

Ubbeston Parish Council.

Minutes of the Annual meeting of Ubbeston Parish Council held on Tuesday 14th May 2024 to follow the Annual Parish Meeting commencing at 7pm at The Hub in Huntingfield.

Councillors attending: Cllr Carl Walker (Chair), Cllr Allan Pike, Cllr Joel Pike, Cllr Lynne Ward, Cllr Nigel Youngs.

Also attending: Angela Colbridge Clerk & RFO.

- 24.30 Election of the Chair: Invite nominations and elect a chair for the ensuing municipal year (2024/2025) and to receive the Declaration of Acceptance of Office by the Chair.** Cllr Carl Walker was nominated. Proposed by Cllr Youngs, seconded by Cllr Ward, unanimously agreed. There were no other nominations. Cllr Walker accepted and duly signed the Declaration of Office in the presence of the Proper Officer of the Council.
- 24.31 Election of the Vice-Chair: Invite nominations and elect a vice-chair for the ensuing municipal year.** Cllr Allan Pike was nominated. Proposed by Cllr Ward, seconded by Cllr Youngs. There were no other nominations.
- 24.32 Appointment of the Clerk/RFO.** Council agreed to re-appoint Angela Colbridge as Clerk and RFO.
- 24.33 Apologies and approval of absences.** Apologies received from County Cllr Stephen Burroughes, who will be joining the meeting later in the evening, and District Cllr Julia Ewart
- 24.34 To receive Declarations of interest.** None
- 24.35 To consider requests for Dispensations.** None
- 24.36 To resolve that the minutes of the standard meeting of the council on 11th March 2024 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr A Pike, Seconded by Cllr J Pike
- 24.37 Public participation session (15 Minutes) to include County and District Councillors', Footpath & Tree Warden's reports and any updates from the Police.UK website for Ubbeston**
Report received from County Cllr Stephen Burroughes, can be seen on website.
Report received from District Cllr Julie Ewart can be seen on the website.
There were no issues to report on the footpaths. The tree warden had no issues to report but noted that the Oak tree was doing well.
There was nothing to report from the Police.UK website for the months of February and March.
- 24.38 Updates from previous meeting:**
Defibrillator The clerk reported that the defibrillator has been received and installed by the Hook2Sisters electrician. It is now advertised as available for use on the parish council website and in the noticeboards. It is registered on 'The Circuit' as available. The Clerk will include it in the next report for The Hare. Thanks were offered to Hook2 Sisters for their support and generosity with this community project. The Clerk will be the guardian of this defibrillator.

24.39 Finance

- a. **To receive Finance report.** The Clerk explained the Financial Statement of Accounts from 1st April 2023 to 31st March 2024 including Income, Expenditure and Statement of Variances. The balance of the account stands at £5909.36.
- i. **To review and approve the Bank Reconciliation for 31st March 2024. Approved.**
 - ii. **Budget to Actual** The Clerk noted that the expenditure exceeded the budget amount, this was due to the cost of the defibrillator for which a grant has been received.
 - iii. **To agree the end of year accounts March 2024. Agreed and signed by the Chair**
 - iv. **To consider the Internal Audit Report 2023/2024.** The Clerk noted that the Internal Audit has been carried out and the report has been received from Heelis & Lodge with no additional comments/recommendations to make in relation to this audit. It was agreed that the report be adopted, proposed by Cllr Walker, seconded by Cllr A Pike.
 - v. **To agree the Annual Governance Statement 2023/2024.** The Annual Governance Statement was agreed by all councillors, proposed by Cllr J Pike, seconded by Cllr Youngs and signed by the Chair
 - vi. **To agree exemption from External Audit.** This was agreed, proposed by Cllr Ward, seconded by Cllr Youngs.
 - vii. **To agree the Accounting Statements 2023/2024.** The Accounting Statements were agreed by all councillors, proposed by Cllr A Pike, seconded by Cllr J Pike and signed by the Chair.
 - viii. **To agree the Annual CIL Report 2023/2024.** The report was agreed, proposed by Cllr J Pike, seconded by Cllr Youngs.

