

HACHESTON PARISH COUNCIL



Minutes of Annual General Meeting Held at 7.50pm on Wednesday 22nd May 2024

1. **James Hardy, as the current Chair, called for nominations for the Chair.** Cllr. Mee proposed Cllr. Hardy as Chair. This was seconded by Cllr. Hurlock and carried unanimously. Cllr. Hardy confirmed that he was pleased to stand as Chair again and signed the Chair's Declaration of Acceptance of Office.
2. **Cllr. Hardy proposed Cllr. Lavender as Vice-Chair of the Parish Council.** This was seconded by Cllr Mee and carried unanimously. Cllr. Lavender confirmed that she was willing to stand as Vice-Chair again and signed the Vice Chair's Declaration of Acceptance of Office.
3. **Councillors did not need to sign another Declaration of Acceptance of Office.**
4. **Apologies for absence were received and accepted from Cllrs Hall (holiday), Markham (working) and Judd (prior engagement).**

Present Cllr. James Hardy (Chair) Cllr. Lucy Lavender (Vice Chair)

Cllr. Terry Mee Cllr. Chris Hurlock

In Attendance Lydia Kindred (clerk) and 2 members of public.

5. **There were no declarations of interest.**
6. **The minutes of the meeting held on 10th April 2024 were approved as a true record.**
7. **There were no matters arising.**
8. **Appointment of Officers and Council Representatives**

	Nominee	Proposer	Seconder
Responsible Financial Officer & Webmaster	L. Kindred	JH	CH
Examining Councillor	Cllr. Hurlock	JH	TM
Village Hall Parish Council Representative	Cllr. Hurlock	JH	LL
Hacheston United Charities	A. Revill	JH	TM
Village Recorder	R. Bowden-Smith	JH	CH
SALC Representative	Leslie Judd*	JH	LL
Sizewell Transport Forum Representative	Lucy Lavender	JH	TM
Community Partnerships Representative	Vacant		

**The clerk will check with LJ if he is willing to carry out this role.*

These proposals were all approved unanimously.

PUBLIC FORUM

The Ward and County Councillors' Reports have been circulated and published on the village website

. A resident asked how long the Sizewell Transport Forum has been running, who its members are whether the minutes are made public. Cllr. Lavender provided information on the forum and will ask if the minutes can be shared on the Hacheston village website.

Cllr. Lavender would like to encourage residents to raise any queries about Sizewell C with her, and to note any changes to traffic within the village that could be a related to Sizewell C's construction.

A resident asked what the latest position with Hacheston United Charities is, and if there is any update on whether it will be closed. He also asked what the Parish Council's involvement with this issue was and who was being included in these discussions. The Chair will chase for a preliminary meeting with the Charities and he explained that he did not know that the Village Hall had not been included in discussions to date. The clerk read the minute from the Parish Council's last meeting when the Council discussed the possible closure. The Council supported the Village Hall and Fairfield Green being gifted to the Village Hall Committee in perpetuity, for the benefit of the village and suggested the Chair meets with the Charity to discuss this and other logistical issues of the Charity closing.

9. Clerk's Report

The clerk wished to thank the auditor for expediting the Council's accounts so that they could be considered at this meeting.

10. Financial Officer's Report

a) The following payments were approved:

Amount	Payee	Details
£300.00	Trevor Brown	Internal Audit
£160.00	G. Whiting	2 x Grass cuts

The £400 donation to the Village Hall Committee for the D-Day village lunch has been paid this week. It was agreed that the Westcotec invoice should still not be settled as the fault on this SID has still not been rectified.

b) The following funds received since the last meeting were noted:

30/04/2024 £8,995 ESC Precept

c) The bank balances as at 24.04.2024 were noted as being:

Community account £2,693.23

Deposit account £32,366.79

d) The bank statements and bank reconciliation were reviewed by the Examining Councillor.

e) The CCLA deposit fund has now been successfully opened. Mandates will complete the subscription form to transfer £25,000 into this fund.

11. **The Internal Auditor's Report on the 2023-2024 annual paperwork was reviewed.** The clerk received confirmation from the ICO that the council's contact details had been changed on 21st May. It was noted that the previous External Auditor was erroneously named on the Public Rights Inspection Notice.

12. Procedural

a) The **Accounts** for the year ending 31st March 2024 were accepted.

b) **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Form 3 Return** were duly completed. The Chair read out each of the Annual Governance Statements. The Council could confirm compliance with each of these.

c) The Council noted it could not opt out of a Limited Assurance Review due to the receipts being just over the £25,000 limit.

d) The Statement of Significant Variances was considered and accepted.

e) The clerk's scale point will remain the same until November when she will have completed another year's service.

The clerk confirmed that all of the annual governing and accounting documents will be published on the village website.

13. The following policies were reviewed:

a) Standing Orders *These were agreed with no changes*

- b) Assets Register *There were no changes to the Council's assets.*
- c) Financial Regulations *NALC's latest model financial regulations need further consideration and this will be deferred for discussion at another meeting.*
- d) Statement of Internal Control *This policy was considered fit for purpose and the Council confirmed its compliance to the Statement.*
- e) Risk Assessment Physical Assets *This was amended to include the new Chair's details.*
- f) Financial Risk Assessment *It was agreed to insert the wording "and banking mandates" after the words "the clerk" in the section regarding accessing the online banking service.*
- g) Data Protection Policy & Data Publication Scheme *It was agreed to change the correspondence address to the Village Hall instead of listing the clerk's home address.*
- i) The insurance policy was considered fit for the Council's needs.

14. Councillors agreed to re-adopt the Suffolk Code of Conduct.

15. Councillors would very much like to re-appoint Trevor Brown as the Council's Internal Auditor if he was prepared to take on this role again. The clerk wished for her thanks to Mr Brown for his very thorough audit and assistance throughout to be minuted.

16. The Community Infrastructure Levy Report for the period ending 31st March 2024 was approved and signed by the Chair and clerk. It was noted that there was no CIL spending within the 2023-2024 financial year.

17. Correspondence received since the date of last meeting was considered.

Another response to the CIL survey has been received, with traffic-calming measures and the painted roundels being the respondent's preferred options.
A letter from the MP was noted.

18. Councillor Reports

Cllr. Lavender gave an update from the most recent meeting of the Southern Sizewell Transport Forum. It is likely that the Freight Management Centre will be at the Orwell lorry park on the A14. She also gave an update on the Sizewell C construction process. The larger lorries will all be tracked and there are heavy sanctions for non-compliance to the regulations.

Rail will be used as much as possible to reduce the number of HGVs going to the site. There will be four trains a night and they will each take the equivalent of 46 HGVs off the roads. There are restrictions on when the trains can travel through Leiston.

Cllr. Hardy has reported overgrown hedges within the village and verge encroachment near Lodge House. Cllr. Lavender has reported a pothole.

Some potential planning breaches in the village were discussed and the clerk will raise these with ESC's Enforcement Team.

19. Matters to be raised at the next meeting:

Consider NALC's latest financial regulations
Discuss CIL projects

20. The date of the next meeting was confirmed as Wednesday 24th July 2024 at 7.30pm. There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.20pm.

Signed:
.....

Chair

Date