

Pakenham Parish Council
Minutes of the Annual Meeting of the Council
held on Thursday, 18th May 2023 following the Annual Parish Meeting in the
Village Hall

Present: Cllr Davey, Cllr Dorling, Cllr Palfrey, Cllr Sargent and Cllr Sidebotham
Eleven Members of the public were in attendance.
Mrs S Brown (clerk) took the minutes.

1. **Election of Chairman:** Cllr Dorling proposed Cllr Davey seconded by Cllr Palfrey all in agreement. Cllr Davey was duly elected Chairman.
 - i. **Sign the Declaration of Acceptance of Office:** All Councillors in attendance signed the Declaration of Acceptance of Office.
 - ii. **Sign the Electronic Summons form:** Councillors with internet access signed the electronic summons form.
 2. **Record Councillors' apologies for absence:** Apologies received and accepted from Cllr Bagnell
 3. **Declarations of interest:** No declarations of interest received.
 - i. **To complete Register of Members Interest Forms:** All Councillors in attendance completed their register of members interest forms. The Clerk to take the completed forms to West Suffolk Council.
 - ii. **To complete Candidate spending return:** All Councillors in attendance completed their Candidate spending return form. The Clerk to deliver the completed forms to West Suffolk Council.
 4. **County Councillors Report:** Cllr Hopfensperger attended the annual report had been received and circulated to Councillors. The local report for Pakenham had been received and circulated. Nothing further to report. Cllr Sidebotham asked if there was anything to prevent large vehicles coming through the village. It was advised there was increased traffic in the village due to the closure of the bridge to HGV's on the A1088 Cllr Hopfensperger stated the works to the bridge are due to be completed by spring 2024 it was hoped to bring this forward. Could investigate adding signage of 'not suitable for HGV's' however this would be advisory and not legally enforceable. Cllr Davey advised most trucks coming through the village have a permit so therefore legally allowed to come through the village.
Cllr Sargent asked if the white lines could be renewed in The Owell, the Clerk to report this on the website and send the Reference number to Cllr Hopfensperger to chase.
District Councillors Report: Cllr Andrew Speed was welcomed to the meeting and congratulated on his recent election to West Suffolk Council. A report had been given to the Annual Parish Meeting, nothing further to add.
Public Forum: A regular walker through Pakenham Wood asked if a bench could be purchased and placed on the walk, it was advised this formed part of the circular walk. It was felt the owner of the wood would be happy for a bench to be installed. Both Cllr Hopfensperger and Cllr Speed were happy to contribute towards a bench. To place on next agenda.
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5. **To consider the approval of the minutes of the last meeting:** The minutes of the meeting held on 19th April 2023 were approved to be signed as a true record.
6. **To consider co-option of Councillor:** Due to the sad passing of Councillor Painter a vacancy has arisen on the Parish Council. A resident asked to be considered for the position and was duly co-opted. The resident signed a Declaration of Acceptance of Office and Electronic Summons form and joined the Council. The Clerk to email a Register of Interest form to complete.
7. **Appointment of Vice-Chair & confirm representatives to:** All in agreement for the following appointments:
 - i. **Vice-Chair:** Cllr Palfrey proposed Cllr Dorling seconded by Cllr Sargent all in agreement. Cllr Dorling was duly elected as Vice-Chair.
 - ii. **PVH & PFA:** Cllr Berry to represent the Parish Council, the Clerk to send the Chair of PVH & PFA the email of Cllr Berry.
 - iii. **Pakenham Charities:** Cllr Dorling and Cllr Palfrey to continue as the representatives of the Parish Council.
 - iv. **Tree Officer:** Cllr Dorling to continue as the Council's Tree Officer
 - v. **Ixworth Patients Association:** Cllr Sargent to represent the Parish Council.
 - vi. **Weekly Inspections:** G. Cranmer to continue the weekly inspections of Council property in the village.
8. **Annual Reviews:**
 - i. **Standing Orders:** The Clerk advised the procurement amendments (S1 2022/1390) of the Public Contracts (Amendment) Regulations 2022 which came into force on 21 December 2022 and make changes to the contract value limits from £25,000 to £30,000 within standing orders have been updated. Council all in agreement to adopt the amended Standing Orders
 - ii. **Financial Regulations:** The Clerk advised the footnotes covering procurement thresholds and public contracts had been updated as above all in agreement to adopt the amended Financial Regulations.
 - iii. **Financial Risk Assessment:** All in agreement no changes required.
 - iv. **Asset Register:** The Clerk had updated the asset register to remove laptop at a value of £200 and add the new laptop with a value of £458 as well as the gifted wooden memorial at £1. All in agreement the asset register was up to date with total assets of £33,279.84
 - v. **Council Policies including GDPR:** All in agreement no changes required.
 - vi. **Clerk Salary:** All in agreement to move from SCP17 to SCP18 as per clerk's employment contract.
9. **To consider adoption of the General Power of Competence:** Council discussed and Cllr Davey proposed adopting the GPOC seconded by Cllr Dorling all in agreement.
 - i. **To resolve Pakenham Parish Council meet the conditions of eligibility set out in the Schedule to The Parish Councils (General**

