

**Minutes of the Annual Meeting of Great Cornard Parish Council**

**held at The Stevenson Centre on Monday 15thMay 2023 at 7pm**

**PRESENT**  Councillors Cllr Tom Keane **Chairman**

Cllr Marjorie Bark Cllr Tony Bavington

Cllr Jane Brooker Cllr Stewart Sheridan Cllr Jane Wakeman Cllr Pamela White Cllr Judith Wilson Cllr Colin Wright

Cllr David Young

Council Manager Mrs N Tamlyn

Council Administrator Miss S Kent

**1. ELECTION OF CHAIRMAN**

It was **PROPOSED** by Cllr Tony Bavington and **SECONDED** by Cllr Pamela White that Cllr Tom Keane be elected Chairman for the following year.

It was **RESOLVED** that Cllr Tom Keane be elected Chairman for the following year.

**2. CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE AND ACCEPTANCE SPEECH**

The Chairman, Cllr Tom Keane, made his Declaration of Acceptance of Office as Chairman and took the **CHAIR.**

The Chairman thanked Members for his nomination and election to the position of Parish Council Chairman and congratulated his fellow Councillors on their success in the recent elections. He then welcomed the new Councillors to the team and expressed his wish to build upon the Parish Council’s past successes by working together with the best intentions towards common goals.

**3. ELECTION OF VICE-CHAIRMAN**

It was **PROPOSED** by Cllr Tony Bavington and **SECONDED** by Cllr Pamela White that Cllr David Young be elected Vice Chairman for the following year.

It was **RESOLVED** that Cllr David Young be elected Vice Chairman for the following year.

**4. VICE-CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE**

The Vice Chairman, Cllr David Young, made his Declaration of Acceptance of Office as Vice Chairman.

**5. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Sharon Bowman, Melanie Keane and Kevin Graham.

**6.** **TO CONSIDER IF ANY MEMBER’S DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED**

The Council Manager confirmed that all Members have signed their declarations except for Cllr Melanie Keane.

Members **AGREED** to allow Cllr Melanie Keane until the next meeting on 12th June to sign her declaration.

**7. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**

Cllr Tony Bavington declared a non-pecuniary interest and requested a dispensation in any item relating to Thomas Gainsborough School as he volunteers at the School and a family member is employed by the Trust.

Cllr David Young declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he and a family member are employed by the Trust.

**8. DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE**

**9. TO CO-OPT A NEW MEMBER TO THE GREAT CORNARD SOUTH WARD**

Cllr Tony Bavington explained that past elections have been heavily contested and previously, where seats were not filled in one Ward, unsuccessful candidates from the other Ward had been co-opted on to the Council. On this occasion the unfilled South Ward seat was offered to former Cllr Mark Newman but he had decided not to accept.

As the Parish Council has 35 days from the date of the election to co-opt without declaring a Casual Vacancy, Members **AGREED** to defer the matter until the next Full Council meeting on 12th June.

**10. TO APPOINT MEMBERS TO SERVE ON, AND TO APPOINT A CHAIRMAN AND VICE CHAIRMAN FOR EACH OF THE FOLLOWING COMMITTEES:-**

Cllr Tony Bavington stated that Great Cornard Parish Council had always politically balanced it’s Committees and the proposed Committee membership reflected this policy.

**AGREED** that the following Committee appointments be **CONFIRMED:-**

**Development and Planning Committee**

Cllr Pamela White **Chairman**

Cllr Marjorie Bark **Vice-Chairman**

Cllr Jane Brooker

Cllr Kevin Graham

Cllr Melanie Keane

Cllr Tom Keane

Cllr Stewart Sheridan

Cllr Colin Wright

VACANCY

**Art, Sport and Leisure Committee**

Cllr David Young **Chairman**

Cllr Kevin Graham **Vice-Chairman**

Cllr Tony Bavington

Cllr Sharon Bowman

Cllr Melanie Keane

Cllr Tom Keane

Cllr Jane Wakeman

Cllr Judith Wilson

Cllr Colin Wright

VACANCY

**Policies and Resources Committee**

Cllr Tony Bavington **Chairman**

Cllr Jane Wakeman **Vice-Chairman**

Cllr Marjorie Bark

Cllr Sharon Bowman

Cllr Tom Keane

Cllr Stewart Sheridan

Cllr Pamela White

Cllr Judith Wilson

Cllr David Young

**11. TO CONFIRM THE COMMITTEES’ TERMS OF REFERENCE**

**Development and Planning Committee**

Planning Applications

Highways (Management and Repairs)

