



EARL STONHAM PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall on
Tuesday, 7th May 2024 at 8.20pm.

Present:

Councillors: M Gillett (Chair)
D Turner
K Wilkinson
M Mann
S Baker

In Attendance Mrs J Blackburn – Clerk
Cllr N Hardingham – District Council

ES07/24/25 – ELECTION OF CHAIR

Cllr Gillett declared the meeting open.

Cllr Wilkinson proposed that Cllr Gillett be elected as Chair, which was seconded by Cllr Mann.
Decision – Cllr Gillett was duly elected Chair.

Cllr Gillett signed the Declaration of Acceptance of Office and then took the Chair for the remainder of the meeting.

ES08/24/25 – ELECTION OF VICE-CHAIR

Cllr Wilkinson proposed that Cllr Turner be elected as Vice-Chair, which was seconded by Cllr Baker.
Decision – Cllr Turner was duly elected Vice-Chair.

ES09/24/25 – TO RECEIVE APOLOGIES OF ABSENCE

Apologies had been received from Cllr Stanford and Cllr Budd.

ES10/24/25 – TO RECEIVE DECLARATIONS OF INTEREST

None had been received.

ES11/24/25 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

ES12/24/25 – TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 4th MARCH and 18th MARCH 2024

It was AGREED: That the minutes of the meetings held on 4th March and 18th March 2024 be approved as a true record and signed by the Chairman.

ES13/24/25 – PUBLIC FORUM

Two members of the public were present. No matters were raised.

ES14/24/25 – TO RECEIVE THE COUNTY COUNCILLOR’S REPORT – CLLR HICKS

It was NOTED: That the County Councillor was not present at the meeting and that he had submitted a report to the Annual Parish Meeting that was held prior to this meeting.

ES15/24/25 – TO RECEIVE THE DISTRICT COUNCILLOR’S REPORT – CLLR HARDINGHAM

It was NOTED: That whilst the District Councillor was present, he had submitted a report to the Annual Parish Meeting that was held prior to this meeting.

ES16/24/25 - TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- a) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – All Cllrs.
- b) **VILLAGE HALL – Decision** – Cllr Gillett was appointed representative to the Village Hall.
- c) **CHURCH – Decision** – Cllr Stanford was appointed representative to the Church.
- d) **COMMUNITY EMERGENCY VILLAGE HALL KEY HOLDERS – Decision** – Cllr Turner and Cllr Gillett were key holders for the Village Hall.
- e) **EARL STONHAM TRUSTEES – Decision** – Cllr Budd and Tony Turner were appointed representatives to the Earl Stonham Trustees.
- f) **RECORDER PUBLICATION – Decision** – Cllr Turner was appointed representative for the Recorder Publication.
- g) **RECORDER DISTRIBUTION – Decision** – Cllr Baker was appointed representative for the Recorder Distribution.
- h) **CAROLS ON THE GREEN – Decision** – Cllr Stanford was appointed representative for the Carols on the Green.
- i) **FOOTPATHS – Decision** – Cllr Budd and Cllr Wilkinson were appointed representatives for the Footpaths.

ES17/24/25 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS

It was AGREED: That the annual subscription of £311.67 be paid to the Suffolk Association of Local Councils in order to renew the Parish Council’s membership.

ES18/24/25 – TO RECEIVE THE CLERK’S REPORT AND FINANCIAL MATTERS

- a) **CLERK’S REPORT**
The Clerk wished to thank Tony Turner for refurbishing the noticeboard on the Green.
- b) **TO RECEIVE THE CLERK’S FINANCIAL REPORT**
The Clerk reported on the Council’s current financial position and movements since the last meeting. It was reported that the balance in the accounts on 30th April 2024 was £11,793.07.
- c) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**
The Clerk reported the following payments be authorised:-

SCC	Street Light replacement to LEDs	£3,127.20
SCC	Street Light Energy & Maintenance 2023/24	£239.57
T Turner	Noticeboard Refurbishment	£29.93
T Turner	Noticeboard Refurbishment	£66.00
D Turner	Recorder Printing Reimbursement	£190.00
ES Village Hall	Donation for D-Day Celebrations	£100.00
Jennie Blackburn	Clerk's Pay (Apr)	£254.45
Jennie Blackburn	Clerk's Office Allowance/Exp (Apr)	£26.00
Trevor Brown	Internal Audit for 2023/24	£250.00
Vertas Group Ltd	Grass Cutting (Apr-Jun)	£415.56

Barbara Heard	Refreshments for Foothpath Walk	£6.25
SALC	Membership Subscription for 2024/25	£311.67
HMRC	PAYE for 2023/24	£259.00
Clarke's Fencing	Posts for Noticeboard	£50.38
Great Bricett PC	Contribution to ink toners (Clerk's printer)	£131.00
Jennie Blackburn	Clerk's Pay (May)	tbc
Jennie Blackburn	Clerk's Office Allowance/Exp (May)	£36.53
Lindsey Stone	Refreshments for APM	£20.00

It was AGREED: That payments totaling £5,513.54 be approved.

