

# GROTON PARISH COUNCIL

## Minutes of the Annual Meeting held at 7 pm Wednesday 7 May 2014 at Groton Village Hall, Broad Street, Groton

**Present:** C Fraulo (in the Chair), J Osborne (Vice Chair), D Elliott, G Smith, A Dixon-Smith, R Kelsey, C Kennedy (from 7.05pm)

**In attendance:** A Robinson (Clerk)

**1. Election of Chairman of the Council**

Jeremy Osborne chaired the meeting and proposed Carey Fraulo as Chairman, seconded by Gerald Smith. Carey Fraulo was unanimously elected as Chairman, and signed the Declaration of Acceptance of Office.

**2. Election of Vice-Chair of the Council**

Carey Fraulo chaired the meeting. Gerald Smith proposed Jeremy Osborne as Vice-Chairman, seconded by Adam Dixon-Smith. Jeremy Osborne was unanimously elected as Vice-Chairman.

**3. Apologies for absence**

There were none.

**4. To receive Councillors' Declarations of Interest in any item on the Agenda**

There were none.

**5. To approve the Minutes of the meeting of 5 March 2014**

The Minutes of the meeting of 5 March 2014 were approved and signed, proposed by David Elliott, seconded by Gerald Smith.

**6. To co-opt a new Councillor to fill the Casual Vacancy**

Rona Kelsey was introduced to the Council and was proposed as the new co-opted member of the Council by Chris Kennedy, seconded by the Chair. Rona Kelsey was unanimously elected as a Councillor and signed the Declaration of Acceptance of Office.

**7. To appoint Council representatives to:**

**7.1. Babergh Area Committee of SALC**

Jeremy Osborne was elected as the representative, proposed by Adam Dixon-Smith, seconded by Chris Kennedy

**7.2. Boxford Community Council**

Carey Fraulo was elected as the representative, proposed by Jeremy Osborne, seconded by Chris Kennedy.

**7.3. Groton Village Hall Committee**

Carey Fraulo was elected as the representative, proposed by Chris Kennedy, seconded by Jeremy Osborne.

**8. Planning Matters:**

**8.1. 1 and 2 Horners Green**

The Chair and Councillors Elliott and Kennedy had visited the site and met the owners on 29 April 2014. All Councillors considered the plans and the issues.

The Council resolved that it had no objections to the application. The Clerk will advise Babergh District Council by the extended deadline of 9 May 2014.

**8.2. Housing Needs Survey**

The Chair and Chris Kennedy had met with District Council representatives to discuss the next steps in the provision of housing. Councillor Kelsey has considerable relevant planning experience and is willing to assist in taking the matter forward. Following the District Council’s advice, the Council resolved to identify potential sites in the village and mark up a map accordingly.

**9. Highway Matters:**

**9.1 General Highway Matters**

It was noted that the majority of the potholes had been filled but there were some, particularly between Castlings Heath and Groton Wood, that had been cut out and not filled. The large pothole near the Croft in Groton Street has been badly filled and is already starting to break up. It was resolved that the clerk will continue to chase Suffolk Highways regarding the potholes and councillors will notify the Clerk of any new ones that appear.

**9.2 Speeding Traffic**

Jeremy Osborne congratulated the Chair and her helpers for the poster campaign regarding speeding traffic in Groton Street and Church Street. It was reported that several residents have expressed approval for the project. The Council agreed that it was important that the police should keep up a presence. Other measures were considered, including getting any overgrown hedges cut to improve visibility. It was resolved that the Clerk will obtain quotes for having a 30mph circle painted in the road.

**10. Financial Matters:**

**10.1 Annual Accounts**

The Clerk advised that the Internal Audit had been carried out by SALC. The accounts were in order. The auditor had noted that the Financial Risk Assessment had not been carried out during the financial year and the Clerk has diarised this to be carried out during the 2014-2015 financial year. A diary note had also been made for 2 Councillors to check the accounts book on 2 occasions during the next financial year, as advised by the auditor. The accounts were agreed and the Annual Return read and signed by the Chair, proposed by Jeremy Osborne and seconded by the Chair.

**10.2 Statement of Finances and Orders of Payment**

The Council authorised the following payments, proposed by Jeremy Osborne and seconded by the Chair:

Cheque no	Amount	Payee	Purpose
654	£120	SALC	Subscription
655	£30	Community Action Suffolk	Subscription
656	£215.90	Anita Robinson	Salary 1/2/14-31/3/14
653	£53.80	HMRC	Tax on Clerk’s salary 1/2/14-31/3/14

657	£98.40	SALC	Audit fee
658	£52.95	Anita Robinson	Expenses 1/2/14-30/4/14
659	£150.48	Boutique Print	Provision of speed awareness boards
660	£28.80	SALC	½ cost of New Clerks training 22/4/14 (shared with Edwardstone)

## **11. Chairman and Clerk's reports and correspondence**

**11.1.** A letter had been received from the Parochial Church Council thanking the Parish Council for the donation received towards maintenance of the churchyard and asking for a further donation to help maintain the church building. This was a follow up to a letter sent on the same subject in March 2013. The council resolved to consider the application later in the year when the next round of grants will be considered.

**11.2.** A letter had been received from Councillor David Elliott advising that he intended to retire from the Council after 35 years' service after this meeting. The Chair thanked Cllr Elliott for his many years of dedicated service to the council and the parish.

**11.3.** Cllr Elliott asked whether anything further had been heard regarding the tree stump in the ditch near the substation. The Clerk advised that she was still in correspondence with UK Power Networks who had acknowledged that the tree had come from their land and that they would arrange for their contractor to deal with it. The Clerk will continue to push for the work to be done.

## **12. To agree future Agenda items**

It was resolved to add Housing Needs and Speeding Traffic to the next Agenda.

## **13. To agree the date of the next meeting**

- 2<sup>nd</sup> July 2014
- 3<sup>rd</sup> September 2014
- 5<sup>th</sup> November 2014

There being no further business the Chairman declared the meeting closed at 8 pm.

Chairman

Date