**BADINGHAM PARISH COUNCIL**

**MINUTES OF ANNUAL PARISH COUNCIL MEETING**

**Held on Thursday May 14th 2015 at 7.30pm**

**at Badingham Village Hall**

Reports from District & County Councillors, Police and Enterprise Badingham, and questions from members of public: - None

The Clerk received all members Declaration of Acceptance Forms

Meeting opened at 7.40 pm

**1 MEMBERS TO ELECT CHAIR**

Cllr Frost offered to stand again as Chair. Cllr McQuade Proposed that Cllr Frost be appointed Chair, Cllr Barber Seconded. All Council members agreed unanimously. The Clerk received the Declaration of Acceptance.

**2 MEMBERS TO CONSIDER ELECTION OF VICE-CHAIR AND**

**REPRESENTATIVES.-**

**2.1 Vice Chair -** Council agreed that a Vice Chair should be appointed. Cllr Frost Proposed Cllr McQuade be appointed Vice Chair, Cllr Welham Seconded. All Council members agreed unanimously.

**2.3** Council Agreed that the Following Representatives should be appointed:

**Highways** – Cllr Upton

**Trees/Ponds/Environment** – Cllr Welham

**Emergency Officer** – Cllr Barber

**LCPAS** (Local Council Public Advisory) – to Rotate

**Village Affordable Housing** – Cllr Osborne

**3 PRESENT & APOLOGIES**

**Present:** Cllr Frost, Cllr McQuade, Cllr Welham, Cllr Meigh, Cllr Barber

**Apologies:** Cllr Upton & Cllr Bedson

**4 DECLARATION OF INTERESTS**

Cllr Meigh – Chair of Enterprise Badingham

**5 MINUTES OF MEETINGS: -2.4.15 & 20.4.15 - Approve & Sign**

Council approved and agreed the minutes from 2.4.15 and 20.4.15

**6 MATTERS TO REPORT FROM ACTIONS OF LAST MEETING**

The Clerk submitted the responses of the council to the planning applications for Sweetbriar Barn, Solar panels and Arrillas stable block and menage.

All election nomination forms were delivered and receipted by the Clerk who attended SCDC offices.

The Clerk reminds the Councillors that they are all responsible for filling in their register of Interests forms online with SCDC this is a mandatory and legal requirement. Also their expenses forms which have to be returned even if they only to show zero expenditure, each councillor is responsible for this.

The new Transparency Act is now in place as of 1st April, the mandated introductions for council protocol will be detailed under item 9 on the Agenda.

The application to claim play-space funding to cover the new piece of equipment for the pocket park play area has been submitted and awaiting results.

Invitations to all the groups and organisations in the village have been sent out for the Annual Parish Meeting.

The Clerk has prepared a letter that needs signing by both signatories for Barclays to adjust the standing order that is paid out for the monthly salary.

The Clerk has prepared the External Audit documentation and has submitted everything to the Internal Auditor, the Internal Audit has now been completed.

**7 FINANCE -** **Financial Statement–To Approve & To Approve the External Year End Audit – Chair to sign**

**7.1** Council approved the Financial Statement

**7.2** Council having considered the supporting paperwork provided by the Clerk, Cashbook Spreadsheet, Bank reconciliation, Accounts Summary and Internal Audit Report agreed that the External Year End Audit and Governance Form to be signed off by the Chair.  **SP**

**8 PARISH PLAN- Any updates for Action Plan**

**8.1** Cllr Frost requested updates to add to the Action Plan. There were none to put forward at the meeting.

**8.2** Cllr Frost submitted the quotes now in for printing hard copies of the Parish Plan Booklet those being:

25 copies 50 copies 100 copies

Micro-press £143.16 £248.00 £428.00

5 Castles £148.00 £232.00 £410.00

Council considered the quotes and amount to print, it was agreed that 100 copies be produced and that 5 Castles should be appointed. The availability of hard copies will be announced at the Annual Parish Meeting 22nd May and on the Website and in the Echo magazine. The Clerk will forward the details to County Cllr Burroughs to request application of the Locality Grant to cover the costs of printing.  **SP**

**9 NEW TRANSPARENCY CODE MANDATED FOR SMALLER COUNCILS**

The Clerk has been advised that this code is not for adoption, it is mandatory and came into effect on 1st April 2015. Requirements within it are that Parish Councils must publish on a website draft minutes no later than one month after each meeting and agendas with any associated papers not later than 3 days before the meeting. The second round takes effect from July 2015 when the first set of annual data completed must be published. Council agreed that having the Parish Council website means that compliance can be in place accordingly.

**10 HIGHWAYS – Nothing to Report**

**11 PLANNING - None**

**12** **POCKET PARK – Cllr Welham**

**12.1** Cllr Welham reported that the climbing A frame which under the ROSPA advice is being replaced, had been dismantled and removed. The new nest swing foundation and footings have been put in place ready for installing. Council requested that the Clerk chase the Funding officer at SCDC with regard to their application for £2,340 to cover the cost of installing a nest swing. **SP**

**12.2** Cllr Welham reported that the pond gate is not fit for purpose, council agreed that quotes be sought to replace the gate it was agreed a cap of £500 to install a 5 bar gate, Cllr Welham and Cllr Barber will source quotes. A life ring also needs to be sourced Cllr Welham and Cllr Barber will source suppliers and quotes**.**

**12.3** Council agreed that the ROSPA inspection should be extended to the pond area. The Clerk will contact the PlaySafety who carries out the inspections. **SP**

**13 EMERGENCY PLANNING**

Cllr Barber reported that he and Cllr Welham were in the process of formulating a register of volunteers and emergency telephone tree**. TB & RW**

**14 VILLAGE HALL**

Cllr Frost understood that the new management committee have improvement plans to extend the Village Hall. Council agreed that the Parish Council Representative on the committee Cllr Upton should be providing detailed proposals to the Parish Council for approval before they are progressed. Council agreed that the Village Hall Advisor from Community Action Suffolk should be actively in place and consulted with regards to reporting on to the Parish Council through Cllr Upton.

**15 SHINING STAR AWARD**

Cllr Frost explained that no nominations have come forward. Bob Foster the founder of the Award felt that with no nominations the Award is now in place and hopefully next year nominations will come forward.

**16 CORRESPONDENCE - None**

**17 ITEMS FOR NEXT AGENDA**

Training – Parish Cllr Training – Badingham Village Hall, details of courses for

a programme of training.

Play Area – Pocket Park Event

Parish Plan – Action Plan update

**18 DATE OF NEXT MEETING**

Thursday June 11th 2015

**Meeting closed 9.10pm**

**………………………………………………….. ………………………….**

**Chair Date**