The following receipts were also noted:

SCC	Locality Budget Funding - Street Lights	£1,000.00
A Stanford	Recorder Advert	£30.00
JTS & Countryside Management	Recorder Advert	£30.00
MSDC	Recycling Bins Credit	£328.61
MSDC	Precept (1st instalment)	£3,837.50
HMRC	VAT Reclaim - 2023/24	£1,353.70

d) **ANNUAL GOVERNANCE STATEMENT**

The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.

e) **END OF YEAR 31ST MARCH 2024 STATEMENT OF ACCOUNTS**

The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk

f) **EXEMPTION CERTIFICATE**

The Exemption Certificate was approved and signed by the Chair and Clerk.

g) **INTERNAL AUDITOR'S REPORT**

The Internal Auditor's Report was received and it was noted that no recommendations had been made.

Cllr Wilkinson wished to second the comment made at point 15 in the Auditor's report which stated:

"I would like to record my appreciation to the Clerk/RFO for her assistance during the course of the audit work and would particularly commend her for the careful presentation of the documents for the audit."

The Clerk thanked Cllr Wilkinson and stated that his acknowledgment was very much appreciated.

h) **CIL REPORT**

The CiL report was approved and signed by the Chair and Clerk.

i) **ASSET REGISTER**

It was AGREED: That the Asset Register be approved.

ES19/24/25 – PLANNING APPLICATIONS

None had been received.

ES20/24/25 - PLANNING DECISIONS

The following decision was noted:

Ref: DC/24/00203 - Householder application - Erection of single storey rear and front porch extension (following demolition of existing rear lean-to extension, outbuilding and front porch) - 3 Middlewood Way, Forward Green, Earl Stonham - **Granted**

ES21/23/24 – DELEGATION OF CLERK - PLANNING

The Clerk reported that in relation to Planning Applications received, a Delegation to Clerk would be beneficial. It would have in place an approved process, that if a Planning Application be received and the timescale for comments for that application could not be met, then the Delegation to Clerk would mean that the Clerk would email Councillors for their comments on that application. The Clerk would then submit those comments made to the Planning Department.

It was AGREED: That the Delegation to Clerk (Planning) be approved.

ES22/24/25 – NATIONAL GRID – PYLON CONSULTATION

Cllr Gillett confirmed that a Public Meeting was to be held on Tuesday, 4th June 2024 at 7pm in the Village Hall, where comments and views could be heard from residents in order for it to form part of the Parish Council's submission to the consultation.

ES23/24/25 – COUNCILLOR VACANCIES

There was nothing to report.

ES24/24/25 – UPDATE ON FEN LANE

County Cllr Hicks had reported at the Annual Parish Meeting that Highways had investigated the road defects on Fen Lane and had stated that works were not needed at that time. They would continue to monitor the site.

ES25/24/25 – LIME TREE COTTAGE WORKS

No further information had been received.

ES26/24/25 – SPEEDING

There was nothing to report.

ES27/24/25 - FOOTPATHS

There was nothing to report.

ES28/24/25 – UPDATE ON THE VILLAGE HALL

There was nothing to report.

ES29/24/25 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

- Publication of three editions of the Recorder instead of four – felt it should be re-considered due to some information not being able to be included in the editions.
- Bright lights causing nuisance – Vine Cottage

ES30/24/25 - DATES OF 2024/25 MEETINGS

It was AGREED: That the followings dates be approved for the 2024/25 meetings:

- Tuesday, 7th May 2024
- Monday, 1st July 2024
- Monday, 2nd September 2024
- Monday, 4th November 2024
- Monday, 6th January 2025
- Monday, 3rd March 2025

ES31/24/25 – DATE OF NEXT MEETING – Monday, 1st July 2024 at 7.30pm

The meeting finished at 8.55pm.

Chairman: Dated: