MINUTES OF ALDERTON PARISH COUNCIL

ANNUAL MEETING

Held in Alderton Village Hall on Monday 13 May 2024

Present: Joanne Butler (JB), Tim Giles (TG), Jeff Hayward (JH), Christina Joyce (CJ), Bob Loughlin (BL), Mal Ward (MW).

In attendance: Joy Andrews (JA), clerk,

Members of public: None

1. **Election of chair and vice-chair**:- (i) TG proposed Jeff Hayward as chair and JB seconded the proposal. Mr Hayward agreed to stand and was unanimously elected. Declaration of acceptance of office was duly signed. (ii MW proposed Nicholas Rose for vice-chair and BL seconded the proposal. Although Mr Rose was not present he had agreed to stand and was unanimously elected. Declaration of acceptance of office to be signed at next meeting.
2. **Apologies for absence**:- Nicholas Rose (unwell), Will Palmer (chairman reported that WP has resigned)
3. **Declaration of member's interest in any items on this agenda:-** None
4. **Approval of minutes of meeting held on 11 March 2024:-** The minutes were approved and signed as a true record.
5. **Report on Annual Parish Meeting:**- The clerk reported that the meeting was well attended with representatives from all organisations and clubs in the village. The main concerns which came from members of the public, who felt very strongly, were speeding vehicles along Hollesley Road and the danger that this caused to the children waiting for the Farlingaye School bus opposite the entrance to Watson Way. James Mallinder (ES District Councillor) stated that he would support any traffic calming measures the Parish Council proposed. This topic will be discussed at the next Parish Council meeting.
6. **Finance – (i) Adoption of accounts for year ending 31 March 2024:-** A summary of the accounts had been circulated to all councillors. These were adopted and signed by the chairman **(ii) To receive reconciliation of accounts** – An amount of £23,064.49 was held at the bank at the end of the last financial year. This has been verified by the auditor. **(iii) Presentation of internal audit report** – a copy of the Annual Internal Audit Report was passed round to councillors. All was found to be satisfactory. **(iv) To agree dates for Notice of Public Rights and publication of AGAR** – It was agreed this should take place between 10 June 2024 and 19 July 2024. **(v) To approve payments over £100 and note all other payments since last meeting** - These had been sent to all councillors prior to the meeting and were approved. **(vi) To finalise budget for the year 2024/25** – This had been finalised by the chairman who explained the figures to councillors who had previously received a copy. Signed as accepted by the chairman.
7. **Consider and complete certificate of exemption from a limited assurance review**:- After consideration this was signed by the RFO and chairman.
8. **Annual Governance & Accountability Return (AGAR) (i) Review statement for 2023/24 (Section 1)** – This was approved by the council and signed by the chairman and clerk. **(ii) Consider accounting statement for 2023/24 (Section 2) –** This was approved by the council and signed by the chairman.

9. **Review Assets register** – The assets register was checked and agreed.
10. **Update on works to be carried out in village hall** – (i) **BL** agreed to get a price for installing smoke detectors in the ceiling of the main hall, a motion sensor for the outside light in the entrance and a two-way light on the corner of the building so that the car park can be lit**. BL** was also asked to purchase a portable radiator for use in the committee room. (ii) JH stated that some shelving is still to be done in the main hall and the keyboard to be disposed of. (iii) It was agreed that sanding of the floor was too expensive and **JB** agreed to look into hiring a buffer so that the main hall can be polished. (iv) The threshold into the main hall from the lobby still needs attention. (v) It was decided that Woodbridge Glass should fit a new door in the kitchen at a cost of £695, authority for payment of this was given.
11. **To consider purchase of shelving for storage container** – JH is concerned that the containers are damp and this needs to be addressed before fitting out with shelving. It was agreed that Kevin Foreman should be asked to fit a sloping roof on one of the containers (quote already received). **TG** to get prices for shelving in one container.
12. **To discuss installation of generator in village hall for use in emergencies** – **BL** agreed to get more information regarding this from Tony Street (Emergency Plan Co-ordinator).
13. **Beach Lane – To receive latest information and discuss way forward** – JH reported that he has had a lot of correspondence with Suffolk County Council regarding the maintenance of Beach Lane. SCC state "Our responsibility with regards to the track is only with regards to pedestrian use. If residents exercise private vehicular rights, then the wear they cause is their responsibility to maintain". **CJ** offered to get the titles to the properties concerned to ascertain if there is any mention of this. **JH** will write to all residents and users offering them the opportunity to have a meeting at the Village Hall to discuss the SCC approach and hopefully find a course of action that will bring this to a conclusion.
14. **Future dates of regular meetings –** The council will meet on 8 July 2024, 9 Sept 2024, 11 Nov 2024, 13 Jan 2025, 10 March 2025, AGM 12 May 2025.
15. **Matters to be brought to the attention of the council –** (i) JH stated that a strip of grass is now being left uncut along the edge of the recreation ground. (ii) TG has received a complaint that The Shrubbery footpath is overgrown. (iii) CJ asked that the draft community asset nomination form should be forwarded to all councillors for their consideration. (iv)The clerk stated that a possible breach of control at Martello Z had been brought to her attention. The parish council has not received notification of any planning application but if this arose it would not be supported.
16. The meeting closed at 9p.m

Signed…… Date……