

RICKINGHALL PARISH COUNCIL

Minutes of the ANNUAL meeting held Thursday 6 May 2021
On Zoom

Present:

Cllr Gillian Crossley-Holland
Cllr Sally Smith
Parish Clerk – Leeann Jackson-Eve
2 Members of the Public
Cllr Stephen Pattenden

7.30pm The Vice Chairman welcomed those present and opened the meeting.

1. **To Elect a Chairman for the Year 2021/22.** Cllr Short, proposed by Cllr Crossley-Holland, seconded by Cllr Smith, and agreed unanimously, was elected as Chairman in his absence, having indicated his willingness to stand.
2. **To receive the Chairman's Declaration of Acceptance of Office.** The Council would receive Cllr Short's Declaration of Acceptance of Office in due course.
3. **Apologies for absence.** Apologies were received from Cllr Geoff Short.
4. **To elect a Vice Chairman.** Cllr Crossley-Holland, proposed by Cllr Smith, seconded by Cllr Pattenden, and agreed unanimously was elected as Vice Chairman.
5. **Casual Vacancies:** There were no applications for the five vacancies.
6. **To elect Council Officers and Representatives to outside bodies:** The following appointments were agreed:

• Allotments Man't Committee:	Reports from AMC Chairman
• BARWOODS:	vacant
• Local Charities:	Cllrs Crossley-Holland & Smith
• Local Transport:	Cllr Smith
• Parish Assets:	Cllr Crossley-Holland
• Planning Working Party:	Cllrs Short & Smith
• Public Rights of Way:	Cllr Smith
• SALC/Parish Liaison:	Reports from W Sargeant via the Clerk
• Tree Warden:	Reports from R Jones
• Village Hall:	vacant
• War Memorial/ROCP:	Cllr Crossley-Holland
• Website/Facebook:	Clerk
7. **To confirm the Minutes of the Meeting held 1 April 2021.** The minutes of the Meeting, circulated prior to the meeting, were approved for signing.
8. **Magazine Input:** Cllr Smith. Cllr Pattenden would be added to the rota.
9. **Declaration of Members Interests and Dispensations:** None.
10. **Public Forum:** It was noted that there would be an art exhibition on 13-15 August to fundraise for new toilet facilities for St Mary's Church, Rickinghall Inferior.
11. **Planning:**
 - 11.1 **Planning Applications:**
 - 11.1.1 **Porters Farm, West Hall Road.** Ref. DC/21/01440. Erection of steel framed building (following removal of existing asbestos and brick structures). The PC RESOLVED, with all agreed, to have no objection.
 - 11.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:**
 - 11.2.1 **Tudor House, Bury Road.** Ref. DC/21/02421. Notification for works to trees in a Conservation Area - Reduce and reshape 1no Holly tree. The PC RESOLVED, with all agreed, to have no objection.
 - 11.2.2 **Willow Tree House, Bury Road.** Ref. DC/21/02422. Notification for works to trees in a Conservation Area - Reduce 2no large limbs back to boundary on 1no Willow tree. The PC RESOLVED, with all agreed, to have no objection.

