

## GAZELEY PARISH COUNCIL

Clerk: Karen Peck, email: [parishclerk@gazeleypc.co.uk](mailto:parishclerk@gazeleypc.co.uk)  
Chairman: Paul Kinnon

---

**NOTICE OF MEETING:** Annual Meeting of Gazeley Parish Council  
**TIME:** 7pm  
**DATE:** Wednesday 8th May 2024  
**VENUE:** Gazeley Village Hall

**Members of the Public:** Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

MEMBERS 7  
VACANCIES 0  
QUORUM 3

---

### MINUTES

**In attendance:** Councillor Kinnon (PK), Raithatha (SR), Connelly (RC), Jolly (SJ), Grimwood (KG) and Moatt (JM).  
District Councillor Dicker (RD) and 12 members of the public.

- 080524/1 TO ELECT OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**  
It was unanimously **RESOLVED** to elect Councillor Kinnon as Chairman for the coming year. Councillor Kinnon signed the Acceptance of Office, and it was agreed the Proper Officer would countersign the document when she was well. **Proposed RC Seconded SR**
- 080524/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**  
It was unanimously **RESOLVED** to elect Councillor Raithatha as Vice Chairman for the coming year. Councillor Raithatha signed the Acceptance of Office, and it was agreed the Proper Officer would countersign the document when she was well. **Proposed RC Seconded SJ**
- 080524/3 TO RECORD APOLOGIES FOR ABSENCE**  
Councillor Laurence Chapman – work commitments  
County Councillor Colin Noble - work commitments  
Apologies accepted.
- 080524/4 MEMBERS' DECLARATIONS OF INTEREST**  
There were no declarations made.
- 080524/5 TO RECEIVE DISTRICT AND COUNTY COUNCIL REPORTS**  
RD referred to his report which will be published to the GPC website.  
RD mentioned that WSC is introducing measures for the simpler recycling of food waste in order to comply with a UK government directive. Andy Moore WSC's Community Liaison Engineer also addressed the meeting about their measures to inspect, maintain and repair the local highways and also their approach to traffic speed control measures. Regarding HGV's he recommended that a local survey be carried once the Strategic Pipeline Alliance has completed its works on both Kentford Road and Higham Road.
- 080524/ 6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**  
It was unanimously **RESOLVED** to approve the Full Parish Council Meeting minutes of 6<sup>th</sup> March 2024 as a true and accurate record of the meeting. Motion carried. **Proposed PK Seconded RC**

080524/7

**OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes maximum)**

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair.

Members of the public may make only one address to the Council of no more than five minutes' duration and only concerning topics on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking. A person who speaks at a meeting shall direct his comments to the chairman of the meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman

No questions were posed.

080524/8

**TO APPROVE AND ADOPT THE STANDING ORDERS**

Having reviewed the Standing Orders, it was unanimously **RESOLVED** to approve them. Motion carried.  
**Proposed PK Seconded RC**

080524/9

**TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS**

Having reviewed the Financial Regulations (2024) it was unanimously **RESOLVED** to approve them. Motion carried.  
**Proposed PK Seconded RC**

080524/10

**TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES**

Having reviewed the Council's Policies and Procedures (including the re-adoption of General Power of Competence) it was unanimously **RESOLVED** to approve them. Motion carried.

**Proposed PK Seconded RC**

080524/11

**TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**

Having reviewed the Standards and Code of Conduct for Members it was **RESOLVED** to approve them. Motion carried.  
**Proposed PK Seconded RC**

080524/12

**INTERNAL AUDIT REPORT 2023/24 TO BE ACCEPTED AND APPROVED**

Having reviewed the Internal Auditors Report from 2023-24 it was unanimously **RESOLVED** to approve the report. Motion carried.

**Proposed PK Seconded RC**

080524/13

**AGAR 23/24: EXTERNAL AUDIT CERTIFICATE OF EXEMPTION**

It was unanimously **RESOLVED** that the AGAR 23/24: External Audit Certificate of Exemption should be approved. The document was signed by the Chairman, and it was agreed the Proper Officer would sign when she was well. Motion carried.

**Proposed PK Seconded RC**

080524/14

**AGAR 23/24: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**

It was unanimously **RESOLVED** that the AGAR 23/24: Annual Governance Statement should be approved as presented. The document was signed by the Chairman, and it was agreed the Proper Officer would sign when she was well. Motion carried.

**Proposed PK Seconded RC**

080524/15

**AGAR 23/24: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**

It was unanimously **RESOLVED** that the AGAR 23/24: Annual Accounting Statement should be approved as presented. The document was signed by the Chairman, and it was agreed the Proper Officer would sign when she was well. Motion carried.

