

MONK SOHAM PARISH COUNCIL

(Draft) Minutes of a “Virtual” Annual General Meeting held on Tuesday 4th May 2021 via Zoom

The meeting commenced at 19:00

05/21 – 01 Introduction

DE welcomed everyone and he thanked CJB for making the arrangements and added that it was probably the last Zoom meeting to be held.

05/21 - 02 Present

- David Entwisle (DE – Chairman & now Vice-Chairman), Graham Wigley (GW – Vice Chairman and now Chairman), Julian Sayer (JS), Charles Bagnall (CRB), Cliff Arndt-Snelling (CAS), Julie Giles (JG) and Caroline Berkley (CJB).
- Geoff Robinson (GR), as Parish Clerk.
- Matthew Hicks (MSDC District & SCC Councillor) for Item 11/20 – 11 below).

05/21 - 03 Apologies for Absence

- None required.

05/21 - 04 Declaration of Members Interests.

- Councillors were reminded of the need to notify any changes to their circumstances which may affect their Declaration of Members Interests. None were declared.

05/21 - 05 Election of Chairman etc

- DE reminded the councillors that he intended to stepdown as Chairman. Accordingly, GW was elected Chairman and DE as Vice-Chairman, both unanimously. GW then took over the Chair for the meeting and will sign the Declaration of Office as soon as practical.

05/21 - 06 Public Open Session

- There were no members of the public present.

05/21 - 07 Minutes of the Last Meeting (9th February 2021)

- These were agreed and will be signed by GW at the earliest practical opportunity.

05/21 - 08 Action Points from the Minutes

- JS stated that the seat had been obtained and would be fitted very shortly, hopefully before the end of the month.

05/21 - 09 Police Report

- GR stated that the Suffolk Police crime website for the period January and February 2021 showed no recorded crime in Monk Soham or Bedfield. March 2021 figures are not yet available.

05/21 - 10 COVID-19 Emergency Group & Privacy Policy

- Natalie and Mark Harding have stopped the Saturday morning deliveries but were still collecting a few items and delivering prescriptions. Under GDPR requirements, they intend to retain their database for potential future lockdowns (hopefully none!) and ask residents to confirm that they are happy with this arrangement. GW reflected the view of all present in again thanking them for an excellent contribution again during the COVID-19 crisis. DE had written to them both personally and on behalf of the Parish Council.

05/21 - 11 Report of District & County Councillor

Councillor Hicks had previously forwarded his written report, which had been circulated. He only wished to reflect on the previous twelve months under COVID-19 restrictions, viz:

- The Suffolk effort from top to bottom had been a huge and successful achievement, with everyone pulling together. Everyone had shown a great willingness to "get the job done", nowhere more than in the provision of PPE and in the schools. No shortages had therefore occurred. The vaccination programme was working extremely well and on target. All councillors thank MH for his efforts in helping to keep us safe. He also acknowledged and thanked the superb efforts of the volunteers in Bedfield, Monk Soham and many other villages.

05/21 - 12 Financial Update

- The 2020/21 accounts had been audited by Paul Burrows (PB) as the internal auditor, who had raised several queries with GR, all of which had been resolved to his satisfaction. All was well except an underpayment of £10 due to GR for his first half year salary, where he had made the cheque payable for £10 less than the correct invoiced amount. PB had certified the AGAR2 statements.
- GR invited the councillors to approve and certify the Annual Governance Statement and the 2020/21 Accounts Statement, which they unanimously agreed. The forms will be completed and signed by GW at the earliest practical opportunity and sent to the national auditors PKF Littlejohn by GR. The appropriate public invitations to view will be placed on the noticeboard and website for the statutory period towards the end of June 2021. GR and PB were thanked for their efforts.
- Receipts so far since 1st April 2021 have been £54.00 in respect of a central government council tax subsidy, £1,125.00 as the first half precept payment (both from MSDC) and a VAT refund from HMRC of £107.92.
- Payments so far since 1st April 2021 have been £143.40 to SALC for the 2021/22 membership renewal.
- Imminent payments due are £50.00 to Paul Burrows for his Internal Audit Fee and £10.00 to GR for salary arrears (see above). Both were authorised.
- GR stated that it was too early to accurately forecast spending for the rest of 2021/22, but it should be broadly similar to 2020/21, less the purchase of the seat. A summary of 2020/21 spending had previously been circulated. There has been no income since the last meeting and none is anticipated before 31st March 2021.
- GR is experiencing further problems with HSBC online banking, but (he hopes) it is in hand.

05/21 - 13 Planning Applications

- DC/20/05797 (Oak Cottage - Extensions & Music Room) – Supported & Approved by MSDC.
- DC/21/01683 (7 Oaklands – erection of Garage) – No objections & with MSDC for decision.
- DC/21/01925 (The Oak – Listed Building Variances) – Supported & with MSDC.
- DC/21/02082 (The Long House) – Listed Building Variances) – Supported & with MSDC.

05/21 - 14 Countryside Group

JG had circulated a written report.

- Graham Giles, the Tree Warden and the countryside Group had inspected the trees on Hungers Green and were satisfied that none presented any risk. GW thanked them for their efforts.
- JG had contacted SWT regarding the appearance of the swing on Hungers Green and had been advised that safety checks would need to be done on the tree and branch proposed. However, this had been pre-empted by the advice of our insurers.
- The tree planting initiative was discussed and JG stated that she had spoken to Paula Booth about the possibility of planting about six trees in the corners of Hungers Green. GR explained that the project was currently being scoped amongst all organisations in Bedfield and Monk Soham, with Paula mapping out the requirements for submission to MSDC in due

course.

02/21 - 15 Other Correspondence and Any Other Business

- GR stated that he had recently reported two separate incidents of fly tipping in the ditch towards the dip at The Green, one being spilt paint from a tin. After a reminder to MSDC, they were both removed. An earlier incident had been promptly dealt with in the small wood (again) at Spring Hill.
- GR also said that he had logged potholes in various reports covering Bedingfield Road, Spring Hill and Lower School Road (know as Church Road by SCC). He had also reported the overall poor condition of School Road twice and explained how they appeared to miss some holes on the second occasion and altogether on both occasions. It was generally agreed the SCC Highways were not providing an adequate service.
- CAS stated that it was intended to recommence the Community Bus from the 21st June 2021, with all the necessary COVID-19 precautions in place, They were still looking for new drivers and hoped to hold an AGM in Worlingworth Community Centre in the near future. The planned replacement of the bus is on hold until matters settle down.
- GR stated that Fred Clayson had suffered ill health and was unable to continue with the role of webmaster. GR stated that a new webmaster had been found in Bedfield who was willing to take on the role for both Monk Soham and Bedfield websites. The offer was unanimously accepted and GR to arrange the transfer.

05/21 - 16 Date of Next Meeting

The date of the next meeting was fixed for 1900 Tuesday 7th September 2021 at the Bedfield Community Pavilion, commencing at 19:00.

The meeting closed at 19:44.

Signed.....(Chairman)