



1589 Minutes of the Annual Parish Council Meeting held on Tuesday 19 May 2015

Present: Councillors Kay, Videlo, Matheson, Elliot, Archer, and Gold, and SCC Cllr O'Brien and SCDC Cllr Harvey (after Item 6).

1. **Election of Chairman:** Cllr Ian Kay proposed by Cllr Videlo, seconded by Cllr Archer, all agreed. Cllr Ian Kay **declared office.**
2. **Register of Interests:** The Clerk reminded councillors of their obligation to update their register entries both in paper form and on-line as and when any changes in their declarable interests arise.
3. **Election of Vice-Chairman:** Cllr Alyson Videlo proposed by Cllr Archer, seconded by Cllr Kay, all agreed.
4. **Apologies for absence** received from Cllrs Winship and Reid.
5. To **RECEIVE** reports from: SCC Cllr Patricia O'Brien, SCDC Cllr Susan Harvey and Suffolk Police – **with the approval of the Council, the Chairman deferred this item until later in the meeting**
6. **Report and Approval of End of Year Accounts 31/03/2015.** The Internal Audit report was received and was found to be in order. There was one recommendation, that the setting of the Precept should be fully recorded in the Minute Book. It was resolved to accept the end of year financial position, proposed by Cllr Kay seconded by Cllr Gold, all agreed. Accounts signed by Chairman and Clerk/RFO.
7. **To approve Annual Return for year ended 31 March 2014,** Section 1 Accounts, Section 2 Annual Governance Statement completed and approved, which also included approval of the Fixed Asset Register valuation. Proposed by Cllr Kay, seconded by Cllr Gold, all agreed. Completed and signed by the Chairman and Clerk/RFO.
5. (See above). SCC Cllr O'Brien had little further to add to her previously circulated report, noting the new SCC leader was Colin Noble and the local Police were now working out of Woodbridge Fire Station.

SCDC Cllr Susan Harvey was welcomed and congratulated on her election by the Chairman. She reported that SCDC would be moving to newer small offices, and had achieved 58% recycling levels. The Community Enabling Fund was available again this year and Cllr Harvey encouraged the creation of a Waldringfield Neighbourhood Plan, with financial and other benefits possibly accruing.

The Annual and monthly Report from Suffolk Police was noted
8. **To confirm/re-confirm appointment of Internal Auditor.** Cllr Videlo proposed that Heelis & Lodge be appointed Internal Auditor for year ending 31 March 2016. Seconded by Cllr Archer, all agreed.
9. **To confirm/re-confirm bank and building society authorised signatories** Cllrs Kay, Archer and Matheson, any 2 of 3. All agreed, bar signatories, who abstained from voting.
10. **Appointment of Councillors/Officers/Others to particular responsibilities** was **resolved** as follows:

- 1 SALC – Clerk/Cllr Winship (East Area Only)
- 2 Footpaths – Cllr Gold
- 3 Tree Warden – Mrs C Fisher-Kay
- 4 Flood Defences – Mr John Smith, Flood Warden, Mr Ged Morgan and Mr Tony Lyon, Deputy Flood Wardens.
- 5 Emergency Planning and Flood Warden Liaison – Cllr Winship
- 6 Planning Group – Cllrs Elliot, Matheson and Gold
- 7 Community Policing – Cllr Videlo (ad hoc local meetings only)
- 8 Parish Liaison – Cllr Kay
- 9 Web Site Management – Cllr Videlo/Clerk

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CHAIRMAN.....I Kay.....DATE: 09/06/2015

WALDRINGFIELD PARISH COUNCIL

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- 10 Village Hall – to remain vacant
- 11 Tennis Court Trust – Cllr Archer
- 12 Fairway – Cllrs Gold and Matheson
- 13 Playing Field – Cllrs Archer and Reid
- 14 Church Field – Cllrs Gold and Elliot
- 15 WALGA – Cllr Kay
- 16 Parish Plan – Cllrs Elliot, Reid, Kay, Videlo and Mrs R Erskine, Mrs B Rayner, Mrs B Reid & Mrs C Lyon
- 17 Village Safety Group – Cllrs Kay, Videlo, Gold, Reid and Mrs H Earle, Mr R Crawley and Mrs S Wood

Subject to acceptance by non-councillors, these appointments were proposed by Cllr Kay, seconded by Cllr Gold, all agreed.

11. **It was resolved** to re-appoint Mr David Lines as **Clerk and RFO**. Conditions of service per the post-appraisal letter dated 12th December 2014. All agreed.
12. **It was resolved** to re-appoint Mr Roy Lord as the Contractor **Handyman** per the terms and conditions set out in the confirmation letter d/d 18th November 2014, plus other odd jobs as necessary at the same rate. All agreed.

The Clerk/RFO and Handyman's rates of pay to be reviewed in September

The Chairman closed the Meeting at 8.15 pm.

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