

Nacton Parish Council

Draft minutes of the Annual General Meeting of the Parish Council on Wednesday 26 May 2021 starting at 8.05pm

Present:

Parish councillors: Cllr B Hunt (Chairman), Cllr J Leeder, Cllr C Newby, Cllr J Wyndham, Cllr P Warner, Cllr W Cook
Mrs C Lucas (Clerk)

Apologies: Cllr R Eaton, Cllr C Potter

Agenda Item	Context/Discussion	Actions and Decisions
1. Apologies for absence	Cllr Eaton sent apologies as she is on holiday and Cllr Potter is not ready to mix indoors with crowds.	
2. Declarations of Interest	Agenda item 11.1 Cllr Cook declares an interest.	
3. Election of Chairman	Cllr B Hunt is unanimously re-elected as Chairman	
4. Resignation from Councillor Wyndham	The Resignation from Cllr Wyndham was accepted. The Chairman thanked her for her work over the years as both Clerk and Parish Councillor. The Chairman discussed with Councillors that David Garrett is interested in being co-opted into this position at the next meeting in July.	Action: Clerk to organise paperwork for David Garrett so that he can start next meeting.
5. Allocation of councillor/clerk roles for next 12 months	5.1 Vice Chair – Cllr Warner 5.2 Poors Field – Cllr Warner 5.3 Community Council – Cllr Hunt	Actions: <ul style="list-style-type: none">• Cllr Eaton and Cllr Cook who were not in

	<p>5.4 Finance Advisory Group – Cllr Leeder, Cllr Hunt, Clerk</p> <p>5.5 Matters of the moment – Cllr Warner, Cllr Hunt, Clerk</p> <p>5.6 Emergency plan group – Cllr Hunt, Cllr Newby, Cllr Eaton, Cllr Warner, Cllr Cook</p> <p>5.7 Village Hall – Cllr Eaton</p> <p>5.8 SALC – Vacant</p> <p>5.9 Induction – Cllr Newby</p> <p>5.10 George Court – Judith Wyndham</p> <p>5.11 Tree Warden – Cllr Cook</p> <p>5.12 Almshouses – Dorrie Giles</p> <p>5.13 Village recorder – Cllr Warner</p> <p>5.14 Sizewell C representative – Cllr Hunt, Cllr Cook</p> <p>5.15 Victoria Field – Cllr Cook - to liaise with Robert Warner</p>	<p>attendance to advise if they wish to be added to any working groups</p> <ul style="list-style-type: none"> • Emergency Plan group need to look at the plan and amend • SALC position is vacant – agree who will attend each meeting on a rotational basis? • A replacement needs to be found for Dorrie Giles at Almshouses as this is her last year
<p>6. Invitation to public to comment on agenda items</p>	<p>None</p>	
<p>7. Minutes of the last meeting</p>	<p>Agree to keep zoom subscription until July, and then cancel if lockdown roadmap is still on track.</p> <p>Previous minutes all agreed for accuracy and signed by chairman.</p>	

<p>8. Matters arising from the minutes and outstanding actions</p>	<p>8.1 Internet banking – still ongoing as there have been technical issues completing the mandates</p> <p>8.2 Broadband to the parish – the clerk looked at the Better Broadband for Suffolk website that confirmed there is high speed internet in the parish. Individual homes must purchase high speed fibre broadband in order to receive this service.</p> <p>8.3 The parish directory needs a place on the website and it needs to be agreed who will take responsibility for adding and deleting entries.</p> <p>8.4 It is to be noted that Paul Tattersall repaired the noticeboard free of charge – he was just paid mileage.</p> <p>8.5 VAR Bluetooth box is now in place – the speed sign is to be moved to the new post.</p>	
<p>9. Chairman's update</p>	<p>Chairman of Nacton Parish Council – report for 2021</p> <p>Last year when I wrote my chairman's report, like most, I had no idea what lay ahead and in what way we would be restricted in our lives. The parish council has meet as usual, but entirely by Zoom. Whilst we have all become rather more expert, such meetings are not the same as if we had met in person in the village hall. Hopefully those times are behind us and some kind of normality will be upon us soon. I had intended to stand down as chair at the AGM, but it has been accepted that succession planning has been all but impossible and therefore it looks like I will undertake one more year, my last. This year has seen several parish councillor changes. Steve Keys and Christine Adams have stood down and have been replace by Chris Potter from Priory Court and William Cook. One vacancy remains to be filled. In addition, Judith Wyndham is retiring at the end of the AGM. She has been involved with the parish council for about 20 years, initially as clerk and lately as a councillor. I have been grateful for her candid advice over the years and I'm sure villagers would wish</p>	

