**Minutes of**

**CRETINGHAM, MONEWDEN AND HOO ANNUAL PARISH COUNCIL MEETING**

Cretingham, Monewden and Hoo Parish Council held on

Wednesday May 17th 2017 following the APM at 7pm in Monewden Village Hall

**Present:** Brian Martin; Alister Gourlay; Richard Chenery; David Defoe; George Ralli; Alan Peat; Caroline Saxby; Shasha Toptani

**Public:** None attended either the APM or following meeting

**18. To elect Chairman** –Cllr Martin was proposed as Chair by Cllr Chenery, seconded by Cllr Peat.

**18.1 To elect Vice Chair** - Cllr Gourlay was proposed as Vice Chair by Cllr Defoe, seconded by Cllr Ralli.

**18.2** Councillors both signed Declaration of Acceptance of Office

**18.3. Apologies – to accept apologies for absence -** Cllr Vickery sent apologies

**18.4. Declarations of Interest and to accept any dispensations -** None

**18.5 To consider confirming the Minutes of the Parish Council Meeting on 15th March 2017 -** The Minutes were confirmed and signed

**18.6 Public forum** - to receive and note comments from members of the public present, through the Chairman only.

No public were present

 Councillors wished to thank the outgoing Clerk Carol Smy for her outstanding service and to welcome Jane Page as new Clerk

Cllr Wild has resigned and council wish to extend their thanks for her service

ACTION - Clerk to write formal letter of thanks

**18.7 Matters for debate**

**18.8** Risk Assessment - The internal control and internal audit procedures for Cretingham,Monewden and Hoo are regularly reviewed and a full Risk Assessment document is maintained. Council now keep a duplicate electronic copy of non confidential documents lowering our risk from medium to low

**18.9** Review of Internal Control and Internal Audit

All cheques are signed by two of the named Councillors at council meetings, once council approval has been given, and invoices and cheque stubs are checked and counter signed. All expenses are tracked and full accounts are kept updated. Fidelity Guarantee insurance is calculated for the highest amount the council are likely to hold in their funds, taking into account the peak in funds at the times of the precept. An independent professional auditor carries out the internal audit which covers:

Proper book keeping with review of cash book, bank reconciliation and statements, supporting vouchers, invoices and receipts,

Financial regulations including Standing Orders,

Control and risk management,

Budgetary and income controls,

Petty cash, payroll, asset control and valuation, bank reconciliation, year end procedures.

Internal Audit is considered effective as all measures and suggestions have been taken up over the years. The Council, Clerk/RFO and Internal Auditor have clearly defined roles. The audit documents are prepared throughout the financial year and are constantly reviewed by the council

**18.10**Standing orders are updated regularly as are Financial Regulations and the Asset Register is kept up to date.

**18.11** Signing of Audit document - a) Accounting statements

 b) Annual Governance statement

Both statements were signed

**18.12** Internal Audit report - all recommendations from the last internal audit have now been carried out with amendments to Standing Orders and Financial Regulations now containing reference to Public Contract Regulations 2015. Steps have been taken to fully comply with the Transparency Code

**18.13** Signing of contract for new Clerk/RFO/Proper Officer - the new contract was signed and a copy retained by both the Clerk and Chair

**18.14** Whether to renew legal advice cover with SALC or move to LCPAS - it was decided to move to LCPAS for the next year

**18.15** New bank account - mandate forms were completed

ACTION - Clerk will send the forms to Barclays

**18.16** To elect Portfolio holders

Highways - Cllr Defoe

Environment - Cllr Peat

Planning - Cllr Saxby

Finance - Cllr Gourlay

Services and Amenities - Cllr Ralli

Police/NHW - Cllr Chenery

**18.17** Community Defibrillator Scheme - councillors decided to research this matter further re costs/location and value of this device in such a remote, low populated area and will defer decision until the next meeting

**18.18** Neighbourhood Watch Scheme - it was decided, in light of recent burglaries that Cllr Chenery would become Co ordinator to the Scheme

ACTION - Clerk will facilitate this

**18.19** Monewden Airfield - development of the Airfield continues to be monitored

ACTION - Clerk will contact SCDC for advice

**18.20** Change of next meeting date - meetings will move to Thursdays rather than Wednesday with the next meeting on Thursday September 21st

**18.21** LCPAS - General Data Protection Regulations Course - the Clerk will attend this course

**To hear reports from:** SCC - no report available

 SCDC - no report available

 Charity Land report - Both Barclays accounts to be merged

**18.15 Planning applications and Notifications**

*To consider any planning applications received by the date of the meeting where reasonable and practical to do so*

Willow Tree Cottage - DC/17/1335/FUL - *no objections*

DC/17/1352/FUL for Moonrise, The Street *- no objections*

DC/17/1548/LBC Poplar Farmhouse Cretingham - Listed Building Consent for works of repair, renovation, renewal and alteration to include removal of front porch and replacement of windows and doors - *no objections*

DC/17/1830/FUL Agricultural Building, Poplar Farm, Cretingham Road

Conversion of existing barn to from residential dwelling and associated works, ancilliary parking/turning area, new access and driveway, hard and soft landscaping - *councillors had not accessed the planning portal so would defer comments*

**18.16 Correspondence since last meeting**  circulated to Councillors \*emailed

Site Allocations and Area Specific Policies document Jan 2017

Suffolk Libraries survey\*

Alert on bogus callers\*

The Local Councillor

**18.17 Financial matters and payments due:**

Bank statement was checked and agreed

Balance on 1st April £2513.21

300030 £266.70 cashed

Precept £1075.00 received

Cheques for approval:

300032 £232.22 Clerks Salary April/May /expenses (paid quarterly)

300033 £100.00 LCPAS Subscription

Total as at 17.5.17 £2989.29

**18.18 Reports**

Resignation of Cllr Wild - vacancy notice has been posted

Charities bank accounts are to be merged

VAT claim has been submitted for 2016-17

Community Action Suffolk membership has been renewed

**18.19 Items to go forward to next Agenda**

30mph signs

Defibrillator

Review of Charity Land Rent

The meeting closed at 8.50pm

Signed Dated