trolleys to accommodate them for a sum not to exceed £2,924.82 + VAT.

- 12.05.32 **Proposal: Cllr Edmonds;**
That the Council purchases 200 N°. ‘Comfort’ upholstered folding steel chairs for use at Blackbourne and 3 wheeled storage trolleys to accommodate them for a sum not to exceed £6,413.81 + VAT.
- 12.05.33 **Proposal: Cllr Barker;**
That Elmswell Cricket Club be thanked for their excellent stewardship of the Station Road recycling facility over the past 3 months and that a grant be made to Club’s funds of £150.
- 12.05.34 **Proposal: Cllr Edmonds;**
That Council re-visits the matter of the lighting at the almshouses on Church Road and seeks advice from the Planning Authority’s Conservation Officer with a view to reducing the industrial effect of the recently installed all-night units and that it be made clear to the governing Trust that Council would be willing to consider financial support towards a solution. Further, in the event that a solution cannot be agreed, then Suffolk County Council be asked, under the emerging part-night-lighting system, to extinguish the adjacent street light unless and until it is needed.
- 12.05.35 **Proposal: Cllr Mrs Abbott;**
That Suffolk County Council be asked to upgrade the sleeper bridge over the ditch into the Grove Lane playing field from land to the south on Elmswell Footpath N°. 8.
- 12.05.36 To note authorised payments made since 16th April 2012 as per Appendix F
- 12.05.37 **Proposal: Cllr Barker;**
That proposed payments, scheduled as Appendix G, be authorised.
- 12.05.38 To note Balance as per Appendix H and the Chairman’s signature on the relevant bank statements confirming that the published closing balance figures are as per those statements
- 12.05.39 To note the Cashflow Forecast as per Appendix J
- 12.05.40 Adjournment of Meeting to allow public comment on any matter relevant to Council business.
- 12.5.41 Any other Council business for information, to be noted, or for inclusion on a future agenda.
- 12.5.42 To note that the next ordinary meeting of Council is scheduled for Monday 18th June 2012 beginning at 7.30 p.m. at the Blackbourne.
- 12.5.43 Close of Meeting

Signed

Peter Dow, Parish Clerk
Dated 15.05.12