Power of Competence) (Prescribed Conditions) Order 2012, thereby enabling it to use the GPOC: It was resolved Pakenham Parish Council meets the criteria to exercise the GPOC with two thirds of the Councillors elected and a CiLCA qualified Clerk. This will remain valid until the annual meeting following the next ordinary election in May 2027.

- ii. **To confirm grant to Village Post Office/Shop:** All in agreement to make a grant payment of £300 to the village post office to help towards increased energy costs.
10. **To consider donation request from SARS:** The Clerk advised the Council had donated £100 in April 2022 to SARS. Council discussed and Cllr Dorling proposed £150 donation seconded by Cllr Davey all in agreement to donate £150.
11. **To consider tree report from Urban Forestry:** Council discussed and all in agreement for all works to be undertaken that were stated as a medium risk (no high risk works were needed) which advised should be undertaken within the next twelve months. Two of the trees were on PVH & PFA land however the parish council were all in agreement to include these works, the Chair of PVH & PFA thanked the parish council. The boundaries at the play area/allotment areas needed boundary posts. Cllr Dorling to arrange a suitable tree surgeon to undertake the works and receive quotes.
12. **Correspondence circulated:**
 - **SALC ebulletins/West Suffolk Council/Suffolk County Council/Babergh & Mid Suffolk Joint Local Plan Main Modifications – Notice of Commencement of Further Examination Hearing Sessions (Regulation 24) – noted**
 - **Request for bench in Pakenham wood:** Discussed in the public forum
 - **New Bench:** The Clerk advised that the Over 60's have agreed for the bench to be located on the Churchyard path this has been agreed by the Vicar and PCC. The PCC are very grateful for the help in design that the Clerk and Cllr Painter have given.
 - **Allotment rubbish:** Email had been received advising allotment plot 6 rubbish has been left from a previous tenant some carpet and other bits the new plot holders have managed to place this in 2 tonne bags and left by the water tank inside their allotment. Council discussed and agreed the Clerk to ask M&TJs for a quote, if not excessive to ask them to remove.
 - **West Suffolk forum 11 July:** Cllr Sidebotham wished to attend.
 - **Tributes to Henry Painter had been received and read to Council**
13. **Planning Applications to comment:**
 - i. **No planning application had been received in time for the agenda. One application DC/23/0739/HH Stanley Lodge, Fen Road will be on the next agenda.**
 - ii. **Babergh & Mid Suffolk notification of Appeal Ref: APP/W3520/W/23/3317494 Land to the East of Ixworth Road, Thurston – Noted**

iii. Applications determined by Planning Authority:

DC/23/0049/HH St Marys View – Approved 16.3.23

DC/23/0218/HH Crossways, Brand Road – Approved 17.3.23

DC/23/0266/FUL Oak Farm, Pakenham Road – Approved 12.5.23

- 14. Finance Report:** Bank balances the deposit account held £16,690.87 at 1 May 2023 this includes £43.68 bank interest received. The current account held a cleared balance at 1 May 2023 of £24,215.10 this includes precept received of £11,965 and £120 in allotment rents since the last meeting.

