

## Boyton Parish Council Minutes of Annual Meeting 25 May 2016

to

		lead	Date
AP2505161	Cllr. Block- involvement of PC in consultation and finance question	GB	26/5
AP2505166a	Footpaths working party to be established and article to go in <i>Village Voices</i>	GL	
AP2505166b	Heritage assets Suffolk Coastal to be contacted	GB	26/5
AP250516d	Ideas and costs for Flood risk reduction from Malcolm King (SCC). Advice from Malcolm King about proposal to extend quiet lane through village as a means to help reduce speed	GB	
AP4130116	Gritters Tony Gibson	ACa	
AP2505169	Village Recorder article for <i>Village Voices</i>	JC	
AP25051610	Paint recycling- with Suffolk Coastal to be researched	JC	
AP25051611c	Annual Governance statement approved to be submitted to BDO	GB	
AP25051611d	Annual Accounting statement to be submitted to BDO	GB	
<b>Payments approved</b>			
250516112a	Salary for first quarter		
250516112b	Hire of rooms (9/1,13/1,16/3 and 13/4) and 25 May		
250516112c	LCPAS - training		
250516112d	Heelis and Lodge –audit		
250516112e	SALC membership renewal		
250516112f	CAS insurance renewal		

<b>Attendance</b>	Parish Councillors: John Carpmael (JC), Jess Richardson (JR), Richard Jesty (RJ), Ali Crawford (AC), Gary Lowe (GL) Members of the Community: R Sturrock, I Lilley
<b>1. Public and Agency reports</b>	JC informed all of the recording of the meeting. Written reports were provided by Cllr Christine Block, Rev'd R Hatchett and BCG, <b>Key Issues arising:</b> - <b>Cllr. Christine Block:</b> National Coastal Path notes were provided. It was agreed that the PC wished to be consulted at an early stage. Question on how this was to be financed. Devolution plan for the establishment of a combined Authority was duly noted. Concern was expressed at the short notice and limited public consultation and financial costs were not provided. <b>Rev'd Ruth Hatchett:</b> The report was noted with thanks. It was noted that Boyton Church wardens were Isobel Lilley and Malcolm Fleetwood. <b>BCG:</b> The report was noted with thanks.
<b>2. Apologies</b>	Rev'd Ruth Hatchett, Cllr. Christine Block, Cllr. Andrew Reid, Sally Wood
<b>3. Declaration of interest and dispensation</b>	D of I: RJ-member of PCC sub group reference play equipment.
<b>4. Election of Chair and Vice Chair</b>	Chair: Nomination received - John Carpmael (proposer: GL Second: JR) JC duly elected and form signed. Vice-Chair: Nomination received – Richard Jesty (proposer: AC, Second: JC) RJ duly elected and form signed. No nominations had been received for the Parish Councillor vacancy
<b>5. Minutes</b>	Minutes of 16 March were amended and signed.
<b>6. Actions arising</b>	a) SCC had been contacted about the Boyton Wood path. Awaiting a response. A definitive map had been received. It was agreed that this should be displayed on the noticeboard but would need to be professionally sealed to ensure it was waterproof.

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	<p>Agreed to establish a working group to look at old footpath maps and check that they are still on the definitive map and to invite members through an article in <i>Village Voices</i> (GL). Meeting in July.</p> <p>b) Heritage nomination. Criteria: Landmark status, historic, collective memory, industrial, maritime and coastal defence. Recommendations agreed were the Firing Range, the Docks (both owned by RSPB) and Banter's Barn (owned by Own Smith). It was agreed to contact Suffolk Coastal to register.</p> <p>c) Council welcomed the instalment of some of the play equipment by the Boyton Parochial Church Council.</p> <p>d) Quiet Lanes- the report from the BCG in relation to this issue was welcomed. The proposal was duly noted. It was agreed that the Quiet Lane might extend through from the <i>Metal Man</i> through the whole of the village.</p> <p>a) The completion of the repairs to the Docks was welcomed and thanks were expressed to Jess and Mathew Richardson for their hard endeavour. The RSPB had approved the work. Awaiting new guidance for <i>Neighbourhood Watch</i> as this is no longer supported by the Police. The Queen's birthday event –planning is in progress. Flooding – Awaiting ideas and costings from Malcolm King.</p>
<b>7. Employment Committee</b>	Terms of reference were agreed. Membership: JC, RJ and JR.
<b>8. Insurance</b>	Insurance cover was reviewed and approved.
<b>9. Village Recorder</b>	Council was reminded of the need to have a village recorder. Run by the Suffolk Local History Council, the recorder keeps note of significant events in the village collecting local magazines and providing an annual report which is then deposited with any papers to the Record Office. This task was undertaken by Alan Stoddard who has now moved. It was agreed that JC should write an article in <i>Village Voices</i> .
<b>10. Paint recycling</b>	It was agreed that research would be undertaken to determine whether Boyton could oversee a paint recycling project at no cost.
<b>11.1 Accounts</b>	<p>a) Clerk reported on the posting of the accounts for the public to inspect. No enquiries had been made at this time.</p> <p>b) Internal Audit from <i>Heelis and Lodge</i> was considered. Recommendations were agreed.</p> <p>c) Section 1 of the Annual Governance Statement 2015/6 of the Annual Return was approved and signed.</p> <p>d) Section 2 Accounting Statement 2015/6 of the Annual Return was approved and signed.</p> <p>e) The clerk was affirmed as the Responsible Finance Officer.</p> <p>f) Annual Return</p>
<b>11.2 Payments</b>	Payments as listed above were authorised

Signed

Date