

Nacton Parish Council

Minutes of the Parish Council Annual General Meeting on Wednesday 24 May 2023 starting at 6.30 pm

Present:

Parish Councillors: Cllr. B Hunt (Chairman), Cllr. P Warner (Vice Chair), Cllr. J Leeder, Cllr J Mumford, Cllr. A Eaton

Mrs C Lucas (Clerk) Mr B Mansfield (RFO)

Two members of the public

Agenda Item	Context/Discussion	Actions and Decisions
1. Election of Chairman	Cllr. Brian Hunt was nominated by Cllr. Paula Warner and seconded by Cllr. Jos Leeder to remain in office as Chairman. All members present voted in favour and Cllr. Hunt was duly elected. He signed the Declaration of Office and the Clerk signed as a witness. Cllr. Hunt advised councillors that his plan is to remain Chairman until November and then for somebody to take over. Cllr Hunt told councillors that he would not be at the parish council meeting in July so suggested that the topic be discussed in his absence. Cllr. Paula Warner was nominated by Cllr. Brian Hunt and seconded by Cllr. Jos Leeder to take up office as Vice-Chairman. All members present voted in favour and Cllr. Warner was duly elected.	

	She signed the Declaration of Office and the Clerk signed as witness. There remain 2 vacancies on Nacton Parish Council.	
2. Declarations of interest	None.	
3. Apologies for absence	Cllr. Wilson sent apologies which were accepted. District councillors, Mike Ninnmey and Lee Reeves sent apologies as Nacton Parish Council Meeting clashed with East Suffolk District Council Meeting. Suffolk County Councillor Patti Mulcahy sent apologies on the morning of the meeting. Apologies were not received from Cllr. Hatfield – Cllr. Hunt to speak with him to discuss.	
4. Allocation of councillor/clerk roles for the next 12 months	• <u>Vice Chair</u> – Cllr. Paula Warner • <u>Poors Field</u> – Rob Giles/Cllr. Paula Warner • <u>Community Council</u> – Cllr. Brian Hunt • <u>Finance Advisory Group</u> – Cllr. Brian Hunt/Cllr. Jos Leeder/Cllr. Iain Hatfield/RFO Brian Mansfield • <u>Matters of the Moment</u> – Clerk Clare Lucas/Cllr. Paula Warner/Cllr. Brain Hunt • <u>Emergency Plan Group</u> – Cllr. Angus Eaton (supported by all councillors) • <u>Village Hall</u> – Cllr. Emma Wilson	

	• <u>SALC</u> - Rotated by all councillors • <u>Induction</u> – Cllr. Brian Hunt • <u>George Court</u> – Judith Wyndham • <u>Tree Warden</u> – Andrew Williams • <u>Levington Almhouses</u> – Ros Eaton • <u>Village Recorder</u> – Cllr. Paula Warner • <u>Maintenance Plan Group</u> – Cllr. Emma Wilson/Cllr. Jos Leeder/Cllr. Jane Mumford • <u>VAR</u> – Cllr. Emma Wilson • <u>Felixstowe Communities</u> – Cllr. Hunt	
5. Invitation for public to comment on agenda items	No comments	
6. Minutes and actions of the last meeting	Previous actions: • RFO to confirm price freeze for defibrillator service – <u>complete</u> • Clerk to chase Norse re new bin for outside Victoria Field – Update – despite chasing and assurances this would be done the bin still has not been replaced. <u>Action – to contact again.</u> • RFO to confirm that CIL money can be used on a village sign – complete – <u>complete</u> - confirmed that CIL money can be used for a village sign • Cllr. Hunt to speak to Carl Watts regarding the fencing – <u>update – ongoing</u>	

