



ASHFIELD-CUM-THORPE PARISH COUNCIL

All Councillors are reminded of their obligations under the Code of Conduct Regulations.

Minutes of the Annual General Meeting held on Monday 12th May 2025 at the Community Hall

(Meeting commenced at 9 pm following the conclusion of the Annual Parish Meeting)

Attendance Robert Grimsey (Chair) (RG) Chris Sharpe (CS)
Simon Garrett (SG) Sarah Clare (Clerk)
District Councillor

Public present at the meeting: 1

ACTPC 25-02-01 Appointment of Chair & Vice-Chair

RG was nominated as Chair by SG, CS seconded and **IT WAS SO RESOLVED**

It was decided not to have a formal vice-chair for this session.

The acceptance of office form was signed

ACTPC 25-02-02 Apologies for Absence

Myles Hansen (MHa) had sent his apologies due to family commitments. The Council accepted.

ACTPC 25-02-03 Public Forum

None

ACTPC 25-02-04 Declaration of Interests

None

ACTPC 25-02-05 Update from County Councillor

The County Councillor's Report had previously been circulated to the Council and has also been posted on the village website www.ashfield.onesuffolk.net.

ACTPC 25-02-06 Update from District Councillor

The District Councillor's Report had previously been circulated to the Council and has also been posted on the village website www.ashfield.onesuffolk.net.

ACTPC 25-02-07 Minutes of previous meetings

The Minutes of the meeting held on Monday 10th March 2025 as a true and accurate record, were proposed by SG, seconded by RG all voted in favour and **IT WAS SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

ACTPC 25-02-08 Matters Arising and Action Points from the March Minutes

1. Circulate information about Slipper Swap on Ashfield Talk. DISCHARGED
2. Print A3 posters to advertise Parish Councillor vacancies (CS to forward file to SG). ONGOING – the posters are printing and awaiting lamination.
3. Send email out on Ashfield Talk seeking a volunteer to take on distribution of Welcome Packs to new residents. DISCHARGED – no volunteers had been forthcoming, it was reasoned that as most of the

Signed ... (Clerk) Signed ... (Chair) 1

information in the Welcome Pack was on the website it is likely that this is where people are looking now, so the production of a Welcome Pack was no longer needed, but it was noted that the previous volunteer was still trying to make personal contact with anyone who had moved into the village. Councillors are very grateful for the ongoing commitment and suggested that if a Welcome Pack would be welcomed any of the Councillors are willing to drop it off.


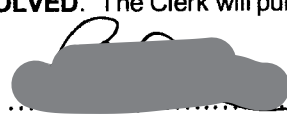
4. Review Save The Parish Council leaflet and circulate to Councillors for approval, then post to Ashfield Talk. ONGOING
5. Publish re-adopted Standing Orders on village website. DISCHARGED
6. Contact relevant landowners about cutting back hedges that are overhanging the highway. ONGOING
7. Contact Suffolk Highways to arrange a site visit about reflective posts to mark dangerous ditches at the edge of the road. ONGOING
8. Send request to MHi for locality budget funding to replace damaged entry sign at the north of the village. DISCHARGED – The sign is on order with a 14 week lead time, so likely to be installed around July.
9. Contact Be Well Bus for availability and list of potential topics that they can supply information on, then poll the village via Ashfield Talk to find out what residents would find most useful. ONGOING
10. Publish re-adopted policy on village website. DISCHARGED
11. Publish re-adopted Financial Regulations on the village website. DISCHARGED
12. Advise SALC that the Holiday Pay settlement has been approved. DISCHARGED
13. To distribute payments as approved at the March meeting. DISCHARGED

ACTPC 25-02-09 Planning

- a) To consider planning applications that had been submitted since the last meeting: None
- b) To consider any planning applications that have been submitted since agenda was published: None
- c) Updates and outcomes on previous planning applications: None
- d) Consideration about Planning Application Notifications: - TD summarised the proposal that letters to nearby neighbours of planning applications are to be stopped. Councillors felt that this was wrong with the risk that people may not be aware of the planning application, especially as notices are not always displayed on the actual site in question. The Clerk will submit a response online on behalf of the Parish Council, stating that Councillors would like the practice of notifying nearby neighbours to planning application by letter to continue.