- i. To consider and approve Annual Governance Statement Section 1 and authorise Chair to sign on behalf of Council:** Circulated to Councillors and Clerk read to Council all in agreement for the Chair to sign on behalf of the Council. The Chair and Clerk/RFO duly signed.
- ii. To consider and approve Accounting Statements Section 2 and authorise Chair to sign on behalf of Council:** Circulated to Councillors all in agreement for the Chair to sign on behalf of the Council. The Chair and Clerk/RFO duly signed.
- iii. To consider and approve exemption from the requirement for a limited assurance review and authorise Chair to sign on behalf of Council:** All in agreement to approve exemption and the Chair to sign on behalf of the Council. The Chair and Clerk/RFO duly signed.
- iv. To consider audit report:** Audit report received and read to Council with no recommendations made.
- v. Insurance review and payment of premium:** The Clerk advised the three year long term agreement had now ended with a quote received from the present insurers Hiscox of £498.63 this was an increase of £138.38 on the previous year. The Clerk had contacted Gallaghers who advised neither Pen or Ecclesiastical were currently providing parish council insurance with Hiscox's increasing the premiums by 8%. Gallaghers are willing to take off £50 which is the administrative cost which brings down the premium to £448.63. The Clerk advised a further quote had been obtained from Zurich of £363. Zurich are currently offering insurance for smaller parish councils obtained online with All Risks up to £34,000, Fidelity Guarantee £250,000, Public Liability £12 million and Employer Liability of £10 million. Council discussed Cllr Davey proposed using Zurich seconded by Cllr Berry all in agreement to use Zurich Insurance. The Clerk to arrange.

To consider any payments to be made:

- i. S. Brown (Defib Shop) One defibrillator pad:** A cheque no: 1772 was raised for £91.74
- ii. Internal auditor £100:** A cheque no:1773 was raised for £100
- iii. M & TJs grass cut inv: 14933 £480:** A cheque no: 1770 was raised for £480
- iv. Urban Forestry tree survey inv: 31469 £703.06:** A cheque no: 1771 was raised for £703.06
- v. S. Brown (Currys) Laptop & Microsoft 365 subscription:** A cheque no: 1774 was raised for £608.99
- vi. Pakenham Post Office £300 see item 9ii:** A cheque no: 1775 was raised for £300

- vii. **SARS donation £150 see item 10:** A cheque no: 1776 was raised for £150
- viii. **PVH & PFA grant of £10,000 toward play equipment as agreed at November 2022 meeting (earmarked reserves):** A cheque no: 1777 was raised for £10,000
- ix. **Zurich insurance premium quote £363:** A cheque no: 1778 was raised for £363

15. **Councillors' reports and items for future agenda:** Cllr Dorling advised he had received three telephone calls since the last meeting re traffic/car parking on pavement/in front of driveway in the village. It was advised at the next event at the pub an overflow car park with better signage would be used. It was highlighted the lawn cemetery driveway needed adapting to accommodate disabled users of wheelchairs/buggies. The clerk to contact Cllr Hopfensperger if permission has been given for the works to the path to the church by the parish council from Highways, as these works could be carried out at the same time. To place on next agenda.

Cllr Palfrey advised works had been carried out cutting and tidying areas in the village, the clerk to write and thank the individual as it was most appreciated.

16. **Date of next meeting:** The date of the next scheduled meeting was confirmed as Thursday, 15 June 2023 in the village hall.

There being no further business the meeting was closed at 9.45pm