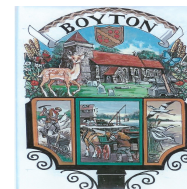


# Boyton Parish Annual Council Minutes

## 23 May 2023 at 7.30 p.m. at Boyton Church Hall



Minute Ref		Action
23.05.23.11	Insurance information to be sent to CAS asap	IJ/Clerk
23.05.23.9	to find a satisfactory resolution regarding reinstatement of footpaths	BPC
23.05.23.9	to contact SCC regarding no footpath signage at the river wall	Clerk
23.05.23.12	to request assistance/costs re overhanging trees for planning application	RJ
23.05.23.14	Internal Control Report to be completed by non-signatory	Clerk
23.05.23.15e	Certificate of Exemption to be sent to external auditor	Clerk
23.05.23.15e	Notice of period of Exercise of Public Rights and Analysis of Variance to be completed	Clerk

### Payments received

03.04.23	HMRC (VAT reclaim)	£675.44
28.04.23	ESC Precept	£4,120.00

### Payments authorised to be paid

17.04.23	VH hire Inv 05	£15.00
17.04.23	SALC membership subscription Inv 27000	£111.99
	SALC Internal Audit Inv 27286	£202.80
	ESC Planning fee for shed	£181 00

### Attendance

Chair Iain Johnston (IJ), Richard Jesty (RJ), Mark Pryor (MP), Clerk Jenny Lloyd, 5 members of the public

1.	<b>Welcome</b> to note the Annual Parish meeting preceded the Annual Council meeting
2.	<b>Election of Chair</b> IJ offered to continue as Chair - proposed MP, seconded RJ
3.	<b>Election of Vice Chair</b> RJ offered to take on the role of Vice Chair - proposed IJ, seconded MP. Thanks expressed to both Councillors
4.	<b>Co-option of Councillors</b> 3 vacancies remain on the Council - none coming forward at this time. If anybody is interested in joining the Council please contact <a href="mailto:boytonpc@gmail.com">boytonpc@gmail.com</a> .

5	<b>Declarations of Acceptance of Office</b> were signed by all Councillors. Clerk reminded Councillors to complete their Register of Interests asap
6	<b>Apologies</b> Cllr Reid (Cllr Mallinder was present at the preceding Parish meeting)
7.	<b>To receive any Declarations of Interest and any Applications for Dispensation on Agenda items</b> RJ - Item 10 and 12, MP - Item 10
8.	<b>To receive Reports</b> SCC Cllr Reid's Annual Report was distributed and <a href="#">available on the website</a> Cllr Mallinder presented his verbal report at the Annual Parish meeting - see APM on the website No other reports received
9	<b>Public Session</b> To note the review of QR plaques on footpath posts in Boyton has been completed, with thanks to Andy Cassy for concluding the task. One rotten post in Mill Lane has been reported to SCC for replacement.  <i>From previous Annual Parish meeting</i> - a concern was raised regarding FP4 footpath. Please find a link to the working copy Definitive Map (DM) for the parish of <a href="http://Boyton.suffolk.gov.uk">Boyton (suffolk.gov.uk)</a> The path is recorded along the track for part of its length but approximately half way down, does then deviate into the field, before re-joining the track leading to the river wall (FP3 Boyton). FP4 follows the historic alignment shown on early OS maps and accords with the route recorded on the 1 <sup>st</sup> Definitive Map. Discussions followed regarding reinstatement of the footpath. Action BPC to mediate and find a satisfactory resolution.  It was mentioned that there was no footpath signage at the river wall. Action Clerk to contact SCC.
10	<b>Update on Church Hall</b> BPC set up a Church Hall Committee (now CHC2) for safeguarding the future of the church hall for the benefit of the community. PCC held their Annual meeting and with help from the residents, continue to be in existence. There is a final meeting of the CHC2 on Thursday to discuss and agree what is involved in setting up a Charity Incorporated Organisation (CIO) with at least 7 trustees (no personal financial liability), and to outline the type and length of Lease. PCC is represented by the Registrar at Birketts, James Hall. CHC2 will discuss a 7 year lease with option to purchase. James Hall has agreed to negotiate with a CIO. MP will speak to Rev Cake and discuss with James Hall when clear instructions are finalised. Suffolk Pro Help (Nick Attwell) can assist with at least an hour of legal advice to approve the Lease, which will then transfer from BPC to the CIO. Discussions followed regarding fundraising for the future. CHC2 will apply to the Charity Commission by the end of May. No fees are associated to set up a CIO. Discussion on survey and costs - previous desktop survey cost £600.
11	<b>Change of Insurance Provider</b> Business Services at CAS have provided insurance solutions to Parish Councils for over 20 years. With very little notice, the scheme provider pulled out of the Council market and advised they are unwilling to provide cover after renewal date (1 June). Secured Ansvar as the new scheme insurer. BPC to provide information asap. Action IJ to check documents from Clerk and compare previous cover.
12	<b>To review matters arising from meeting 28 March 2023</b> Application has been submitted by RJ for full planning permission for shed to be installed on Church owned land at a cost of £181.00. James Hall has been notified and BPC received confirmation to proceed. The shed will be included on BPC Asset List. Sheds Direct updated Invoice 06090 - agreed correct. To note a problem with the overhanging trees over the roof area. Action RJ to request assistance/costs.

	- Clerk vacancy remains and is displayed on SALC website and in Village Voices. If anybody is interested in becoming a Clerk please contact <a href="mailto:boytonpc@gmail.com">boytonpc@gmail.com</a> for more details.
13	<b>Approval and signing of minutes 28 March 2023</b> completed <a href="#">and available on website</a>
14	<b>To review and agree BPC documentation - as circulated to Councillors:</b> a) Standing Orders - updated to SALC template b) <a href="#">Code of Conduct</a> - no changes c) Accessibility Statement - to note One Suffolk offer of review at £108 plus VAT - to be considered at a future meeting d) Asset Register - no change - updated and signed e) Financial Regulations - updated to SALC template f) Risk Assessment (Financial) - no change - updated and signed g) Internal Control Statement - signed (to note next Report due July by non-signatory)
15	<b>Finance</b> a) to note completed SALC audit report - no issues raised - <a href="#">available on the website</a> b) authorised payments made and to be made since last meeting - VH hire - Inv 05 £15.00 - SALC membership subscription Inv 27000 £111.99 - SALC Audit Inv 27286 £202.80 - ESC Planning - £181.00 c) to note any payments received since last meeting - VAT £675.44, Precept £4,120.00 d) accounts as at 23 May 2023 - agreed and signed uploaded to website e) AGAR documentation i) Certificate of Exemption, ii) Annual Governance Statement, iii) Accounting Statements 2022/23 - signed and uploaded to website. Action Clerk - Notice of Exercise of Public Rights and Analysis of Variance to be completed. f) to agree Clerk to continue in role of RFO - agreed g) to agree SALC to carry out audit in 2023/24 - agreed
16	Schedule of dates circulated to Councillors - 15 August, 21 November, 22 January, 26 March - agreed - to upload to website. Date of next BPC meeting 15 August 2023 <div style="text-align: right;">Meeting ended at 9.00 p.m.</div>
Minutes agreed	
Signed ..... (Chair)      Date .....	