

# Culford, West Stow and Wordwell Parish Council

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## MINUTES

of the Meeting held at Culford Village Hall on

**Thursday 26<sup>th</sup> May 2022**

**Present:** Councillors: Rachael Salt (Chair), Paul Luke, and Paul Turnill

**In attendance:** Maximilian Clay (Clerk to the Council)

Five members of the public.

### 16. Election of Chair

Cllr Rachael Salt was elected as Chair for the coming year (2022/23)

### 17. Election of Vice Chair

Cllr David Fisher was elected as Vice-Chair for the coming year (2022/23)

### 18. Apologies

Council Fisher had sent apologies and the reason for his absence was approved.

### 19. Declarations of Interest

- a. There were no declarations of Disclosable Pecuniary Interests in items on the agenda.
- b. There were no declarations of Other Disclosable Interests in items on the agenda.

### 20. Minutes

- a. The minutes of the meeting held on 5<sup>th</sup> May 2022 were agreed to be a true record and the Chair of the meeting was authorised to sign them as such on behalf of the Council.

### 21. County & Borough Councillor Reports

- a. District Cllr Susan Glossop had sent apologies and as an annual report had been received by the Meeting of the Parish immediately prior to the Council meeting, there was no further report.
- b. County Cllr Rebecca Hopfensperger had sent apologies and as an annual report had been received by the Meeting of the Parish immediately prior to the Council meeting, there was no further report.

### 22. Public Forum

Mrs Diane Luke raised an administrative matter connected with the funding of the Jubilee weekend as the money for the grant had not been available due to changes in the bank mandate; she reported that she and another resident were underwriting the expenditure at present and sought confirmation that the money would be forthcoming in due course. In response, the Clerk reiterated that the delay was simply a practical matter. The Clerk offered, on a personal level, to join in the underwriting of the event if that would be helpful and the Chair did likewise but were told that this would not be necessary.

Mrs Luke apologised that the original poster had just included West Stow but she had made arrangements for a revised version, including all the villages of the parish, to be produced and the Clerk and Chair confirmed that this had just been received. With regard to the commemorative mugs, these had proved too expensive and so coasters with a print of the venue for the event and the Jubilee logo had been ordered.

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### 23. Clerk's Report & Administrative Business

- a. There were no decisions taken under delegated powers since the last meeting.
- b. The Clerk reported that there was not much to report as this meeting was exceptionally close to the previous one. An email had been received from Tony Bate notifying us that new officers of the Village Hall Committee (VHC) had been elected. Under the VHC's constitution the appointment of new officers must be ratified by the Parish Council. The appointments were:

Chair - Tony Bate; Deputy Chair - Rachael Salt; Secretary - Gail Bate; Members - Sarah Bowers, Marion Greenwood, Paul Luke, Myrtle McQueen and the Rev'd Andy Miller. The Council resolved to approve the appointments, with Cllrs Salt and Luke declaring non-pecuniary interests and therefore abstaining from the vote

Consultation on the updated aspects of the West Suffolk Development Plan had just opened and the Clerk said that he would highlight anything directly relevant to the Council at its July meeting. Individuals can see the consultation on line and can also respond.

The VHC had notified the Parish Council of increases in the cost of hiring the Hall; these have not been increased since 2014.

## **24. Planning & Environment**

**a. Planning Application Consultations:** There were none to consider.

## **25. Insurance for 2022/23**

The Council resolved to approve the renewal of insurance arrangements with BHIB, as the second year of the three-year undertaking made last year at a cost of £398.57.

## **26. Finance & Governance**

- a.** The Council reviewed and resolved to approve the Financial Regulations with no changes.
- b.** The Council reviewed and resolved to approve the Standing Orders with two changes within section 18, arising from changes to the national template to change the reliance upon EU regulations.
- c.** Following brief discussion, the Council approved the Financial Risk/ Risk Management assessment and the Chair was authorised to sign them.
- d.** The Council reviewed and resolved to approve the 2021/22 Accounts, including the end of year Bank Reconciliation and the Asset Register.
- e.** The Council reviewed and resolved to approve the 2021/22 Internal Auditor's Report.
- f.** The Council reviewed and resolved to approve the Governance Statement at Part 2 Section 1 of the Annual Return and to authorise the Chair to sign it on behalf of the Council.
- g.** The Council considered the information provided at Part 2 Section 2 of the Annual Return and resolved to authorise the Chair to countersign it on behalf of the Council.
- h.** The Council considered the grounds for exemption from Limited Assurance Review and determined that the Council is exempt. Accordingly, it was resolved to authorise the Responsible Financial Officer and the Chair to sign the Certificate of Exemption.
- i.** The Council resolved to re-appoint Mrs Christine Fitzgerald as internal auditor for 2022/23.
- j.** The schedule of receipts and payments was received by the Council and it was resolved to approve the schedule of payments.

## **27. Meeting Dates for 2022/23**

To Approve the following meeting dates for the 2022/23 session and for the Annual Meeting 2022:  
14<sup>th</sup> July, 29<sup>th</sup> September, 24<sup>th</sup> November,  
2023: 26<sup>th</sup> January, 30<sup>th</sup> March, 25<sup>th</sup> May.

## **28. Councillors' reports and items for future agendas**

It was noted that Cllrs Fisher and Luke would be managing the rotation of the Speed sign from now on. Cllr Salt reported that the casual vacancies on the Council had been advertised on the Culford WhatsApp group and had been sent to the West Stow group. As the latter had not been posted the Chair will forward the post to Cllr Luke for posting.

**The Chair declared the meeting closed at 8.35pm**

Signed as a true record by authority of the Council

Chair

Date