- 11.3 **Notification of Planning Decisions by Mid Suffolk DC:**
- 11.3.1 **Osier Farm, New Delight Road.** Ref. DC/20/05344. Planning Application - Change of use from Agricultural to equine use and erection of stables and barn (retention of) following demolition of existing barn, construction of lunging school arena (retention of), erection of paddock fencing (retention of) and 2No. mobile horse shelters (retention of). Planning Permission GRANTED.
- 11.3.2 **25 Wheatfields.** Ref. DC/21/00875. Householder Application - Erection of single storey rear extension. Planning Permission GRANTED.
- 11.3.3 **Bridge House, Bury Road.** Ref. DC/21/01525. Notification of works to trees in a Conservation Area. NO OBJECTION.
- 11.3.4 **Brook Place, Water Lane.** Ref. DC/21/01527. Notification of works to trees in a Conservation Area. NO OBJECTION.
- 11.3.5 **Willow Cottage, Garden House Lane.** Ref. DC/21/01528. Notification of works to trees in a Conservation Area. NO OBJECTION.
- 11.4 **Notification of other Planning Matters:** None.
12. **Progress Reports:**
- 12.1 **Chairman's Report:** None.
- 12.2 **Clerk's Report:** None.
13. **Correspondence:**
- 13.1 **Resident:** The PC considered a request, which had come via Barwoods, for discharge of clean water into Low Meadow. It was noted that Barwoods had no objection. However, councillors felt that there wasn't enough information to make a decision. It was agreed to go back to the resident for further information on the system, layout and discharge, with the subsequent decision to be made via email.
- 13.2 **Open Gardens:** It was noted that the proposals for this year's event (considered at the March 2021 mtg) would not go ahead due to lack of interest.
14. **General Items:**
- 14.1 **Annual Parish Meeting on 1 April 2021:** The DRAFT minutes of the meeting were noted by the Council and acknowledged by those councillors present as a true record. There were no matters arising from the meeting.
- 14.2 **Wherry Land:** The PC RESOLVED, with all agreed to approve a quote for £925 from Peter Kerry for new gates at the entrance to the site.
- 14.3 **Meeting Arrangements:** It was noted that the legislation allowing remoted meetings would expire after 6 May and in response to the possibility that Covid restrictions may not allow in-person meetings in June, the PC RESOLVED, with all agreed to approve the following delegations to the Clerk, in email consultation with all Parish Council members, with decisions to be reported at the next meeting:
- to respond to planning matters;
 - to respond to any correspondence that requires the input of the full Council;
 - to make any payments due before the next meeting of the Council.
- 14.4 **Skate Park:** The applications for CIL and Community Grant funding from MSDC had been submitted and a decision would be made by Cabinet in September.
- 14.5 **Parish Infrastructure Investment Plan:** A report had been drafted for the June parish magazine and a list of options for the PIIP would go out in some form in the July magazine as part of public consultation. The next Steering Group meeting was on 24 May.
- 14.6 **County Broadband:** CB was currently undertaking some door knocking but had otherwise gone quiet. There was no update on numbers of sign-ups.
15. **Finance:**
- | | | | |
|------|-------------------------|------------|---|
| 15.1 | Account Balance: | £70,904.77 | |
| | Income: | £14,200.01 | MSDC Parish Precept 21-22 (1/2) |
| | | £ 7,858.58 | MSDC CIL Payment April 21 |
| | | £ 402.00 | MSDC Parish Grant (rebate from recalculated tax base for 20-21) |
| | | £ 1,228.23 | HMRC Reclaimed VAT for 20-21 |

- 15.2 **Accounts for Payment:**
- | | | |
|--------------------------|----------|---------------------------|
| Admin Payments | £ 880.73 | Not itemised due to GDPR |
| Street Sweeping etc. | £ 338.38 | St Clean/VAS/Paths Apr 21 |
| Redgrave Parish Magazine | £ 130.00 | Page Fees 20-21 |
| SALC | £ 8.00 | Audit Training Webinar |
| MSDC | £ 57.50 | Brown Bin – Jubilee House |
- RESOLVED, with all agreed, to approve payment of the accounts above.
- 15.3 **To approve payment of Grant Funding 2021/22:** (agreed under Minute Ref: 10.1, 1 April 2021). Noted that Remembrance Day funds will be paid in Oct/Nov.
- | | | |
|-----------------------------|-------|------------------|
| RBR PCC | £ 800 | Churchyard Maint |
| Botesdale After School Club | £ 500 | General Grant |
| Rickinghall Day Centre | £ 330 | General Grant |
- RESOLVED, with all agreed, to approve payment of the grants detailed above.
- 15.4 **Inspection of the Financial Statement for Year Ending 31st March 2019.**
- i) To receive the Internal Audit as prepared by the appointed internal auditor: The Council noted that the Internal Audit was not yet complete.
 - ii) To consider and approve the Council's Annual Return and related documents: The Clerk presented the Financial Statement and supporting documents. The Council RESOLVED, with all agreed, to approve the accounts submitted.
 - iii) To consider and approve the completion of the Statement of Assurance as per the Annual Governance Statement (Section 1 of the AGAR): The Council RESOLVED, with all agreed, to approve the signing of the Annual Governance Statement.
 - iv) To consider and approve the Accounting Statements (Section 2 of the AGAR) and supporting documents: The Council RESOLVED, with all agreed, to approve the signing of the Accounting Statements.
- The Council noted that the period during which the accounts would be open to public inspection was 14 June – 23 July. A notice to this effect would be posted on the parish notice board.
- 15.5 **To consider and approve the Community Infrastructure Levy Report to MSDC for 20-21.** The Council RESOLVED, with all agreed, to approve the submission of the CIL Report to MSDC which indicated that the PC held £14,298.78 in CIL funds at the end of 2020-21, £10,000 of which was allocated to the Skate Park.
16. **Highways Issues:** None.
17. **Welcome Packs:** None.
18. **Councillors Reports:**
- Village Hall: Roofing rubbish had been put in the clothes/paper banks rendering some collections unusable. The car boot sale and auto jumble would start again at the July Farmer's Market.
19. **Matters to be brought to the attention of the Council:** It was noted that Botesdale PC had decided to hold a litter pick in October and the PC agreed to do the same. The weekend of the 17th would be a possibility.
20. **Next Meeting:** 3 June 2021

The Chairman closed the meeting at 8.25 pm.