

ALPHETON PARISH COUNCIL

MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING HELD ON TUES MAY 23 2023 IN ALPHETON VILLAGE HALL AT 7.30PM AFTER THE ANNUAL PARISH RESIDENTS MEETING

Present: Cllrs M Gray (Chair), G Baker, K Jacobs, R Kemp, J Moore, Tim Rix. Also present: Mary Luton-Woodburn, Parish Clerk.

1. Election of Chairman and Vice Chairman Cllr Gray confirmed that she was willing to continue as Chairman and she was thanked and unanimously elected Chairman for the year. Proposed Cllr Kemp, Seconded Cllr Moore. Cllr Gray took over the meeting at this point. Cllr Moore also confirmed that he was willing to continue as Vice Chairman and was unanimously elected Vice Chairman for the year. Proposed Cllr Gray, Seconded Cllr Kemp.
2. To receive the Chairman's and Vice Chairman's Acceptance of Office Forms Cllr Gray and Cllr Moore duly signed their Acceptance of Office forms as Chair and Vice Chair respectively in the presence of the Proper Officer.
3. To receive the Acceptance of Office Forms from Councillors All Councillors present signed their Acceptance of Office Forms and these were received by the Proper Officer.
4. To receive apologies for absence Apologies were received from Cllr J Nunn. (District Cllr E Malvisi also sent her apologies)
5. Declarations of Interest None
6. To approve Minutes of the meeting of 13 April 2023 The minutes were approved. Proposed, Cllr Jacobs, Seconded, Cllr Moore.
7. Public Forum. No members of the public present but at this point Cllr Kemp wished the PC to note that Trevor Rix had retired at the end of the last Council year and he wished to make a vote of thanks from the PC for his 49 years of service and that of at least 2 earlier generations of the Rix family. The PC resolved to send a letter of thanks for this service.
8. To receive the Parish Clerk's report:
 - (i) The Council approved the payment of all items on the schedule of payments. Proposed Cllr Gray, Seconded Cllr Kemp.

Coronation donation, Alpheton Village Hall	£ 500.00	<i>LGA 1972 s.133</i>
Gryphon First Aid, replacement defib pads	£ 54.00	<i>Public Health Act 1936, s.234</i>
BMSDC litter and dog bin emptying (inc £42.45 VAT)	£ 254.70	<i>Litter Act 1983, ss5,6</i>
SALC – Membership subscription 2022-23	£ 160.43	<i>LGA 1972 s.111</i>
Heelis & Lodge – Internal Auditor fee	£ 130.00	<i>LGA 1972 s.111</i>
Evan Markell, 2 May grass cut, as per contract	£ 200.00	<i>PHA 1875 s.164</i>
Network Sports – football net and delivery (inc £21.82 VAT)	£ 130.94	<i>LGA (misc provis)1976 s.19</i>
Network Sports – football net pegs x 2 (inc £1.27 VAT)	£ 7.65	<i>LGA (misc provis)1976 s.19</i>
Alpheton Village Hall hire May, meeting	£ 20.00	<i>LGA 1972 s.111</i>
Total expenditure	£ 1,457.72	
 - (ii) The Clerk explained that there had been a suggestion to adopt the crest of the Barnardiston of the Ryes Family, historic Lords of the Manor of Alpheton, on the Alpheton Plaque for Lavenham Airfield. The PC resolved to do so. Proposed, Cllr Baker, Seconded, Cllr Rix.

Signed

Dated.....

(iii) The District and County Councillors Reports were noted by the meeting at this point.

9. To review and approve Standing Orders and Financial Regulations The Clerk pointed out that the Standing Orders and Financial Regulations had not changed from the last Annual Parish Council meeting. Both documents were approved. Proposed, Cllr Kemp, Seconded, Cllr Moore.
10. To adopt the Suffolk Code of Conduct for Councillors (adopted as the Model Code of Conduct in August 2022) The Parish Council resolved to adopt the Suffolk Code. Proposed, Cllr Gray, Seconded Cllr Kemp.
11. To appoint Parish Council Portfolio Holders The Parish Council resolved to appoint the following Portfolio Holders:
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| Cheque Signatories | Cllr Madeline Gray, Cllr John Nunn, Cllr John Moore |
| Electronic Banking ‘Signatories’ | Cllr Madeline Gray, Cllr John Moore |
| Planning | Cllr John Moore and Cllr Madeline Gray |
| Footpaths and Highways | Cllr Madeline Gray, Cllr Katie Jacobs, Cllr Gemma Baker |
| Website Manager | Cllr Tim Rix |
| Asset Manager | Cllr Madeline Gray |
| Village Hall Representative | Cllr John Moore |
12. To consider any new planning matters and report on any decisions.
The Clerk reported that the appeal relating to Aveley House had been dismissed and that the listed building consent at Elms Farm, Shop Hill had been granted.
13. To consider and approve the Annual Governance and Accountability Report 2022/23 The Council considered and approved all items listed below ‘en bloc’. The Clerk/RFO and Chair signed all papers as required. Proposed, Cllr Kemp, Seconded, Cllr Moore.
- (i) To consider and approve Certificate of Exemption for 2022/23
 - (ii) To consider and approve Annual Internal Audit Report for 2022/23
 - (iii) To consider and approve the Annual Internal Auditor’s Report 2022/23_– the internal auditor made two recommendations which were accepted by the Parish Council – one to add GDPR to the Risk Register and the second to add the Asset Register to the website showing the land holdings of the PC.
 - (iv) To consider and approve Annual Governance Statement 2022/23
 - (v) To consider and approve Accounting Statement 2022/23
14. To receive an update on the management of the SIDs It was confirmed that the TVAS at Bridge Street was now working although it would shortly be moved on. Cllr Moore confirmed that the arrangement with the Sudbury Wardens for the positioning and moving of the SIDs was now agreed but he was just waiting for the SLA to be signed off. The new programme was due to commence on 9 June. Two batteries would now be purchased, as agreed.
15. To discuss litterpicking in Alpheton The Parish Council wished to record in the minutes, their grateful thanks to the volunteer who has undertaken litter-picking in the village for 25 years and resolved to send him a letter and card of thanks. It was suggested that a note might appear in the parish magazine encouraging residents to look after the area outside their house now there was not a volunteer undertaking this work.
16. To discuss and agree funding for the reintroduced, printed village newsletter The Parish Council discussed this request to help fund the reintroduced paper copy of the newsletter.

Signed

Dated.....

Councillors expressed concern about the extent of paper use and would like the newsletter available by electronic means as much as possible. The PC resolved to donate the same amount as in previous years i.e., £132 annually. Proposed, Cllr Baker, Seconded Cllr Rix.

17. Date and time of next Parish Council meeting

Thursday, July 27, 2023 at 7pm in Alpheton Village Hall.

The meeting closed at 8.25pm.

Signed

Dated.....