me to thank her for her service. Our new clerk, Clare Lucas took over towards the end of last year. She has already proved to be an excellent clerk, despite taking over at such a challenging time and after 6 months still not having met all the councillors in person. Thanks, were duly expressed to our departing clerk, Sue Brown at November's meeting. Patricia O'Brien, who has been our County Councillor for many years, did not seek re-election this year. Over the years she has been very supportive of the parish, attended many meetings, aided us with funds and sought answers to our questions. Again, thanks have been expressed to her. During the year, following a questionnaire was delivered to every household in the village. Following this, a committee was set up and from that small task groups were created to pursue about seven projects. These will all be reported on at the APM and discussed at the AGM, from which, I hope visible progress will soon be made. A sizeable sum has been gathered from a variety of sources which will enable us to fund many of the projects. Our VAS has finally been put into action and with the help of Mike Whybray and David Garrett has functioning for a large part of the last 2 months. Results can be sent to the police, if we spot particular problem times and they may decide to come and investigate at those times. One newsletter was completed this year, under the editorship of Jos Leeder. We were advised that distributing this by hand to ever household was not an option and therefore it was e-mailed and placed on the village website. I would like to thank, both the District Councillors for their financial support, the parish councillors for their efforts during this difficult time and for all the people who have volunteered support this year. I would particularly like to thank William Cook for his work in Paupers Wood and Victoria Field and Robert Warner, who is happily back on his tractor after his serious illness last year. The proposals for Sizewell C, including the Freight Management Area being built here continue to be discussed. The chairman managed to have a discussion by zoom with two leading figures in the project, in which concerns about safety on the road from the A14 to the FDC were aired. The encouraging feature is that more trains will

	<p>now run, so there will be less freight on the road. The Remembrance ceremony at the war memorial took place as usual last year. It was attended by more people than in previous years and with all keeping socially distant.</p> <p>Brian Hunt April 2021</p>	
<p>10. Notice of Election</p>	<p>Due to the fact the parish has to keep running an election (as it was called by 10 parishioners) it is decided to put an article in the next parish newsletter about how much it costs to run an election and the impact this could potentially have on resident's annual council tax payments.</p>	
<p>11. Finances</p>	<p><u>All payments agreed as follows:</u></p> <p>Payments agreed (agenda item 11.1):</p> <ul style="list-style-type: none"> • Clerks salary for April and May £639.60 and clerks expenses £21.42 • SALC audit training £25 • Councillor Hunt expenses for the repair of Priory Court noticeboard £31.82 • Councillor Cook fuel for mowing and strimming Paupers Wood £21.78 <p><u>Additional monies that were agreed that were not on the agenda were as follows:</u></p> <ul style="list-style-type: none"> • Auditor £100 • Hedgehog hostels for Victoria Field £53.90 • Councillor Hunt Zoom subscription and cleaning materials for the 	

	village hall (for parish council meeting) £34.17	
12.Planning applications	<p>New extension and alteration of Broke Hall Lodge to reconfigure and balance the previous extension to the dwelling; to provide new kitchen and dining facilities, enlarged first-floor bedroom accommodation, new swimming pool and new driveway access. Broke Hall Lodge Broke Hall Park Nacton Ipswich Suffolk IP10 0ES</p> <p>Ref. No: DC/21/2165/LBC Validated: Fri 30 Apr 2021 Status: Awaiting decision – supported by councillors</p>	
13.Parish documents for review	<p>Amends as follows:</p> <p><u>13.1 Asset schedule</u> there are a few changes to make:</p> <ul style="list-style-type: none"> • Clerk’s address, and need to register metal box to clerk’s address • Christmas lights and flag (Councillor Hunt has these) • VAR - David Garrett <p><u>13.2 Parish risk assessment</u> there is only 1 memory stick which councillor Hunt has</p> <p>Meeting location – will be zoom when necessary</p> <p><u>13.3 Asset risk assessment</u> – the question is raised as to whether the parish council own the grit bins? Follow up this to see if Nacton Parish Council would need to replace or not</p> <p><u>13.4 Training policy</u> needs to be reviewed as the last one on file was reviewed in 2017</p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> • Clerk to find out who owns the grit bins • Clerk to make the necessary changes to parish documents

