

# TOSTOCK PARISH COUNCIL

## **Minutes of an Ordinary Council Meeting held on Thursday 14<sup>th</sup> July 2022 at The Wesley, Elmswell IP30 9EE beginning at 7.30pm**

Present Cllrs O Boland, Johannsen, MacDowell, Mellen, Richardson  
Attending Mr Peter Dow  
8 members of the public

### MINUTES

- 22.07.01 **Resolved:**  
**That Mr Peter Dow be appointed Clerk to this meeting**
- 22.07.02 **Noted:**  
An apology for absence was accepted from Councillor P Boland who was unwell.
- 22.07.03 **Noted:**  
The following when any Members' Declarations of Local Non-Pecuniary Interest and/or Disclosable Pecuniary Interest in subsequent agenda items were invited and to any additions, deletions or alterations to the Council's Register of Interests noted:  
3.1 Cllr MacDowell declared a Local Non-Pecuniary Interest in any matters relating to the Village Hall as he was Chairman of the Village Hall Committee.
- 22.07.04 **Resolved:**  
**That the Minutes of the Annual Parish Council Meeting held on 30<sup>th</sup> May 2022, as circulated and posted, be agreed as a true record.**
- 22.07.05 **Resolved:**  
**That Cllr MacDowall be confirmed as the Council's Responsible Finance Officer.**
- 22.07.06 **Noted:**  
The following when reports from Ward Members were invited:  
6.1 A written report from MSDC Cllr Austen Davies  
6.2 A written report from MSDC Ward Member Cllr Harry Richardson  
6.2.1 Cllr Richardson spoke to confirm additionally that:  
6.2.1.1 The proposed first Tenant for Gateway14 will take some 50% of the 150 acre site and that up to 1500 jobs might ensue;  
6.2.1.2 The SHELF leisure and education hub scheme will centre on expansion at Stowmarket High School and the Leisure Centre adjacent;  
6.2.1.3 All MSDC vehicles are now low emission models.  
6.3 A written report from SCC Ward Member Cllr Andy Mellen  
6.3.1 Cllr Mellen spoke to confirm additionally that:  
6.3.1.1 The Proposal to the 7<sup>th</sup> July meeting of full Council seeking the declaration of a Cost-of-Living emergency had fallen;  
6.3.1.2 The SEND phased-funding determined by Cabinet on 20<sup>th</sup> June allows for a less than satisfactory service and efforts continue to bring more provision in-house towards improving the scope and range of what is on offer.

- 22.07.07 **Noted:**  
That when Public comment or question was invited on any matter on this Agenda none were forthcoming.
- 22.07.08 **Resolved:**
- 8.1 **That Council notes and approves the appointment of Dave Crimmin of Newton, Sudbury, as Internal Auditor for the financial year to 31.03.2022 and that the following AGAR documents, as appended to the ensuing Internal Audit report, are received and approved for signing off as appropriate:**
    - 8.1.1 **Annual Internal Audit Report**
    - 8.1.2 **Annual Governance Statement**
    - 8.1.3 **Accounting Statements**
    - 8.1.4 **Certificate of Exemption**
  - 8.2 **That Council notes and receives the 8 Recommendations made in the Internal Audit Report for the financial year to 31.03.2022 and approves the subsequent actions as recommended, being:**
    - 8.2.1 **Henceforth, a VAT column will be maintained in the cashbook where recoverable VAT is shown;**
    - 8.2.2 **Council will adopt appropriate Standing Orders and Financial Regulations and will Minute the action taken;**
    - 8.2.3 **Council will institute an annual review of Risk Assessments and Internal Controls prior to the next Internal Audit;**
    - 8.2.4 **Council will, through the RFO, ensure that Fidelity Cover is adequate, being set at a figure representing year-end balances plus 50% of Precept;**
    - 8.2.5 **The Bank balance as at 31.03.2022 is used as the datum for the year-end Reconciliation;**
    - 8.2.6 **Council will formally consider the effectiveness of the Internal Audit during the year ending 31.03.2023 and Minute the outcome;**
    - 8.2.7 **Council will appoint an Internal Auditor for the year ending 31.03.2023 and the appointment will be Minuted;**
    - 8.2.8 **Acknowledgement that this review of and approval of recommendations is in accordance with those recommendations.**
- 22.07.09 **Noted:**  
The following matters brought forward from previous meetings:
- 9.1 MSDC have advised that it is not appropriate to appoint Ward member Cllr Austin Davies to TPC under s91.
  - 9.2 The Chairman undertook to contact interested parties towards the appointment of a Village Litter picker.
  - 9.3 The Chairman confirmed that, under current circumstances, MSDC would not draw back CIL funding which might lie unspent after the relevant spending deadline and that officers had expressed support for eventual expenditures being dedicated to the enhancement of facilities at the Village Hall. The Clerk confirmed that such payment would always be against invoice and could not be deemed as spent if merely transferred into a ring-fenced account. The Chairman undertook to give an updated report on the CIL holdings to the next meeting.
  - 9.4 Cllr MacDowell supported the view of a member of the public who had inspected the various trees which are the Council's responsibility that there are 2 specimens which might bear re-inspection in the Autumn and that this would be an agenda item for the next meeting.
  - 9.5 Mrs Pip Fletcher spoke from the floor and expressed willingness to act as Co-ordinator of the process to take forward the siting of the Speed Indicator as supported by funding from Cllr Richardson's Locality Budget.
  - 9.6 The Chairman agreed to liaise with SCC Highways re flooding at Flatts Lane and confirm the work done with a view to assessing any outstanding matters which might not currently be evident in the prevailing dry conditions.

