

BADWELL ASH PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING BADWELL ASH VILLAGE HALL THURSDAY 2 MAY 2018 7.30 PM

PRESENT:

Councillors Clive Hawkins (Chairman) (CH), Diane Donat (DD), Christopher Evans (CE), Ed Walsh (EW), David Smith (DS) and Clive Morris (CM).

IN ATTENDANCE:

Christopher Garman (Parish Clerk) (CG) and no members of public.

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- 1.1. **It was resolved that CH be appointed as chairman.**
- 1.2. CH signed the Declaration of Acceptance of Office
- 1.3. **It was resolved that CE be appointed as vice chairman.**

2. PUBLIC FORUM

No public present.

3. APOLOGIES

District Councillor Roy Barker.

4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None.

5. MINUTES

- 5.1. The minutes of the meeting held 4 April 2018 had been previously circulated.
It was resolved that these were an accurate record of the meeting.
- 5.2. There was an update with regard to GDPR requirements and the appointment of a Data Protection Officer.
- 5.3. There was a discussion on the wording for the new noticeboard at Long Thurlow.

6. CLERK'S REPORT AND CORRESPONDENCE

Correspondence had been previously circulated and none needed further attention.

7. ENVIRONMENT

- 7.1. The need to find a location to store the Community Street Cleaner's gear at Long Thurlow was discussed. The only option at the moment is the conversion of the now unused bus shelter into a store. However, this does belong to Great Ashfield Parish Council and permission will be sought to adapt the shelter for the required purpose.
- 7.2. The installation of the defibrillator at the village hall is moving forward. A quote for the electrical work has been obtained and is within the budget agreed previously. This work will now proceed. Then adequate publicity will be needed to make people aware of the new location.
- 7.3. The old grit bins are still to be removed. Until this is done a decision on the new bins will be deferred.
- 7.4. The Diocese have now agreed to make a grant of £500 towards the bench in memory of Celia Wellard. When funds received, then this project can move forward with a decision on the type of bench, location and wording on the plaque.

8. PLANNING

8.1. Progress with previous planning applications was noted.

8.2. Planning application DC/18/01475 relating to The Cottage, The Street, Badwell Ash was considered.

It was resolved to advise MSDC that there are no objections.

8.3. Planning application DC/18/01475 relating to The Poplars, Hunston Road, Badwell Ash was considered.

It was resolved to advise MSDC that there are no objections.

9. FINANCE AND POLICIES

9.1. The following Policies and Procedures were reviewed.

9.1.1 Standing Orders

9.1.2 Complaints Procedures

9.1.3 Disciplinary Procedures

9.1.4 Financial Regulations

9.1.5 Grievance Policy

9.1.6 Health and Safety Policy

9.1.7 Protocol for Reporting at Public Meetings

9.1.8 Grant Awarding Policy

9.1.9 Code of Conduct.

It was resolved to adopt all the policies and procedures without amendment.

9.2. The following risk assessments were reviewed.

9.2.1 Financial Risk Assessment

9.2.2 Asset Risk Assessment.

It was resolved to accept these assessments without amendment.

9.3. A draft unaudited Annual Statement of Accounts for 2017/2018 had been previously circulated. This was noted.

9.4. The following payments were considered:

£342.14 to SALC – annual subscription

£125.12 to Glasdon (UK) Ltd – new litter bin

£90.20 to Sarah Brown – Badwell Broadsheet for February and April 2018 issues

£45.10 to Sarah Brown – Badwell Broadsheet for December 2017 issue.

£119.27 to Dean Clarke – Community Street Cleaner salary for April 2018.

£318.00 to MDSC – emptying waste bins.

It was resolved to issue cheques for all the above payments.

9.5. The schedule of payments for 2018/2019 in accordance with 5.6 of the Financial Regulations was considered.

It was resolved to accept this schedule of payments.

10. DATES FOR MEETINGS FOR 2018/2019

It was agreed to continue with meetings on the first Wednesday of each month at 7.30 pm, with the exception of January and August. However, it was noted extra meetings may be required if timescales dictated. The next meeting will be Wednesday 6 June 2018 at 7.30 pm

Meeting closed at 8.05 pm.

Christopher Garman
Parish Clerk
7 May 2018