

## **PETTAUGH PARISH COUNCIL**

MINUTES of the statutory annual meeting

**TUESDAY 16 MAY 2023**

at St Catherine's Church, Pettaugh (start time 7.25 pm)

### **Present:**

Councillors Belinda Bulsing, Margaret Marlow, Stephen Rowe (Presiding) and Esther Thornton

### **1/05 ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor Stephen Rowe be re-elected Chairman of the Parish Council for the ensuing Municipal Year.

Councillor Rowe then signed the statutory Declaration of Acceptance of Office as Chairman of the Parish Council.

### **2/05 APOLOGIES FOR ABSENCE**

None.

### **3/05 APPOINTMENT OF VICE-CHAIRMAN**

It was agreed to not appoint a Vice-Chairman.

### **4/05 ELECTION 4 MAY 2023**

The Clerk reported on the outcome of the above election resulting in the re-election of the four existing Councillors which left one vacant seat. He confirmed that all four Councillors had signed their statutory Declarations of Acceptance of Office as Councillors.

### **5/05 MINUTES OF MEETING – 2 MARCH 2023**

**RESOLVED** that the Minutes of the meeting of the Parish Council held on 2 March 2023 be approved and confirmed.

### **6/05 DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS**

None received. The Clerk drew Councillors' attention to the requirement to complete and return to Mid Suffolk District Council their register of interests forms.

## **7/05 PUBLIC PARTICIPATION SESSION**

In the absence of any members of the public this was not held.

## **8/05 REMAINING BUSINESS OF MEETING**

**RESOLVED** that notwithstanding the provisions of Standing Order 5j (iii – xxi) the further business of the meeting be confined to those matters set out on the published agenda.

## **9/05 MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

There were no matters arising. It was however agreed that the new District Councillor and a Police representative be invited to a future meeting of the Parish Council. Regarding the TVAs method of assisting with traffic speed control it was further agreed that Councillor Hicks be asked to confirm whether this device enforced at speeds of 30 or 40mph.

A written report submitted and circulated by Councillor Marlow on behalf of the St Catherine's Church Parochial Church Council was received and noted.

## **10/05 FINANCE**

The Parish Council considered the following matters:

### **(a) Financial Statements**

No new statement or reconciliation of bank accounts for 2023/24 had been produced for this meeting as there had been no movements or transactions since the end of the last financial year, other than the receipt of the first half of the precept in the sum of £1,375.00.

### **(b) Annual Audit of Accounts 2022/23**

The final statement of accounts and bank reconciliation for 2022/23 was received.

**RESOLVED** that the final statement of accounts and bank reconciliation for 2022/23 as appears at Appendix A to these Minutes be approved.

The Clerk gave an update on the internal audit currently being undertaken by the Suffolk Association of Local Councils Internal Audit Service.

The Parish Council then received and considered the Annual Governance and Accountability Return (AGAR) for 2022/23 which had been submitted to the Internal Auditor with a view to the issue of the relevant Certificate. In

order to avoid the necessity for an external audit the Parish Council needed to claim an exemption.

**RESOLVED** that approval be given to the AGAR for 2022/23 including the Certificate of Exemption.

**(c) Accounts for payment**

Association of Local Councils (annual subscription) - £138.65  
Suffolk Cloud (Website hosting to 31/3/24 and uploading of documentation for 1 year) - £240.00  
Mid Suffolk District Council (Litter & Dog Bin emptying 23/24) - £167.51  
St. Catherine's Church PCC (Use of church for May mtg) - £18.00  
Mr S P Jennings (Clerk's claim for hours and expenses) - £611.91

**RESOLVED** that the above accounts be approved for payment.

**(d) Review of banking arrangements**

It was agreed that this matter be deferred for consideration at the next meeting.

**11/05 TRAFFIC SPEED THROUGH THE VILLAGE AND OTHER RELATED MATTERS**

An email had been received from a resident of Mill Field seeking Parish Council support for parking restrictions around the entrance to that development. While the precise status of the highway at the entrance was not known, it was generally agreed that although occasionally a vehicle would stop and drop off/pick up there was little evidence of a significant problem of obstructive or dangerous parking.

**RESOLVED** that the Clerk responds accordingly to the local resident.

**12/05 REVIEW OF CONSTITUTIONAL DOCUMENTS**

The Parish Council reviewed its Standing Orders, Financial Regulations, and Internal Controls, and noted that its Asset Register and Risk Management documentation were also due for review.

The Clerk submitted for consideration revised wording for the provisions of Standing Order 5(k) relating to the business at an annual meeting of the Parish Council, together with an updated Statement of Internal Controls.

**RESOLVED** that subject to the revision to Standing Order 5(k) as set out in Appendix B to these Minutes, the Parish Council's Standing Orders and Financial Regulations be re-affirmed, and that the Statement of Internal Controls as set out at Appendix B to these Minutes be approved and adopted.

It was agreed that the Asset Register and Risk Management documentation be reviewed further at the next meeting.

**13/05 NEXT MEETING**

It was agreed that the next meeting of the Parish Council is fixed for Tuesday 25 July 2023.

The Chairman closed the meeting at 8.40 pm.

Chairman  
25 July 2023