

HELMINGHAM PARISH COUNCIL

Chairman: Alan Mayhew (Presiding)

Clerk: Bliss Marshall

12 Green Hill

Coddenham, IP6 9PU

email: _helminghamparish@gmail.com

tele: 07388 189332

Minutes of the Annual Parish Council Meeting held on Monday 29th April 2024 at The Coach House- Helmingham Hall, Helmingham, 7.15pm

Councillors Present: Alan Mayhew (AM), Julian Bowden (JB), Nick Styles (NS), Lesley Clark (LC) and David Styles (DS)

In Attendance: Nick Hardingham (NH) (part), Matthew Hicks (MH) (part) and Clerk Bliss Marshall (BM)

- 290424/01 Bliss Marshall was appointed as the Clerk for this meeting.
- 290424/02 **Election of Chair:** AM presided as Chair and after a short discussion, LC agreed to be considered. LC was the only Councillor to receive votes for this position, so therefore was elected as the new Chair for 24/25.
- 290424/03 AM declared that he would be stepping down from his Parish Councillor position, with immediate effect. AM stayed in attendance of the meeting as a resident.
- 290424/04 LC signed a Declaration of Acceptance to Office; this was co signed by clerk BM as proper officer.
- 290424/05 **Apologies for absence:** Suzanne Curwen- Frost (SCF) and Ian Pepper (IP) both gave their apologies prior to the meeting.
- 290424/06 **Election of Vice- Chair (If desired):** After a brief discussion, it was resolved that no Vice Chair would be elected at present but would be revisited in the near future.
- 290424/07 **Declarations of Interest:** None
- 290424/08 **Dispensations:** No requests were received prior to, or at, the meeting.
- 290424/09 **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes from the previous meeting on 15th January 2024 prior to the meeting and resolved to accept these as a true record of the decisions made. LC signed the minutes from reference 150124/01 to 150124/14.

These minutes are in draft form only. They have not been ratified by the full Council and therefore are not a matter of formal record. They will be presented to the full Council for approval at the next meeting. 1

- 290424/10 All Councillors confirmed receipt of the draft minutes from the previous Annual Parish Council Meeting- 30th May 2023 prior to the meeting and resolved to accept these as a true record of the decisions made. LC signed the minutes from reference 300523/1 to 300523/13.
- 290424/11 **County Councillors report:**
- MH presented a report on behalf of the County Council. The full copy is appended to these minutes. This included the news that Suffolk County Council has committed almost £1 million of funds to bringing in additional flood investigation specialists as the response to Storm Babet continues. Since the storm, targeted recovery work has been carried out across the county to ensure damaged highway infrastructure is repaired, those whose properties were flooded get help and that investigations can start, which will identify how to reduce flood risk. In terms of the Emergency Response Service, Suffolk Highway recorded 2,185 highway emergencies since October 2023. This is an increase of 69% compared to the same period in 2022/23.
- 290424/12 MH left the meeting.
- 290424/13 **District Councillor report:**
- NH presented a report on behalf of the District Council. The full copy is appended to these minutes. This included the news that Mid Suffolk and Babergh were jointly awarded 'Council of the Year' for their collaboration with different partners, working to improve services and focus on communities.
- Also stating that there has only been a 2% rise in council tax for this year in this area.
- NH also spoke regarding the Council continuing to encourage local groups to improve areas for wildlife; a call is being made for possible available sites from landowners that could be used for more tree plantation across the district.
- The annual Tree for Life scheme was again a success- tree, hedging and wildflower packs are offered to families, to mark the arrival of every new child across the district. You can apply for this at [Tree for life - Mid Suffolk District Council](#)

[- Babergh & Mid Suffolk District Councils - Working Together](#) (CTRL and click to follow the link)

Public forum:

290424/14 In the absence of any members of the public, this was not held.

290424/15 **Correspondence arising from the Annual Parish Meeting:**

There were no matters arising.

290424/16 **Finances:**

JB represented a report on behalf of Helmingham Parish Council. This included details of a £483 loss; this being due to some unplanned expenditure this year. These being: fees for a new website which had been paid alongside the fees for the old website whilst set up was being completed, a laptop and microsoft packages purchased for the new Clerk and also Clerk employment starting in January and wages being paid from then.