**Proposed PK Seconded RC**

080524/16

**APPOINTMENT OF INTERNAL AUDITOR 2024/25**

It was unanimously **RESOLVED** that S&J Accounting be appointed as the Internal Auditor for 2024-25 (if and only the Proper Officer KP is still in post). Motion carried.

**Proposed PK Seconded RC**

080524/17

**COUNCIL BUSINESS**

- a) To review play area inspection report of March and April  
The reports were reviewed, and no further action was required at this time.
- b) To confirm the Parish Council Internet Banking access has been authorised. To agree to add Cllrs Kinnon, Raithatha and Grimwood to internet banking.  
It was confirmed the Parish Council now has Internet Banking. It was **RESOLVED** to approve Councillor Kinnon, Raithatha and Grimwood as signatories with Internet Banking access.  
**Proposed RC Seconded SR**
- c) To discuss Locality Funding for Play Area and Play Area Works update.  
It was noted County Councillor Noble is chasing the Locality application for Gazeley. Play Area works are ongoing.
- d) Forge Update

Paul Wiseman (owner) informed the meeting that building works will begin imminently.

- e) **Street Lighting Update**  
SJ updated that the decarbonisation scheme is currently being rolled out and the Parish Council awaiting a completion date for Gazeley.
- f) **To ratify the Suffolk County Council Street Light Maintenance, Energy, Admin charges for Gazeley Parish for 2023-24**  
It was **RESOLVED** to ratify the charges as detailed. **Proposed PK Seconded RC**
- g) **Cricket Pavilion and Lease Update**  
SR noted contact had been made with Savills and we await their reply.
- h) **To ratify grass cutting - Village Green and surrounding verges/ pond clearance**  
It was unanimously **RESOLVED** to ratify the quotation from SP Landscapes (£120 plus VAT based on 8 monthly cuts of the Village Green and verges) and £275.00 plus vat based on 2 visits per annum of the pond area, including removal of arisings). Motion carried.  
**Proposed PK Seconded RC**
- i) **To ratify Council Grass Cutting – Play Area and Recreational Field**  
It was unanimously **RESOLVED** to ratify quotation B from SP Landscapes (£79.25 plus vat based on 8 monthly cuts per annum of Stubbins Lane Recreation Ground) and (£252.00 plus vat based on 8 monthly cuts per annum of Highwood Crescent Recreation Ground.) Motion carried.  
**Proposed PK Seconded RC**
- j) **To ratify renewal of SALC Membership Subscription for 2024-25**  
It was unanimously **RESOLVED** to approve the membership renewal at £334.31. Motion carried.  
**Proposed PK Seconded RC**
- k) **To approve the purchase of a new Parish Council laptop**  
Deferred to the next meeting.
- l) **To delegate authority to the Parish Clerk to conduct Insurance Renewal due 31<sup>st</sup> May 2024- renewal offer not yet received.**  
It was unanimously **RESOLVED** to delegate authority to the Parish Clerk to renew the Parish Council's insurance policy. Motion carried. **Proposed PK Seconded RC**

080524/6

## FINANCE

1. To approve payments, income, and bank reconciliation up to April 2024

- a) Payments made since 1<sup>st</sup> January – 31<sup>st</sup> March 2024

HMRC, Staffing and Expenses	£6428.22
Dalham Estates – Rent	£1.00
Scribe (Annual Accounts subscription and Professional Services)	£802.80
ICO (Information Commissioner's Office Fee)	£40.00
S.P. Landscapes & Tree Contractors Ltd – October Grass cutting	£132.00

### Payments April 2024

SALC Membership Subscription	£334.31
SALC – Payroll	£45.00
Suffolk County Council – Street Light (energy, admin and main)	£3157.96
SJ Accountancy – Internal Audit	£75.00
HMRC, Staffing and Expenses	£509.14
SP Landscapes – Grass Cutting Verges	£144.00

### Income

West Suffolk CC – Locality	£740.00
Bank Interest	£26.56

It was unanimously **RESOLVED** to approve all payment, income and bank reconciliation as detailed. Motion carried.

**Proposed PK Seconded RC**

080524/18

## PLANNING TO DISCUSS

None received.

### UPDATES:

None received.

080524/20

## CORRESPONDENCE

Member of the public – Council website and information

Member of the public - Council website and information

Member of the public – Council website

080524/21

**DIARY DATES** – 10<sup>th</sup> July 2024 7pm

*Meeting closed at 7.52 PM*

.....  
*K Peck*

***Karen Peck***

***Clerk & Responsible Finance Officer***

***Gazeley Parish Council***

***Dated: 10<sup>th</sup> July 2024***

.....  
*P Kinnon*

***Paul Kinnon***

***Chairman***

***Gazeley Parish Council***