- 9.7 The Meeting thanked Shirley Nice for her many years of editing the Chronicle and welcomed the new editor who undertook to update the TPC presence on the village website which he will be managing in parallel with the magazine production.
- 9.8 The Meeting noted that Agenda item 12 dealt with the redirection of bank statements.

22.07.10

**Chairman's Proposal:**

**That the following payments made are noted and agreed:  
£1,144.88 and £253 to Gipping Press for the Tostock Chronicle;  
£506.62 to MSDC for dog bin emptying.**

Secoded Cllr Richardson

**Both Proposer and Secoder accepted an amendment to add the words:  
'£269.66 to SALC as annual membership fee.'**

Substantive Proposal carried

22.07.11

**Chairman's Proposal:**

**That the fee for the Internal Audit of £130.00 due to Dave Crimmin be paid against invoice.**

22.07.12

**Chairman's Proposal:**

**That amended contact details, as confirmed at this meeting, be lodged with the Council's bank in line with recent administrative changes.**

22.07.13

**Noted:**

A report from Cllr Mellen, previously circulated, on the results of the recent speed survey undertaken by SCC on Church Road and funded from his Highways Locality Budget. There was discussion as to the process outlined and the staged costings involved towards a change in the speed limit. Cllr Mellen agreed to come back to a subsequent meeting with various queries resolved towards confirmed costings and possible ways forward.

22.07.14

**Noted**

As per the Meeting agenda, consideration was given to a request from residents regarding proposed changes to their access arrangement at the Old Post Office on The Green over land held in Trust by TPC. It was agreed that there needs to be reference to due process and that professional advice should be sought.

**14.1 Proposal: Cllr Richardson**

**That Council agrees in principal with the proposals as tabled for variation of access arrangements over The Green serving The Old Post Office and will seek professional advice towards being in a position to consider amendments to the existing easement or other governing instruments as necessary and appropriate.**

Secoded Cllr MacDowell

Proposal carried

22.07.15

**Noted:**

Discussion around options towards the sward-maintenance of The Leys, to include payment for cutting hay, and the Chairman's agreement to co-ordinate the search for an appropriate contractor in liaison with the Village Hall Committee and with the possibility of funding through Cllr Richardson's Locality Budget in mind.

22.07.16

**Noted:**

That when public comment or question on any matter of Council business was invited none was forthcoming.

22.07.17

**Noted:**

The following when any other business from Councillors or the Clerk for information, to be noted or for inclusion on a future agenda was invited:

17.1 That the Chairman had the Meeting's support in submitting a nil return to the Neighbourhood CIL Expenditure Report.

21.08.18

**Noted:**

That the next Ordinary Meeting was scheduled for 3<sup>rd</sup> October beginning at 7.30pm in Tostock Village Hall

21.08.19

**Noted:**

That the Meeting closed at 8.45pm.