<p>14. Parish matters</p>	<p>14.1 The proposal for Victoria Field is as follows:</p> <ul style="list-style-type: none"> • 2 more picnic benches • 2 more seats (benches) (to be made from recycled plastic that looks like wood- low maintenance) • Trim trail is proposed – 7 items interconnected aimed at primary school children (made of wood) • 3 bits of adult exercise equipment that would take two people on each – this may be moved to the sports field following future discussions regarding location • Information board • Nacton sign – invite pupils to design something as well as parishioners. It is proposed to judge this at the next annual meeting • Nature area/wildlife area, two hedgehog hostels have been purchased. It is anticipated the playgroup will use the wildlife area. • Maintenance plan – David Garrett to manage tasks along with villagers. Looking to proactively engage a ‘community spirit’. <p>14.2 Fixmystreet was mentioned by a parishioner which is a website to log fly tipping.</p> <p>14.3 Newsletter is discussed and the cost associated with going back to a printed copy, however it is necessary to ensure the majority of residents get it. The newsletter could be put on the noticeboard but need to be mindful of the limited space available. Agreed to print 30-40 copies for those without electronic access. Next newsletter will be in September.</p>	<p><u>Actions:</u></p> <ul style="list-style-type: none"> • Speak to Highways that replaced the 30mph sign without the Nacton signage on it. • Clerk to order noticeboard – 2300 wide £1050 • One sheet of paper to be sent to all households in the parish explaining that the newsletter is going digital and asking people to sign up to receive it by email. A message will be put on there that ‘if you don’t have internet please put a note through X or X door requesting a
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	<p>14.4 Further financial purchases agreed as follows:</p> <ul style="list-style-type: none"> • Parish noticeboard is agreed as a purchase – the larger size one to be ordered by the clerk £1050 • Paupers wood – Cllr Cook is proposing we buy mulch from the local tree surgeon for £200 which will provide 7 builders bags of mulch. This will retain the moisture and suppress the weeds. Agreed. Cllr Warner said she may be able to source it for free, Cllr Cook says this must include delivery to the site. <p>14.5 Litter picking is agreed to take place in September which will be a good opportunity to get people to help come and tidy up the village. Parish Council to provide refreshments. To discuss at next meeting</p>	<p>paper copy.’</p> <ul style="list-style-type: none"> • Clerk to look at how many households are on the electoral roll.
<p>15 Public question time</p>	<p>The question was asked if Nacton Parish Council could plant a tree next year for the Queen?</p> <ul style="list-style-type: none"> - This is possible as a couple of dead trees need to be replaced in Victoria Field. 	

As a sub-section to the minutes above, the audit report was inadvertently omitted from the agenda. So here is a summary. If anybody has any questions, please don't hesitate to contact the clerk. This can be added as an agenda item for July should anyone wish to discuss matters further.

The report highlighted:

- The finances were all sound and there was no problem found with reconciling the balance.
- The 6 points raised as action plans and actions were:
- Update the clerk contact details for Information Commissioner Office – **to be done by the clerk**
- Publish website accessibility statement – **clerk to forward information to Rob Giles**
- **Clerk** to confirm with HMRC re operating procedures
- **Clerk** to ensure compliance with Pensions
- Schedule of invoices and items of income need to be listed in the minutes – **clerk will ensure this is done going forward**
- Some invoices not signed - due to originals from April - Sept not being found. New ones were printed, but not signed. One off problem associated with Covid and clerk handover

The Annual Parish Meeting was held on Wednesday 26th May at 7pm.

Notes of this meeting include:

- The Chairman thanking all Parish Councillors for their work over the past year.
- The Chairman informing Parish Councillors that Patti Mulcahey has taken over from Patricia O'Brien as Councillor at Suffolk County Council. The Chairman will make contact with her to introduce himself and highlight the long-standing problem of flooding under the bridge. The flooding situation was discussed and the dangers it brings with access to the village.
- Poor Field – the solicitor will be making contact with Councillor Warner
- Once Suffolk Record Office re-open Councillors Hunt and Cook will go and look at Information to put on the Information Board for Victoria Field