Groton Parish Council
Minutes of the Annual Meeting held at 7pm Wednesday 2 May 2018 at Groton Village Hall, Broad Street, Groton

Present: J Osborne, C Fraulo, P Roberts, A Dixon-Smith, N Cox
In attendance: A Robinson (Clerk), J Finch (SCC) and members of the public

1. **Election of Chairman –**J Osborne took the Chair. C Fraulo was nominated as Chairman by J Osborne, seconded by N Cox, all in agreement. C Fraulo was elected Chairman and signed the Declaration of Acceptance of Office.
2. **Election of Vice Chairman -** C Fraulo took the chair for the remainder of the meeting. She proposed P Roberts as Vice Chairman, seconded J Osborne, all in agreement and P Roberts was elected Vice Chairman.
3. **Apologies for absence –** received from R Cheeseman and D Wills, approved.
4. **Councillors' declarations of interest** – none.
5. **Appointment of representatives**
   Babergh Area Committee of SALC – J Osborne
   Boxford Community Council – J Osborne
   Groton Village Hall – D Wills
6. The **Minutes** of the meeting of 7 March 2018 were approved and signed, proposed N Cox, seconded J Osborne.
7. **Chairman's and Clerk's reports and correspondence** - the proposed changes to the GDPR to remove the requirement for Parish Councils to appoint a DPO were noted. No applications had been received for the Clerk's job and this will continue to be advertised.
8. **Planning Matters**
   8.1. **Applications received –** APP/D3505/W/18/3197391 – Appeal by Landex Ltd against refusal of permission for erection of up to 24 dwellings on land to the south of Daking Avenue, Boxford (Goodlands Farm) – the PC had previously supported Boxford PC in its objections to this development on the grounds of congestion in Swan Street. It was resolved that the Clerk would write a letter in similar terms.
   8.2. **Planning decisions received** – none.
   8.3. **Update on Affordable Housing Project** – J Osborne said that the open meeting hosted by Hastoe Housing Association had been well attended including by several people interested in becoming tenants. The main discussion on this issue was to take place later in the evening at the Annual Parish Meeting. The matter will reman on the agenda for future meetings.
9. **Highway and Footpath matters**
   C Fraulo confirmed that the PC had taken over SCC's budget for cutting footpaths in the parish in order to ensure that cuts were made in the correct places. There is room in the budget for an additional cut if required so improvement should be seen. The new dog

waste bin for the end of the footpath near the Village Hall has been delivered and will be installed shortly.

10. **Financial matters**

10.1. The Statement of Finance and Orders for Payment were approved as under, proposed by J Osborne and seconded by P Roberts.

Reserve account as at 31 March 2018	£3519.39
Current account as at 31 March 2018	£3873.35
Total	**£7392.74**

The Clerk reported that a Transparency Fund Grant of £49.92, Bank Interest of £0.14 and the first half of the precept (£2145) had since been received.

Cheque no	**Amount**	**Payee**	**Purpose**
000762	£21.60	SALC	Provision of 6 months payroll service to 31/3/18
000763	£467.66	Anita Robinson	Clerk's salary 1/1/18-31/3/18
000764	£213.24	Anita Robinson	Clerk's expenses
000765	£135.63	SALC	Annual subscription

10.2. The end of year accounts were approved, proposed A Dixon-Smith, seconded P Roberts.

10.3. The internal audit report was approved, proposed N Cox, seconded P Roberts.

10.4. It was resolved that the PC should certify exemption from a limited assurance review, proposed J Osborne, seconded N Cox.

10.5. The Annual Governance Statement (s1 of the Annual Governance and Accountability Return) was approved and signed, proposed N Cox, seconded P Roberts, including a review of internal controls.

10.6. The Annual Accounting Statements (s 2 of the Annual Governance and Accountability Return) were approved and signed, proposed N Cox, seconded P Roberts.

11. Future agenda item agreed as Affordable Housing.
12. The next meeting will be on 4 July 2017 at 7pm.

There being no further business the Chairman closed the meeting at 7.15 pm.

Chairman Date