To authorise payments as listed below:

ix. A Colbridge	Expenses	£53.10
x. A Colbridge	Salary	£414.67
xi. HMRC	PAYE	£98.00
xii. SALC	Membership	£51.15
xiii. SALC	Payroll Services	£22.80
xiv. Heelis & Lodge	Internal Audit fees	£130.00

All payments agreed. Proposed by Cllr Ward, Seconded by Cllr Walker

b. To note any receipt.

East Suffolk Council Precept payment 2024/2025	£5412.00
East Suffolk Council Grant for defibrillator	£750.00

- c. **To approve dates of Notice of Public Rights.** It was suggested that the dates proposed by the external auditors be used, Monday 3rd June to Friday 12th July 2024. This was agreed. Proposed by Cllr Walker, seconded by Cllr Youngs

24.40 To consider any Planning Applications.

DC/24/0501/FUL Retrospective Application for the retention of one wooden pod, (Pod 1 at Pitch 1) with a canvas scout tent outside with a camping kitchen with table and chairs, The Pod has no services to it except a camping plug on the outside so it can be plugged to the mains. Further planning is sought for another 2 pods – Pods 2 and 3 with canvas scout tents with a camping kitchen with table and chairs. These pods are 6x3 metres and 2.5 metres in height and sit on wooden sleepers so there will be no need for any concrete pads. The scout tents have a much longer longevity as they are not for sleeping in. The pods are not permanently fixed and could if wanted be moved by a manitou | **Campsite At The Croft Ubbeston Green Ubbeston Suffolk IP19 0HB. Application Permitted**

24.41 To consider correspondence.

- a. **East Suffolk Council bulb scheme 2024.** ESC have opened applications for spring bulbs. It was agreed that the Clerk would apply for a pack for Ubbeston.

- b. **SALC Training Opportunities.** The Clerk noted some upcoming Planning Briefing Webinars which it may be of benefit to attend. It was agreed that, if expenses could be split amongst the 4 parishes the clerk is currently in position at, places on the courses could be booked.
- c. **AEPA Information regarding engagement between DESNZ and Town and Parish Councils in East Suffolk affected by proposed energy projects in the area.** The Clerk read out information from the email received, the council agreed to consider putting the Clerk forward as a representative in the future if it was felt that it was needed.
- d. **Heveningham Hall Country Fair Trust Temporary road closures.** The Clerk noted that there will be road closures on 29th and 30th June 2024 from 3.30pm to 4pm from the entrance to Heveningham Hall to the junction at Walpole for the events air displays. Apologies have been offered for any inconvenience that may be caused. Signs will be in place nearer to the date.
- e. **SALC Pension requirements as an employer.** A discussion was held on the information received. The Clerk will seek further information from SALC on this subject and it will be added onto the next agenda if required.
- f. **HMRC Employment Allowance.** The Clerk informed council that a letter had been received from HMRC with details of employment allowance for the tax year 2024/25. Information has since been received from SALC that this was an error and SALC will inform HMRC that Parish Councils are not entitled to the allowance.
- g. **Suffolk Highways Clay Hill resurfacing.** Following the reporting of resurfacing issues in the Clay Hill area, the clerk updated councillors that the issues have been raised to the attention of the Suffolk Highways Schemes Delivery Manager so that remedial repairs may be arranged to be carried out.

24.42 Any Other Business

Cllr A Pike noted that he had been in contact with Richard Sheldrake regarding local flooding issues over the winter period. A walk round will be organised in the summer to identify potential issues which could lead to future flooding.

It was queried whether the ANPR equipment, which was used in Ubbeston in January 2023, could be requested for use again. SCC Cllr Burroughes confirmed that this was a scheme set up between SCC and Suffolk Police and will inform them of the parish councils' interest if it is rolled out again. Data from the Speed Indicator Device was discussed. The Clerk will liaise with Cllr Youngs regarding the collection of recent data.

24.43 Items for consideration for inclusion on the next agenda.

None

24.44 To agree the date for the next meeting as Monday 8th July 2024 at 7pm at The Hub in Huntingfield.

Meeting closed 8.30 pm.

Minutes signed as correct.

Chairman _____ Date _____

Angela Colbridge Angela Colbridge 23/05/2024
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