	• Cllr. Hunt to speak to NBU5s - <u>ongoing</u> Previous minutes agreed for accuracy and signed by the Chairman.																			
7. Finances	7.1 – Payments agreed: <table><tr><td>Clerk’s salary (June and July)</td><td>£524.56</td></tr><tr><td>Clerk’s expenses (mileage – 6 trips to the notice boards)</td><td>£30.51</td></tr><tr><td>RFO salary (June and July)</td><td>£177.00</td></tr><tr><td>RFO expenses (28 miles – auditor)</td><td>£12.60</td></tr><tr><td>RFO back pay as identified by auditor</td><td>£28.80</td></tr><tr><td>Village Hall rental for meeting May</td><td>£35.00</td></tr><tr><td>Village Hall rental for meeting July</td><td>£35.00</td></tr><tr><td>SALC membership 2023-24</td><td>£338.01</td></tr><tr><td>Nacton Village Community Council donation towards Coronation celebrations</td><td>£300.00</td></tr></table> <u>Total £1481.48</u> The RFO had also received the auditor’s bill since preparing the agenda and this amount of £210 was agreed to be paid in addition to the items listed above. 7.2 – Auditors report The RFO discussed the recent full internal audit report with councillors and went through the end-of-year figures. There was an action regarding	Clerk’s salary (June and July)	£524.56	Clerk’s expenses (mileage – 6 trips to the notice boards)	£30.51	RFO salary (June and July)	£177.00	RFO expenses (28 miles – auditor)	£12.60	RFO back pay as identified by auditor	£28.80	Village Hall rental for meeting May	£35.00	Village Hall rental for meeting July	£35.00	SALC membership 2023-24	£338.01	Nacton Village Community Council donation towards Coronation celebrations	£300.00	
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	the creation of an online banking policy, which the RFO will write. This will be submitted to the finance advisory group in June and then presented at the next parish council meeting in July for approval. The AGAR was read by the Chairman, signed and will be submitted. 7.3 Finance update • VAT reclaims are up-to-date • Precept first instalment has been received 7.4 - Election Money The money put aside for the election has been redistributed. Some of the money will absorb the additional auditor cost. £300 will be given (as outlined above) to Nacton Village Community Council as a contribution to the Kings Coronation events that took place.	
8 Correspondence	• Footpath consultation – noted – comments made regarding a footpath. • Community Infrastructure levy charging schedule – noted • Complaint received from Bucklesham Parish Council Clerk regarding County Councillor Patti Mulcahy – Cllr. Hunt to make contact with Patti Mulcahy as she has been absent from all meetings so far this year.	

9 Planning Applications	9.1 Reference DC/23/0656/TPO Application Received Mon 20 Feb 2023 Application Validated Wed 22 Feb 2023 Address 2 Broke Hall Broke Hall Park Nacton Ipswich Suffolk IP10 0ET Proposal 1no. Group of Lime (178 to 187 on plan) - Lateral reduction to create 3.5 metres clearance from drive and minor pruning to shape 1no. Holm oak (T1 on plan) - Lateral reduction by up to 2 metres from driveway and garden 1no. Holm oak (T2 on plan) - Fell Status Permitted Decision Application Permitted Decision Issued Date Fri 31 Mar 2023 Appeal Status Unknown Appeal Decision Not Available	
10 Parish documents	Documents adopted by Nacton Parish Council and to be updated for website: • Standing orders • Financial regulations • Asset schedule • Parish risk assessment • Asset risk assessment • Complaints procedure • Filming at meetings protocol • Training and development policy	Action: Asset schedule needs the following updates: ○ Noticeboards are now 3, not 2 ○ Benches in Victoria Field are now 3, not 1 ○ Tables in Victoria Field are now 3, not 1 ○ Chat benches in parish x 2

		○ 14 litter pickers/4 hoops/11 jackets Action: – RFO needs to be added to Parish risk assessment
11 Chairman's update and Parish Matters	• Memorial tree – Request keeps being made for a memorial tree in Victoria Field. Cllr Hunt asked Cllrs to think about whether to have one 'memorial tree' for all babies and children that have passed in the parish. • Speed issues in Nacton Village – The clerk had received an email from a parishioner regarding speeding in the village. Clerk to find out information regarding speed guns. VAR device to be moved to the post outside the village hall. An invitation was circulated regarding 20s plenty meeting on 22nd June – if any councillors can attend please do. • Maintenance Plan - discussed • Litter bin - discussed • Victoria Field hedging - discussed • ESPA (East Suffolk Planning Alliance) – sign up to receive regular updates • Village sign – a few designs received and to be reviewed • Request for photographs of Nacton Parish land before the second world war. Put the request on Facebook, website and	Action: Clerk to speak to safer neighbourhood team regarding whether the scheme is still running whereby volunteers can use speed guns Action: Clerk to sign up for ESPA communications Action: The clerk to put a request for photos on Facebook, website and notice boards

	noticeboards.	
12 Matters raised by and reports by Councillors	None	
13 Public question time	A member of the public highlighted how dangerous the diversion signs are that have been placed in the village. Discussion took place and comments were also made regarding the lack of white lines. It was noted that potholes were also causing punctures for residents.	Action: Cllr. Hunt to contact Patti Mulcahy and raise issues.

Date of the next meeting: Wednesday 19th July 2023 at 7pm