

Ilketshall St. Andrew Parish Council

Minutes of the meeting of 13 May 2019 held at the Parish Hall, 7.30 p.m.

1. Welcome.

The Acting Chair welcomed the 4 Councillors for the Parish, following the local elections held on Thursday 2 May 2019. These are: Gerald Godfrey (GG), Andy Spinks (AS), Chris Bromley (CB) and Rod Apps (RA). There were two members of the public in attendance Jacqueline Harrison (JH) and Mike Croft (MH).

2. Apologies for absence.

Chris Bromley sent his apologies for not being able to attend.

3. Minutes.

The Minutes of the meeting of 1st. April were accepted and signed by the Chair at the time of that meeting (GG).

4. Matters Arising.

There were no matters arising that were not dealt with later in the meeting.

5. Election of Chair.

Chris Bromley had previously, by correspondence, nominated Gerald Godfrey as Chair. Rod Apps seconded the nomination. There being no other nominations, Gerald Godfrey was duly elected as Chair of the Parish Council.

6. Appointment of Officers.

Chris Bromley had previously, by correspondence, nominated Rod Apps to be Parish Clerk. Gerald Godfrey seconded the nomination. There being no other nominations, Rod Apps was duly elected as Parish Clerk.

7. Co-options.

The full complement of Councillors for the Parish Council is seven. There being 4 Councillors as a consequence of the election, there were 3 spare spaces, and Jacqui Harrison was co-opted to be a Councillor with immediate effect.

8. Finances.

As the outgoing Parish Clerk, Mike Croft summarised a number of Finance issues in addition to a number of other issues that the new Parish Council needed to be aware of.

Finance:

The cheque for Westacott in relation to the work on the play area had been sent.

The correspondence address, and the signatories, for the bank accounts would need to be changed. Rod Apps agreed to initiate this. [\[Action: RA\]](#)

The cheque to the PCC for £150 had not been presented yet. The money from the Land Management Company was payment for the defibrillator and the wayleave payment for telegraph poles on the Commons that had gone to the LMC rather than to the Parish Council. Both of these payments were after the year-end, and therefore would need to be reflected in the audit.

The first instalment of the Precept has been paid into the account.

The firm responsible for the audit of the Parish Council's accounts would need to be advised of the change to Parish Clerk. [\[Action: RA\]](#)

Other issues:

The Parish Council is responsible for checking the safety of the Play Area equipment, fencing, etc, on a weekly basis. An annual, professional, inspection is also required – details of previous firm employed in files. [Post-meeting note: Rod Apps to undertake the weekly inspection, with Jacqui Harrison standing in when Rod Apps unable to do so.]

The insurance arrangements for the defibrillator will need to be checked. [Action: RA]

East Suffolk County Council needs to be advised of the change of Parish Clerk.

[Action: RA]

9. e-mails received.

There was nothing of particular note or interest here.

10. Declarations of Interest.

Mike Croft would forward, to Rod Apps, an e-mail concerning the Declarations of Interest that each Councillor needs to complete. Rod Apps agreed to action this. [Action: RA]

11. Any Other Business.

Vehicle-activated speed sign (VAS). There was uncertainty as to the arrangements for this.

Rod Apps agreed to contact Louise Botham, as Chair of Ringsfield Parish Council, to ascertain what the arrangement are and what needs to be done by ISA Parish Council.

[Action: RA]

12. Date of Next Meeting.

The next meeting would be held on Monday 3rd June, 7.30 p.m.

The Annual Parish Meeting would also be held on Monday 3rd June, at 7.00 p.m. [Post-meeting note; given the time between 13 May and 1 June was only 3 weeks and would not allow for adequate notice to be given of the Annual Parish Meeting via the Village Newsletter, it was agreed to change the date of the Annual Parish Meeting to Monday 1 July, at 7.00 p.m.]