

# HEPWORTH PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HEPWORTH PAVILION  
THURSDAY 18 MAY 2023  
8.00 PM

PRESENT:

Councillor Garry Bloomfield (GB) (Chair)  
Councillor Marjorie MacPherson (MM)  
Councillor Perry Penn (PP)  
Councillor Nicholas Bennett (NB)  
Councillor Louise Robinson (LR)

IN ATTENDANCE:

Andy Osman (Parish Clerk) (AO)  
County Councillor Joanna Spicer (JS)  
District Councillor Carol Bull (CB)

Seven members of public were present.

23/056 ELECTION OF CHAIR AND VICE CHAIR

- a. Nominations for Chair. NB proposed that GB continue as Chair. LR seconded this motion which was carried unanimously.
- b. Nominations for Vice Chair. LR proposed that NB continue as Vice Chair. PP seconded this motion which was carried unanimously.

GB and NB then signed the Declaration of Acceptance of Office.

23/057 CO-OPTION OF NEW COUNCILLORS

GB stated that the council had 2 vacancies since the 4 May election. Anyone wishing to be co-opted onto the council should contact GB.

23/058 APOLOGIES

Hollie Bloomfield sent her apologies which were accepted.

23/059 DECLARATIONS OF INTEREST

GB declared an interest in Item 13, planning application DC/23/0616/FUL.

23/060 PUBLIC FORUM

No issues raised.

23/061 REPORTS FROM AND QUESTIONS TO BOTH DISTRICT AND COUNTY COUNCILLORS

- a. JS had presented her verbal update in the Annual Parish Meeting and had nothing further to add.
- b. CB had covered her written update during the Annual Parish Meeting, pre-circulated, and had nothing further to add.

23/062 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 23 March 23 had been previously circulated and **it was resolved that these were an accurate record of the meetings.**

23/063 MATTERS ARISING FROM THE MINUTES

None.

#### 23/064 POLICIES AND PROCEDURES

Hepworth Parish Council Standing orders, Policies and Procedures, previously circulated, were considered. **It was resolved to adopt this consolidated document, including the new FOI, Document Retention and Internet Banking policies.**

#### 23/065 RISK ASSESSMENT

The financial and asset risk assessment, previously circulated, was considered. **It was resolved to approve this risk assessment.**

#### 23/067 APPOINTMENT OF REPRESENTATIVES

Representatives for the Parochial Church Council of Hepworth, Hepworth Recreation Ground and Hepworth Charities were considered. MM reported that the PCC did not require a Parish Council representative. **It was resolved that PP would be the representative for Hepworth Charities and that NB would be the representative for Hepworth Recreation Ground.**

#### 23/068 FINANCE AND ADMINISTRATION

- a. Finance Report. The meeting noted the finance report and approved payments to:
  - SALC Payroll Service - £22.80
  - SALC Membership - £260.36
  - Malcolm Saunders (audit) - £90.00
- b. Audit Report. The meeting noted the contents of the audit report which raised no observations.
- c. Governance Report. The meeting approved the Annual Governance Report covered by Section 1 of the Hepworth Parish Council Annual Governance and Accountability Return 2022/23. The meeting also confirmed that the Parish Council was exempt from a limited assurance review as its gross expenditure for 2022/23 did not exceed £25,000. **It was resolved that the Clerk was to return the signed Certificate of Exemption.**
- d. End of Year Accounts. The Accounting Statements covered by Section 2 of the Stowlangtoft Parish Council Annual Governance and Accountability Return 2022/23 were approved.
- e. Donations. **It was resolved to make a donation of £250 to the Parochial Church Council of Hepworth for the churchyard, £150 to SARS and £25 to the Royal British legion. It was also agreed to grant £200 to Neel Shearer to support the Hepworth Herald magazine.**
- f. Dates for future Meeting. Dates for next year's Parish Council meetings had been pre-circulated. **It was resolved to adopt these dates.** [Clerks Note: The June and November dates were brought forward by one week due to Village Hall availability]

#### 23/069 PLANNING MATTERS

It was **resolved to send a neutral response to DC/23/0616/FUL** with the comment that the Parish Council were keen to ensure existing storage does not increase.

#### 23/070 HIGHWAYS MATTERS

JS had previously covered delays to the speed calming project in the Annual Parish Meeting and reinforced the importance of continuing to report highways defects via the Suffolk Highways reporting Tool.

[County Councillor Spicer left the meeting at 9.17pm]

#### 23/071 CORRESPONDENCE

Correspondence which had been previously circulated was considered and no further action was needed.

23/072 QUESTIONS TO THE CHAIRMAN

- a. Events Noticeboard. **It was resolved that the Clerk would research cost for an events noticeboard and land ownership of the area by the existing Parish Council noticeboard.** Issue to be considered at the June meeting.
- b. Village Welcome Pack. It was agreed to review the village welcome pack.

23/073 DATE OF NEXT MEETING

The next Parish Council meeting which will be on Thursday 15 June 2023 at 7.30 pm.

The meeting closed at 9.26 pm.



Andy Osman  
Parish Clerk  
22 May 2022

DRAFT