

MIDDLETON CUM FORDLEY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON
TUESDAY 10th MAY 2022 AT 7:15 PM AT THE VILLAGE HALL

1. Election of Chair

Upon nominations duly made and seconded, Cllr. Julian Cusack was unanimously elected to serve as Chairman for the ensuing year and until his successor is elected. Cllr. Cusack signed the Declaration of Office and the Clerk signed as witness.

2. Election of Vice-Chair

Upon nominations duly made and seconded, Cllr. Roy Dowding was unanimously elected to serve as Vice-Chairman for the ensuing year and until his successor is elected. Cllr. Dowding signed the Declaration of Office and the Clerk signed as witness.

3. Attendance and Apologies

Attendees:

Cllr. Julian Cusack – Chair
Cllr. Roy Dowding - Vice-Chair
Cllr. Colin Whitbread
Cllr. Steve Thorpe
Cllr. Chris Reynolds
Cllr. Graham Lacey
Cllr. Lynda Whitbread

Apologies for absence:

Cllr. Lesley Taylor - written and accepted
County Cllr. Richard Smith
District Cllr. Tony Cooper
District Cllr. Russ Rainger
District Cllr. Tom Daly

In attendance:

Sharon Smith - Clerk/RFO
No members of the public

4. Councillors' Declarations of Interest

None.

5. Public Forum

None.

6. Casual Vacancy

The Clerk informed the Council that the period for an election to be called will expire on 13th May 2022 and, if no election is called, the Council may co-opt an eligible applicant at its June meeting.

ACTION: Chairman to invite applications in his newsletter report.

7. Minutes

The Council approved as accurate the minutes of the meeting held on 19th April 2022.

8. Councillors

- a) The Council agreed members' responsibilities to liaise with the Village Hall Management Committee, the Primary School, the Summer Wine Group and the Middleton Moor Management Group.
- b) The Council agreed which members should lead on Finance, the Recreation Ground, Energy Projects, Highways, Footpaths, Burial Ground, Trees and Green Issues.
- c) The Council adopted the LGA Model Councillor Code of Conduct 2020.

9. Energy Projects

a) The Chairman referred to the previously circulated draft joint response from Theberton and Eastbridge Parish Council, Stop Sizewell C, B1122 Action Group and Minsmere Levels Stakeholder Group to the Secretary of State's Sizewell C DCO questions and responses received from various organisations and EDF Energy. It was agreed to add the Council's name to the response.

ACTION: Chairman to inform Stop Sizewell C.

b) The Council agreed to request membership of the Sizewell C B1125 Working Group at the Deed of Obligation briefing with EDF Energy at next month's meeting.

c) Cllr. Roy Dowding informed the Council about Stop Sizewell C's recent activities in London where they arranged for advertising to appear in Westminster and St. James Park tube stations for several weeks as well as 'clean' pavement advertising outside tube stations and the Business, Energy and Industrial Strategy offices. A protest march from Leiston to Sizewell beach will be held next Sunday where there will be talks by a number of speakers.

10. Annual Accounts/Annual Governance and Accountability Return (AGAR)

a) The Council approved the Annual Accounts for the financial year 2021-2022.

b) The Council approved the bank reconciliation for the financial year 2021-2022.

c) The Council approved the Annual Governance Statement (Section 1) of the AGAR.

d) The Council approved the Accounting Statements (Section 2) of the AGAR.

e) The Council approved the Certificate of Exemption.

f) The Council noted the analysis of the Significant Variances from the previous financial year.

g) The Council set the period for the exercise of public rights from 13th June to 22nd July 2022.

ACTION: Clerk to submit the Certificate of Exemption to the external auditor and upload documents to the website.

11. Councillors' Reports

a) Speed Indicator Device – Cllr. Lynda Whitbread said she had been unable to download the Speed Indicator Device data as her laptop is not compatible. It was agreed to purchase a new laptop if the Council's current laptop, used by the Clerk, cannot be upgraded.

ACTION: Clerk to upgrade laptop if possible.

b) Village Hall - Cllr. Lynda Whitbread reported that the Management Committee held their AGM this week and discussed redecorating the interior of the main hall and committee room.

c) Primary School - Cllr. Lynda Whitbread is regularly attending as a reading volunteer.

12. Finance

a) The Council noted the latest financial position, including receipt of the precept of £8,270.22, Community Infrastructure Levy of £1,056.57 and bank interest of £0.34.

ACTION: Clerk to ask District Council about expected CIL from the Hastoe development.

b) The Council authorised the payments below:

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£244.80	LGA 1972 s.112
Annual Subscription	Suffolk Association of Local Councils	£189.96	LGA 1972 s.111
Bank Charges	HSBC	£24.00	LGA 1972 s.111

13. Correspondence

The Council reviewed the correspondence received between 1st April 2022 and 4th May 2022.

14. Questions to the Chair/Items for the Next Agenda

a) The Clerk informed the Council that an invoice for £55.00 has been received for maintenance and repainting of the lawnmower for the Middleton Moor Management Group. The Clerk said this expenditure

had not received prior approval from the Council in accordance with due process. Cllr. Colin Whitbread opposed paying the invoice on these grounds. Following a discussion, the Council agreed to pay the invoice but to remind the Moor Management Group that all expenditure must be submitted for prior approval by the Council at a public meeting, which includes expenditure from the Moor ring-fenced fund.
ACTION: Clerk to inform the Moor Management Group and add invoice to next month's agenda.

b) Cllr. Graham Lacey informed the Council, and circulated photographs, of a ditch which regularly floods and overflows onto Fordley Road. The ditch forms part of the unnamed river that eventually flows to the New Cut. The Council decided to speak to County Cllr. Richard Smith at the next meeting as further funding has been allocated to prevent flooding.
ACTION: Clerk to add to next month's agenda.

14. Next Meeting

The Council confirmed the date and time of the next meeting of the Council which is scheduled for Tuesday 14th June 2022 at 7:00 pm to be held at the Village Hall.

MIDDLETON CUM FORDLEY PARISH COUNCIL AS SOLE TRUSTEE OF THE MIDDLETON RECREATION GROUND TRUST

1. The Council agreed to purchase a Union Jack flag for the Recreation Ground flag post.
2. The Council approved the Annual Accounts for the financial year 2021-2022.
ACTION: Chairman to check if an independent audit is required.
3. Cllr. Chris Reynolds reported that the flooring in the toilet area of the pavilion is due to be replaced next week and two clear days are required for the fitting.
ACTION: Chairman to check bookings.
4. Following a recommendation from the Clerk, the Council agreed to review the health and safety requirements for the pavilion, particularly the fire safety procedures.
ACTION: Clerk to complete the Health and Safety Executive checklist and ask the Suffolk Fire and Rescue Service to provide advice.
5. To authorise the payments below:

Details	Payee	Amount	Power
Recreation Ground Sign	Leiston Press	£426.00	LGA (MP) 1976 s.19
Monthly Safety Inspection	Eastern Play Services Limited	£132.00	LGA (MP) 1976 s.19

The meeting closed at 8:10 pm.