He also stated that £5224.90 in funds were available at the end of the financial year. This was confirmed by bank transactions, covering the period from 06/02/24-05/04/24. This was resolved by all as a true reflection of funding available.

290424/17 JB reported regarding the PC asset register for this year; this includes a bus shelter, 2 benches and a noticeboard, totalling £3700.00. JB stated that a speed camera and 2 posts are due to be added to this.

290424/18 JB commented regarding the possibility that some updates were needed regarding the Parish Council's bank account and payment procedures. It was resolved that at the next meeting new bank signatories and online banking would be discussed and considered.

Receipts/Invoices to be paid:

290424/19 All Councillors confirmed receipt of BM's invoices for stationary and office

supplies for clerk duties prior to the meeting. It was resolved to reimburse the fees to BM, and for these fees to be shared alternatively with BM's other Parish Council employment at Hemingstone Parish Council.

JB shall provide a cheque outside of the meeting for the total amount of £23.58. £20.98 for invoice number INV-GB-152344341-2024-42462 for printer paper and £2.60 for invoice number INV-GB-1691173925-2024-10831 for staples.

290424/20 The second installment for this year was paid in cheque to the clerk BM for £450, to cover work between 1st April and 30th June 2024. BM presented an invoice to cover these hours and this was authorised by the full Council.

290424/21 BM presented an invoice for HPC's subscription to SALC. The approval of this payment was resolved by all, to be paid outside of the meeting by JB-
SALC Subscription- £112.19 invoice number 28609

290424/22 After a brief discussion, it was resolved for JB to arrange a meeting with the Clerk BM to discuss the Responsible Financial Officer (RFO) role being transferred over to her in the near future. BM agreed for a date to be arranged after this meeting.

290424/23 BM presented a remittance advice from the District Council of Community Infrastructure levy (CIL) funding being received by the Parish for a total of £1609.48. JB confirmed receipt of this into the bank account on 150424.
NH offered to research for the Parish what infrastructure this is regarding and to send information to BM regarding what this funding can be used for.

290424/24 BM presented another remittance advice from the District Council regarding the Parish Council's part 1 payment of the Parish Precept for 2024/25- £1375.00. JB confirmed receipt of this into the bank account on 080424.

290424/25 **Governance: AGAR requirements and actions:**

After a brief discussion, the Councillors resolved that an audit is not needed for Helmingham this year. The councillors confirmed that they received notification of this exemption prior to this meeting, for exemption of an external audit before the application deadline of the 1st July. JB confirmed to calculate the necessary figures for page 3 of the AGAR form and shall liaise with IP to see if he is happy

These minutes are in draft form only. They have not been ratified by the full Council and therefore are not a matter of formal record. They will be presented to the full Council for approval at the next meeting. 4

to submit in the same manner that he did for the previous year. Once completed, BM shall publish on the website.

290424/26 **Review of documents:**

- I. All Councillors confirmed receipt of Parish Council policies for 2024/25 prior to the meeting. After a brief discussion, it was resolved to adopt all policies for 2024/2025 and for these to be published on the website.
- II. Statement of Internal Control- All Councillors confirmed receipt of the Statement of Internal Control prior to the meeting. After a brief discussion, it was resolved for this to be adopted ready for completion by March 2025.
- III. Risk Assessments- All Councillors confirmed receipt of the 'Clerk' and 'Financial Risk' risk assessments. After a brief discussion, it was resolved to adopt these and to publish these all to the website.

Any other Council business for information or inclusion on a future agenda:

- 290424/27 LC reported that the footpath bridge off Gosbeck Road, in the direction of Round Wood is broken in 2 places. This is the bridge located right by the road side. BM agreed to report to Suffolk Highways.
- 290424/28 LC commented regarding the need for some additional Councillors to the Parish Council. BM to meet with LC outside of this meeting to discuss the best way to get the word out to the Parish.
- 290424/29 Councillors agreed dates for forthcoming meetings as 28th October and 16th December 2024, 7pm. A new premises was agreed as 'The Coach House Helmingham' for all future meetings.
- 290424/30 The Chairman LC closed the meeting at 20.18pm