Traffic Calming

Waiting Restrictions and Traffic Orders

Footways

Signs

New Developments

Street Furniture

Streetlights

**Art, Sport and Leisure Committee**

Allotments

Country Park and Shawlands Wood LNR

Stacey Ardley Ground

Village Green

Blackhouse Lane Sports Field and Car Park

The Recreation Ground

The Play area, play equipment and assault course

The Bowls Club

Public Rights of Way

Grounds Maintenance

**Policy and Resources Committee**

Financial Matters

Staffing and Personnel (Acting as HR Committee)

Applications for Grant Aid

Council Properties

Street Naming

Awarding Contracts

Publicity

Grant Applications Made on This Council’s Behalf

Policies

Risk Assessments

Standing Orders

**12. TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS**

Members reviewed a copy of the Standing Orders and the Financial Regulations which remain up to date following their review in December 2021. **NOTED**

**13. TO CONFIRM THE MEMBERSHIP OF WORKING PARTIES**

The Council was requested to appoint representatives to various working parties.

**AGREED** that the following membership of working parties be **CONFIRMED:-**

**Village Hall Lease Negotiations**

Cllr Tony Bavington

Cllr Tom Keane

Cllr Colin Wright

**Cornard Dynamos Lease Negotiations**

Cllr Tony Bavington

Cllr Colin Wright

**Cornard Dynamos Pavilion Working Party**

Cllr Stewart Sheridan

Cllr Sharon Bowman

Cllr Kevin Graham

Cllr David Young

**Councillor Safeguarding**

Lead – Council Manager

Safeguarding Deputy Member – Cllr Pamela White and Cllr Jane Brooker

Independent Safeguarding Member - Mrs Tracey Welsh

**Recreation Provision Working Party**

Cllr David Young

Cllr Tom Keane

Cllr Stewart Sheridan

Cllr Marjorie Bark

Cllr Sharon Bowman

Cllr Jane Wakeman

**Cemetery Working Party**

Cllr Stewart Sheridan

Cllr Marjorie Bark

Cllr Tom Keane

Cllr Colin Wright

Cllr David Young

**Allotments Working Party**

Cllr Stewart Sheridan

Cllr Melanie Keane

Cllr Sharon Bowman

**Neighbourhood Plan Working Party**

Cllr Marjorie Bark

Cllr Tony Bavington

Cllr Stewart Sheridan

Cllr David Young

Cllr Jane Wakeman

**Security Improvements Working Party**

Cllr Tom Keane

Cllr Kevin Graham

Cllr David Young

Cllr Pamela White

**Village Hall Extension Working Party**

Cllr Tony Bavington

Cllr Tom Keane

Cllr Pamela White

**14. TO APPOINT THE COUNCIL’S REPRESENTITIVES ON OUTSIDE BODIES**

The Council was requested to appoint representatives to various outside organisations and/or charities.

**AGREED** that the representatives of the Parish Council be as follows:-

1. Cornard News Correspondent VACANCY

*Cllr Colin Wright confirmed that he would like to step down from the position and Members* ***AGREED*** *to give some consideration to the appointment and add the matter to the next Full Council Agenda in June. The Chairman thanked Cllr Colin Wright for his contributions on behalf of the Parish Council.*

1. Emergency Advisor Cllr Tom Keane
2. Sudbury WATCH

*This organisation has now been wound up with funds being donated to St Peter’s Church and Success After Stroke*

1. Sports Centre Management Cllr Tony Bavington

Cllr David Young

1. Gainsborough Trail Working Group Cllr Colin Wright
2. Sudbury Market Town Partnership

*This organisation has now been wound up with funds to be distributed between local charities*

1. Suffolk Association of Local Council Cllr Colin Wright

Cllr Tom Keane

Cllr Kevin Graham

1. Babergh Area Liaison Meetings Cllr Tom Keane

Cllr Kevin Graham

1. Tree Warden Cllr Marjorie Bark
2. Friends of Great Cornard Library Cllr Pamela White

 Cllr Jane Wakeman

1. Hardwicke House Patient Partnership Group Cllr Stewart Sheridan

Cllr Judith Wilson

*Members felt strongly that Great Cornard Parish Council should be represented and* ***AGREED*** *for the Council Manager to establish whether the Parish Council has a representative on the Partnership Group*

1. Great Cornard Town Land Charity Cllr Stewart Sheridan

 Cllr Pamela White

*Cllr Stewart Sheridan confirmed that the Parish Council only has two places on the Charity’s Board of Trustees*

**15. TO CONFIRM THE COUNCIL MANAGER’S APPOINTMENT AS RESPONSIBLE FINANCIAL OFFICER FOR THE COUNCIL**

Members **AGREED** to the Council Manager’s continued appointment as Responsible Financial Officer for the Parish Council.

