

# Flempton cum Hengrave Parish Council

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## MINUTES

of the Annual Meeting held at St Catherine's Church, Flempton on

**Monday 22<sup>nd</sup> May 2017 at 8.05pm**

**Present:** Councillors: David Bambury (Chair), Iris Evans, Christopher Large, Jean Lindsay  
Pamela Newborough, Nigel Salmon, Tony Tooth,

**In attendance:** Maximilian Clay (Clerk to the Council),  
Borough Cllr Susan Glossop and four members of the public.

**1. Election of Chair**

Cllr Bambury was proposed, seconded and unanimously elected as Chair

**2. Election of Vice Chair**

Cllr Evans was proposed, seconded and unanimously elected as Vice-Chair

**3. Declarations of Acceptance of Office Forms**

The newly elected Chair and Vice-Chair signed declarations of Acceptance of Office.

**4. Apologies**

Apologies were received from Cllr Jean Lindsay for part of the meeting and were approved.

**5. Declarations of Interest**

- a. There were no Pecuniary Interests declared.
- b. There were no Non-Pecuniary Interests declared.

**6. Minutes**

The minutes of meetings held on 20<sup>th</sup> March 2017 were agreed as a true record and so were signed by the Chair as such.

**7. Borough Council Report**

Having provided reports to the Annual Parish Meeting, which took place immediately previous to this meeting, there was no further report made.

**8. Public Forum**

There were no matters were raised by the public.

**9. Planning and Environment**

- a. The Council considered planning application: DC/17/0678/FUL - Garden of Dolsam Cottage, 16 Bury Road, Hengrave (the site is separate from the cottage and sits behind West View) - Erection of two sheds after demolition of existing shed.

The Council resolved to approve the application subject to concern that the premises may be being used for commercial purposes. The Planning Authority will be asked to consider this and to defer their decision to allow for investigation if necessary.

- b. Update on matters relating to the Greyhound public house; the Clerk reported that he had a response to his letter of enquiry to the owner stating that he had noted the content

of the letter and would arrange for work to tidy the grounds and asking to be advised if the Council should find that further work becomes necessary. The owner also stated that a planning application would be made by the end of April for works to facilitate re-opening. It was noted that that date had passed but no application had been logged by the Planning Authority.

#### **10. Clerk's Report**

- a. Progress on matters not covered in other parts of the agenda were reported by the Clerk:
  - i. The Vehicle Activated Sign has been delivered and is in course of being commissioned.
- b. Correspondence and other significant matters not covered in other parts of the agenda were reported by the Clerk:
  - i. Letter from the owner of the Greyhound Pub - reported under 9b, above.

#### **11. Fund-Raising Activities**

Mr Daniel Boughton, a resident of Flempton was in the public gallery and was invited to speak. Mr Boughton that he had been present at the January meeting of the Council and had become aware that funding was an issue. He has experience of organising or coordinating a significant variety of fund raising events in other contexts and offered to use his expertise to the benefit of the council. He suggested a variety of events including a mini beer festival on the green, a village fete, an open Gardens events, a car boot sale, treasure hunt either by car or by foot, and a sponsored walk along the river lark.

In discussion further ideas were suggested including quizzes and the reinstatement of the Carols on the Green event possibly with wassailing. It was also noted that the current closure of the village pub would have an effect as the pub's facilities had been a key part of events in the past, including its lavatories.

It was agreed to form a small working party consisting of Mr Boughton and Cllr Tooth, who would meet to discuss ideas and then report back to the next meeting.

#### **12. Finance and Governance**

- a. The Council reviewed the Financial Regulations and resolved to approve proposed amendments, unanimously.
- b. The Council reviewed the Standing Orders and resolved to approve proposed amendments, unanimously.
- c. The Council reviewed the the Financial Risk/ Risk Management Assessment and resolved to approve it, unanimously.
- d. The Council considered the 2016/17 Year End Accounts, the end-of-year Bank Reconciliation and the up-dated Asset Register and resolved to approve them, unanimously.
- e. The Council received and considered the Internal Auditor's Report along with a commentary document. The Council discussed the Internal Auditor's endorsement of the Annual return document "Basis of accounting ignores accruing for liabilities relating to the period under review." It was noted that the basis of accounting does indeed ignore accruals, because that way of accounting is not part of the Receipts and Expenditure method used by the Council, in common with most other small parish councils in England. The Council resolved to note the report and to append a note to the Annual Statements explaining the situation and how it arose.
- f. The Council received and resolved to approve the summary of receipts and payments. The related cheques were signed.

- g. The Council considered the Governance Statement at Section 1 of the Annual Return and resolved to authorise the Chair and Clerk to sign it on behalf of the Council.
- h. The Council considered the information provided in Section 2 of the Annual Return and resolved to authorise the Chair to counter-sign it on behalf of the Council.

**13. Councillors' reports and items for future agendas**

- a. There were no reports on meetings attended.
- b. No forthcoming meetings were notified.
- c. Items for future agendas were suggested as follows: Dog fouling; Parking on the Links.
- d. There were Matters of Information.

**The meeting closed at 9.01pm**

Signed as an true record by authority of the Council:

Chair

Date

**Copies to:**

Borough Cllr Susan Glossop

County Cllr Rebecca Hopfensperger