

# RUMBURGH ANNUAL PARISH COUNCIL MEETING

01 May 2024

Start 8.00pm

MINUTES

1. The Chairman Cllr Paul Spill welcomed guests to the meeting  
The clerk Teresa Goldson was in attendance.  
Apologies: Cllr Julie Flatt, ES Cllr Specia Resolved
2. Members of the public in attendance: Tony Goldson  
SCC Cllr Judy Cloke, ES Cllr Toby Hammond
3. Election of Chairman for the coming year.  
Cllr Paul Spill was unanimously elected as chairman for the coming year - Resolved
4. Election of Vice Chairman for the coming year.  
Cllr Paul Fenner was unanimously elected as Vice Chairman for the coming year - Resolved
5. Public Forum: It was reported that food bank donations for Halesworth and surrounding area Food Bank had reduced in recent months. The ethos of the foodbank and the Community Larder at St Mary's Church in Halesworth was reiterated.  
Action - poster/leaflet with details to be forwarded to the Clerk for publication on RPC Website  
  
Village Hall refurbishment - it was noted that whilst the new plans for the Village Hall included an accessible toilet, it did not include facilities for those who are more disabled and require changing facilities ( aka Changing Places). The matter was discussed and it was agreed that Cllr Fenner would make the suggestion to the Village Hall Trustees. It was also voiced that the refurbishments did not seem to include nest boxes etc to attract birdlife. It was agreed that this was not a matter for the Parish Council, however Cllr Fenner would take the suggestions to the Village Hall Trustees.
6. Declarations of interest: Cllrs Williams, Hitchcock and Spill declared their interest as allotment holders, in item 13 on the Agenda. It was Resolved that they should remain as part of the meeting but would not be able to vote.
7. Minutes of the previous meetings, 06 March 2024 & 27 March 2024 (planning) were duly approved and signed as a true record. Resolved.
8. Guest Speakers:  
SCC Cllr Judy Cloke referred to the report she had provided for the Annual Parish meeting - SCC Cllr Report May 2024  
ES Cllr Toby Hammond referred to the report he had provided for the Annual Parish meeting - ES Cllr Report May 2024
9. Clerk's report and matters arising:
  - 9.1) Payroll - Van Dijks have generously offered to continue to manage our payroll pro-bono
  - 9.2) Email addresses - this will be dealt with in the coming months
  - 9.3) Audit - under way - supported by Heather Heelis
  - 9.4) Audit etc for signing off at June meeting
  - 9.5) Change of tenancy on one allotment
  - 9.6) RFO proposes to no longer accept cash or cheques as payment for allotments etc.

Number tagh0134/24a

Chairman's Signature:



H/C

9.7) Matters arising - see policies for signing off.

9.8) Learning from this year's audit process is that these are better done in the later part of the business year i.e. Feb & March meetings.

9.9) Although Council signed off the new Financial Regulations in March, NALC have now issued a new version - Clerk to check for suitability and bring back later in the year.

10. Finances: Balances as at 01 05 2024

Community Account £6176.62 (inc £4400 Precept for 2024-25)

Business Account £5389.46

Payments for Approval:

SALC Annual Subscription £187.81

Clerks Salary & HWA £ 121.53

Clerks Expenses £47.14

Resolved

11. Approval of Receipts and Payments Account for the year ending 31 March 2024 : Resolved

12. Adoption of Policies previously circulated:

12.1. RPC Standing orders (NALC) April 2024 Resolved

12.2. RPC Privacy and Data Protection Policy 2024-25 Resolved

12.3. RPC Internal Control Statement 2024-25 Resolved

12.4. RPC Co-option of Councillors Policy & Application Form 2024-25 Resolved

12.5. RPC Annual Review of Financial Management & Internal Controls 2024-25 Resolved

12.6. RPC Asset Register 2024-25 Resolved.

13. Allotment Rent Review ( see also minute no 6). It was Resolved that there should be no increase in rent for the coming year.

14. Asset Management; Cllrs Resolved to review the Asset Management Register a min of 4 times per year. Cllrs also Resolved that the Chairman and Clerk/RFO should review the annual insurance policy to meet the current replacement value of assets.

15. Biodiversity Update: Cllrs Williams, Evans and Spill attended a Webinar provided by SALC on the subject of Parish Councils' responsibilities and best practice for Biodiversity. They reported that Biodiversity would continue to be a work in progress and that the Council could include reference to matters of Biodiversity in its workings. See also the Public Forum. Resolved

16. Planning DC/24/1048/FUL Planning Application Rumburgh & St Michael Village Hall  
Councillors Resolved unanimously to Approve the Planning application

17. Correspondence - see agenda

18. Matters for the attention of the Council.

Cllr Fenner gave an update on the recent flooding issue and confirmed that the matter has now been forwarded to the Highways department for comment and resolution

It was noted that the broken sign at Aldous Corner has now been removed, however it is unlikely that the SCC Highways Department will replace the sign.

Meeting Closed at 9.00 pm


**Next Meeting**

**Wednesday 12 June 2024**

**7.30 pm**

**Number tagh0134/24b**

**Chairman's Signature:**



ALC