**16. TO CONFIRM THE APPOINTMENT OF AN INTERNAL AUDITOR**

Members **AGREED** to the continued appointment of Mrs A Revell as Internal Auditor for the Parish Council.

**17. TO CONFIRM THE APPOINTMENT OF AN INTERNAL CONTROL MEMBER**

Members **AGREED** to appoint Cllr Melanie Keane as Internal Control Member for the Parish Council.

**18. TO CONFIRM ALL RELEVANT INSURANCES ARE IN PLACE**

Members reviewed a copy of the Council’s Public Liability and Employers Liability Insurance Certificates from Zurich Municipal from 1st April 2023 through to 31st March 2024. **NOTED**

**19. TO CONFIRM THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 3RD APRIL 2023**

**AGREED** that the Minutes of the Council Meeting held on 3rd April 2023 are confirmed and signed as a correct record.

**20. TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS**

Cllr Ruth Hendry introduced herself as the new District Councillor for Great Cornard.

**21. POLICE MATTERS**

**NONE**

**22. ITEMS BROUGHT FORWARD LIST – FOR NOTING**

The Items Brought Forward List was **NOTED**.

**23. CORRESPONDENCE**

1. **Sudbury Friday Five: Request to close Blackhouse Lane and Wells Hall Road on 2nd June 2023**

Members reviewed correspondence received from the Sudbury Friday 5 Committee requesting that Blackhouse Lane and Wells Hall Road be closed for one hour between 7pm and 8pm on 2nd June for the safety of runners in the annual Friday 5 race. Members **AGREED** to the road closures.

**24. FIFTEEN MINUTES FOR THE PUBLIC TO ASK QUESTIONS**

**At 7.48pm the Council allowed electors of the Parish of Great Cornard to put questions to the Council.**

**No members of the public were present and the business of the meeting resumed at 7.48pm.**

**25. TO RECEIVE A VERBAL UPDATE ON THE PARISH COUNCIL’S PLANS TO UPGRADE THE PLAY EQUIPMENT ON THE RECREATION GROUND**

The Council Manager advised Members that the planned upgrades to the play area on the Recreation Ground and the installation of new adult exercise equipment and a teen piece are currently on hold. The Parish Council has been advised by Babergh District Council that because the Recreation Ground is owned by the Oliver Sports Ground Charity, planning permission will be required before any changes and additions are made. The existing youth shelter, which was installed without planning permission, will not be subject to enforcement action as it has been in place since 2006.

Wicksteed, who are the chosen contractor for the play area upgrades, have offered to extend their quote for an additional 90 days while planning permission is sought. **NOTED.**

**26. DEVELOPMENT & PLANNING COMMITTEE**

1. **Confirmation and adoption of Minutes of the meetings held on Monday 3rd and 24th April 2023**

The Minutes of the Development and Planning meetings held on 3rd and 24th April 2023 were duly confirmed and signed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

1. **Correspondence: Suffolk County Council – Closure of footpath 8**

Members reviewed and **NOTED** the Temporary Closure Order for Footpath 8. The Council Manager to contact Suffolk County Council to ascertain why this closure has been extended for a second time and report back to the Council.

1. **To consider new planning applications:-**
2. **DC/23/01857 – 2 Eldred Drive, Great Cornard**

Erection of single storey side extension and new vehicular access

Recommended – **APPROVAL** although Members asked for the Planning Authority to be made aware of their concerns over the new access on to Carsons Drive and wanted the conditions laid out in Suffolk County Council Highways’ response dated 9th May 2023 to be adhered to by the Applicant.

1. **DC/23/01987 – 1 Peter Dodd Mews, Great Cornard**

Application under s.73(a) for the Removal or Variation of a Condition following approval of DC/19/00786 dated 31/05/2019 – erection of 3 detached bungalows and new vehicular access. Town and Country Planning Act 1990 (as amended). To vary condition 10 (landscape scheme) removing hedgerow due to gas main connection as per Drawing 01K.

