

Gazeley Parish Council

Clerk: Mrs Karen Peck, email: parishclerk@gazeleypc.co.uk
Chairman: Mr Paul Kinnon, cllr.paul.kinnon@gazeleypc.co.uk

NOTICE OF MEETING: Full Parish Council Meeting
TIME: 19.00
DATE: 6th March 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 - Chairman (PK), Chapman – Vice Chairman (LC), Jolly (SJ), Moatt (JM), Connelley (RC), Grimwood (KG) and Raithanta (SR)
District Councillor Dicker (RD) and 12 members of the public

- 060324/1 CHAIRMANS WELCOME**
PK welcomed everyone to the meeting, noted the Members of the Public Notice at the top of the agenda. No recording notifications were received from members of the public.
- 060324/2 TO RECORD APOLOGIES FOR ABSENCE**
County Councillor Noble – prior meeting commitments
- 060324/3 MEMBERS' DECLARATIONS OF INTEREST**
There were no declarations made.
- 060324/4 TO RECEIVE DISTRICT AND COUNTY COUNCILLOR REPORTS**
RD presented a report of District matters. Highlights covered the Local Plan Consultation, West Suffolk District Council Easter Activities, implementations of additional funding to aid the district ability to provide effective services and his involvement in the Flood Recovery Grant to make improvement to the parishes he represents and the recent issues on A14.
- 060324/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**
It was unanimously **RESOLVED** to approve and sign the Full Parish Council Meeting minutes of 12th February 2024.
Proposed LC Seconded RC
- 060324/6 OPEN FORUM FOR PUBLIC PARTICIPATION (max 15 minutes)**
Members of the public may make only one address to the Council of no more than five minute' 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.
A member of the public queried the current meeting timetable.
A separate member of the public raised query over the publication of draft minutes and the Scribe payment.

A separate member of the public provided and update on the maintenance of the hedge on Stubbins Lane, ongoing maintenance will take place as an when needed within DEFRA rules.

060324/7

COUNCIL BUSINESS

- a) To adopt NALC Model Financial Regulation (England) 2019
It was unanimously **RESOLVED** to approve and adopt the NALC Model Financial Regulation (England) 2019. Motion carried. **Proposed LC Seconded SJ**
- b) To complete Full Council Policy Review and approve
All policies had been circulated to council before the meeting and had been reviewed in full by council. It was unanimously **RESOLVED** to adopt all Policies and Procedures, which are all available on the Parish Council website. **Proposed PK Seconded RC**
- c) To agree to adopt General Power of Competence; to agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk.
It was unanimously **RESOLVED** that Gazeley Parish Council met the criteria of two thirds elected members and CiLCA qualified Clerk and therefore to adopt General Power of Competence. **Proposed LC Seconded RC**
- d) To receive an update on Parish Council Banking arrangements
PK updated that the Parish Council are currently updating the Parish Councils mandate to remove past Councillors and members of staff, add new LC and the Clerk and give existing signatories the ability to use online banking.
- e) To agree to register with ICO (Information Commissioner's Office)
It was unanimously **RESOLVED** to approve to be registered with the ICO and make the payment of £40 for registration. **Proposed PK Seconded LC**
- f) To note Section 1 Annual Governance Statement 2023/24 Box 4 will be marked as "no" as the Public Rights Notice is not within handover documents.
It was noted that the Public Rights Notice from 2022/23 had not been retained and or could be located. The Parish Council will be required to therefore tick "no" on Section 1 Annual Governance Statement 2023/24 Box 4.
- g) To review play area inspection report of 15th February 2024
The Council reviewed the report, and no further action was required.
- h) To discuss Locality Funding for Play Area/ White Gates
The Clerk updated that County Councillor Noble had kindly agreed to offer his support to the Play area repairs and had applied to allocate £780.00. The Council await the outcome of his application request. Repairs are hoped to be carried out in April.

060324/8

PLANNING TO DISCUSS

None received.

UPDATES:

None received.

060324/9

CORRESPONDENCE RECEIVED – for information purposed only (not for discussion purposes)

Member of the public – Historian enquiry

060324/10

COUNCILLOR FORUM

SJ raised concern over a damaged streetlight. LC to chase decarbonisation co-ordinator for an install update for the full programme.

SJ also enquired as to the progress of the allotments and cricket hut, SR noted he was awaiting contact details to progress.

KG noted the MVAS speeding figures and requested Council source an additional body to aid the data retrieval.

060324/11

FINANCE

- a) To note Bank Reconciliation will be provided at the next meeting.
- b) Payments March 24 (to be made by cheque):
Scribe (Annual Accounts subscription and Professional Services) £802.80 CHEQ No:001287
ICO (Information Commissioners Office Fee) £40.00 CHEQ No:01289
S.P. Landscapes & Tree Contractors Ltd – October Grass cutting £132.00 CHEQ No:01290
It was **RESOLVED** to approve all payment as stated above. **Proposed KG Seconded RC**
- c) Income
None

060324/12

DIARY DATES –8th May 2024 at Gazeley Village Hall
Annual Parish Meeting 7-7.30pm

Annual Meeting of the Parish Council 7.30pm

060324/13

MOTION TO EXCLUDE THE PRESS AND PUBLIC A resolution under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the special confidential nature of the business to be transacted under item 060324/14 the public and press should be excluded for this item.

060324/14

AGREED PAYMENTS & STAFFING COSTS

The Council RESOLVED unanimously to agree the recommendation in the confidential report.

Members of the public were invited to rejoin the meeting. There were no members of the public wishing to be rejoin the meeting.

Meeting Closed at 8.15

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K Peck

**Parish Clerk & Responsible Finance Officer
Gazeley Parish Council
8th May 2024**

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P Kinnon

**Chairman
Gazeley Parish Council**

DRAFT