

LITTLE GLEMHAM PARISH COUNCIL

CHAIR: Daniel Williams



Minutes from Little Glemham Annual Parish Council Meeting on **Wednesday 8 May 2024**

Email: clerk@littleglemhampc.org.uk
Website: <https://littleglemhampc.org.uk>

- LG24:1 **Election of Chair** and signing of Declaration of Acceptance of Office
It was proposed that Cllr Williams be elected as Chair. **All Agreed.** Cllr Williams signed the Declaration of Acceptance of Office
- LG24:2 **Present from the Council:** Cllr Williams (Chair), Cllr Gibbs, Cllr Thomas, Cllr Tregent, Cllr Burrows (Suffolk County Council [SCC]), A Besly (Clerk)
- LG24:3 **Present from the Public:** One
- LG24:4 **Open Public Forum session** (2 minutes per person): None
- LG24:5 **Apologies for Absence:** None
- LG24:6 **Declarations of Interest** in items on the agenda: None
- LG24:7 **Proposal to approve and sign** the Minutes of the Parish Council meeting on 25 March 2024
The minutes were reviewed and it was proposed they be approved and signed. **All Agreed**
- LG24:8 **Reminder for Members** to review and update their Register of Interests on the ESC website
- LG24:9 **Co-Option of new member**
Ruth van-Loen was present and it was proposed that she be co-opted as a member of the Council. **All agreed.** Cllr van-Loen signed the declaration of acceptance of office.
- LG24:10 **Suffolk County Councillors Report:** *Published.* Cllr Burrows highlighted the following:
SCC Budget is c£750m
The Council want to spend more on the vulnerable population – the elderly and the 1,000 plus children in care who need extra support. More focus on Special Educational needs and there seem to be more children on the Autistic Spectrum so there needs to be more funding to recruit extra staff.
Highways: Milestone is the new contractor. They are borrowing a machine to fill potholes.
National Grid: Issues with their consultation process
Elections May 2025: new electoral boundaries
- LG24:11 **East Suffolk District Councillors report:** *Published.*
- LG24:12 **Proposal to review and approve** the end of year accounts 2023-24: Items 12.1 to 12.6 were reviewed and approved. **All Agreed**
- 12.1 Receipts and Payments summary
 - 12.2 **Inventory** of land and other assets: Asset Register
 - 12.3 Reserves allocation
 - 12.4 Year end Bank Reconciliation
 - 12.5 CIL Report
 - 12.6 Explanation of Variances
- LG24:13 **Proposal to Review and Approve the 2023-24 AGAR** (Annual Governance and Accounting Return): Items 13.1 to 13.3 were reviewed and approved. **All Agreed.** The AGAR was signed.
- 13.1 2023/24 Certificate of Exemption (AGAR part 2 page 3)
 - 13.2 Annual Governance Statement (AGAR Section 1)
 - 13.3 Annual Accounting Statement (AGAR Section 2)
- LG24:14 **Review of the Councils expenditure** incurred under s.137 of the Local Government Act 1973. None
- LG24:15 **Review of delegation arrangements to staff:**
Financial Regulations 4.1 refers - No Change proposed **All Agreed**
Non-Contentious Planning application responses are delegated to the Clerk. No Change proposed **All Agreed**
- LG24:16 **Review Councils banking arrangements** including authorised signatories
It was proposed that the three existing cheque signatories remain. These are Cllrs Williams, Gibbs and Tregent. **All Agreed**
- LG24:17 **Confirmation of arrangements for insurance cover** in respect of all insured risks: *to be circulated*
It was proposed that the existing insurance cover is adequate. **All agreed**
- LG24:18 **Review of the council's and/or staff subscriptions** to other bodies - *SALC, ICO.* There were no questions
- LG24:19 **Proposal to Review and adopt the following Governance documents.** There are no changes proposed and all the following documents can be found at <https://littleglemhampc.org.uk/governance-documents/>
It was proposed that the governance documents reported in items 19.1 to 19.11 be reapproved with no changes. **All agreed**
- 19.1 Standing Orders
 - 19.2 Financial Regulations

- 19.3 Code of Conduct
- 19.4 Complaints Procedure
- 19.5 Member officer protocol
- 19.6 FOI Publication Scheme
- 19.7 Privacy Notices
- 19.8 Press and Media Policy
- 19.9 Data Protection and Management Policy
- 19.10 Risk Assessments
- 19.11 Safeguarding Policy & procedures

LG24:20 Finance Report for May 2024

20.1 Review of Finance Report and Bank Reconciliation There were no questions

20.2 Proposal to approve Payments Schedule circulated with Finance Report. **All Agreed**

LG24:21 Proposal to agree schedule of meetings for ordinary council meetings on the 2nd Wednesday alternate months. **All agreed** and standing

LG24:22 Date of next meeting: 10 July 2024

Meeting Closed at 19:30

Signed.

Cllr Daniel Williams, Chair.

Date.

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