Recommended - **APPROVAL**

1. **DC/23/02019 – 23 Mallard Way, Great Cornard**

Erection of ground and first floor extensions

Recommended - **APPROVAL**

**27. ART, SPORTS & LEISURE COMMITTEE**

1. **Confirmation and adoption of Minutes of the meetings held on 24th April 2023**

The Minutes of the Art, Sports and Leisure meeting held on 24th April 2023 were duly confirmed and signed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

**28. POLICY & RESOURCES COMMITTEE**

1. **Confirmation and adoption of Minutes of the meetings held on 24th April 2023**

The Minutes of the Policy and Resources meeting held on 24th April 2023 were duly confirmed and signed as a correct record subject to the following amendment:-

**PAGE 1. ITEM 1. APOLOGIES FOR ABSENCE**

**FROM:** Apologies were received from Cllrs Kevin Graham and Terry Welsh.

**TO:** Apologies were received from Cllrs Judith Wilson, Kevin Graham and Terry Welsh.

1. **Questions to Committee Chairman**

For new Members, the Chairman highlighted the Council’s project to extend the Village Hall and the need to assemble funds which may or may not be possible before planning permission lapses, although this can be renewed.

1. **Ratification of Recommended Items**

**Page 3, Item 8a) Procurement Policy**

To **RECOMMEND** to Full Council that it accepts the proposed amendments to the Procurement Policy contained in Report No. F18. **AGREED**.

1. **To receive an update on the new development at 182a Bures Road**

The Council Manager confirmed that Babergh District Council have agreed to the Parish Council’s suggested road names for the new development, these being Leftwich Place and Eady Fields. However, the name of the development as a whole cannot be stipulated by BDC and is the choice of the developer who has decided on Sudbury Fields. **NOTED**

**29. FINANCIAL MATTERS**

1. **To review the latest list of payments (see Appendix A).**

Members reviewed the latest list of payments. **NOTED.**

A Member asked whether it would be possible to receive a copy of the list of payments prior to the meeting as it was difficult to remember what had been read out by the Council Manager. It was **AGREED** to put this matter on the next Agenda of the Policy and Resources Committee.

**Meeting closed at 8:37pm**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman**

**Cllr Tom Keane**

**APPENDIX A**

**Great Cornard Parish Council BACS Payments up to 15th May 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME UPTO** |   |   |   |
| **15/05/2023** | **Source** | **Amount** | **Details** |
|   | Cemetery  | £54.00 |   |
|  | Cornard United  | £383.40 | Rent NB: 2 monthly Payments (May/June) |
|  | Cornard United  | £107.58 | Insurance Reimbursement  |
|   | TOTAL  | **£544.98** |   |
| **EXPENDITURE** |   |   |
| **Direct Debits**  | **Company** |  | **Details** |
| **15/05/2023** | Talk Talk  | 37.25 | Internet Provision - Monthly  |
|  | PWLB | 8557.25 | Loan Repayment  |
|  | Eon  | £52.92 | Electricity Bill - Cemetery (D/D) |
|  | Intuit  | £37.20 | Accounts Support Software  |
| **BACS**  | **Company** |  | **Details** |
| **Upto 15/5/23** | Salaries  | £4,658.93 |   |
|  | HMRC  | £1,287.26 | Tax & NI Payover  |
|  | SCC Pension Fund  | £1,587.71 | Pension Payover  |
|  | **Salary Total**  | **£7,533.90** |   |
|  |  |  |   |
| **Upto 15/5/23** | Anglian Water  | £139.57 | BHL Allotments Water Bill - Qrtrly  |
|  | Herts County Council  | £128.39 | Stationery Supplies  |
|  | Sudbury Garden Services  | £490.00 | St Andrews Churchyard - G.Maint Apr |
|  | Sudbury Garden Services  | £830.00 | GC Cemetery - G.Maintenance Apr  |
|  | Hevey Supplies  | £7.36 | Materials for Kings Hill Bench  |
|  | Hevey Supplies  | £27.68 | Material for Allotment Car Park Signs  |
|  | Babergh District Council  | £3,456.70 | Annual Litter/Dog Bin Emptying Cntrct |
|  | Mr P Sparks  | £190.00 | Ashes Interments  |
|  | Countrywide Grounds Maint. | £516.50 | BHL Grounds Maintenance Contract - Apr |
|   | S & K News  | £10.00 | Supply of Suff Free Press |
|   | 3IT | £310.00 | IT Support Services  |
|   | 3IT | £102.00 | Installation of BHL Broadband  |
|  | Zurich Municipal  | £5,948.42 | Annual Insurance Premium  |
|  | Evergreen Landscapes & Fencing  | £1,771.00 | VAT Payover - Security Improvement Wrks |
|  |  |  |   |
|  |   |   |   |
|   | **TOTAL Payments (Ex-Salaries)** | **£22,612.24** |   |
|   |   |  |   |