ACTPC 25-02-10 Parish Council Activities

- a) To consider co-option to fill vacancies on Council – No members of the public were present. The Clerk confirmed that there are now three vacancies on the Council and these are listed on the village website.
- b) Highways & Footpaths: Report on activity since the last meeting – Reported at APM. CS commented that when walking to Debenham there is stretch where a field has a footpath that should go diagonally across the field, but it had not been cleared. RG said he would investigate, if he knew the landowner, or they are based in Ashfield-cum-Thorpe he would make contact, or if it was in the Debenham Parish he would ask the Debenham Parish Council to address the situation.
- c) Consideration of Emergency Plan for the village – The Clerk had circulated an email to Councillors from the District Council offering to help with formulating an Emergency Plan. RG said he would make contact with the Emergency Planning Officer to take up their offer of an initial informal chat.
- d) To adopt New Model Standing Orders – Although these had been reviewed and re-adopted at the March meeting a new version with gender neutral terms has been issued by the NALC. SG proposed adoption, RG seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish accordingly on the village website.

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e) Policy Reviews:

- i) *Environmental Policy*
- ii) *Freedom of Information Publication Scheme*

With no amendments from the previous year, RG proposed re-adoption, SG seconded, all voted in favour and **IT WAS SO RESOLVED.**

ACTPC 25-02-11 Finance

- a) To review the Financial Statement as supplied by the Clerk – The Clerk had previously circulated the Financial Statement. There were no queries. RG proposed acceptance, SG seconded and **IT WAS SO RESOLVED.** The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To adopt new Model Financial Regulations – Circulated to the Council ahead of the meeting, with the updated sections that refer to relevant legislation. RG proposed adoption, SG seconded, all voted in favour and **IT WAS SO RESOLVED.** The Clerk will publish the new regulations on the village website.
- c) To approve CIL Statement for period 2024-2025 for submission – Following circulation and consideration of the CIL statement, CS proposed approval, RG seconded, all voted in favour and **IT WAS SO RESOLVED.** The Clerk will arrange for the CIL Statement to be submitted and published on the website
- d) To confirm Exemption from External Audit for Accounting Period 2024-2025 – Following circulation and consideration, RG proposed the submission, SG seconded, all voted in favour and **IT WAS SO RESOLVED.** The Chairman and Clerk signed the forms on behalf of the Council, the Clerk will submit the Exemption Certificate.
- e) To approve Annual Governance Statement for Accounting Period 2024-2025 – Following circulation and consideration of the Governance Statement, RG proposed approval, CS seconded, all voted in favour and **IT WAS SO RESOLVED.** The Chairman and the Clerk signed the forms on behalf of the Council and the Clerk will publish the AGAR on the village website.
- f) To approve the Accounting Statements for 2024-2025 – Following consideration of the Accounting Statements as provided by the Clerk, SG proposed approval, RG seconded, all voted in favour and **IT WAS SO RESOLVED.** The Chairman and the Clerk signed the forms on behalf of the Council, the Clerk will publish the Accounting Statements on the village website.
- g) To accept Internal Auditors Report – RG proposed acceptance, SG seconded all voted in favour and **IT WAS SO RESOLVED.** It was noted that a few points had been raised for the Clerk to address in the upcoming year.
- h) To appoint Internal Auditor for 2025-2026 – It was agreed to appoint Tina Newby as the Internal Auditor for 2025-2026. RG proposed, CS seconded all voted in favour **IT WAS SO RESOLVED.**
- i) To confirm dates for the Notice for the Period for the Exercise of Public Rights in 2025 – The recommended dates for 2025 are 3rd June to 14th July. RG proposed the acceptance of these dates, SG seconded, all voted in favour and **IT WAS SO RESOLVED**
- j) To consider update to Bank Mandate for additional online user – It was noted that although there were four signatories to the account only two had online access. RG proposed CS be added to the mandate and given online access, SG seconded, all voted in favour and **IT WAS SO RESOLVED.** The Clerk will make contact with the bank to make arrangements.
- k) To agree payments as detailed on the Payment Schedule
RG proposed authorisation, CS seconded and **IT WAS SO RESOLVED.**

ACTPC – 25-02-12 Urgent Matters to be brought to the attention of the Council

- a) SG confirmed that he was willing to go to the Local Government Organisation meetings on behalf of the Council and will report back and important information at the next meeting.
- b) Items for next agenda:
 - Re-adoption of Councillor Code of Conduct
 - Review of Privacy Notice

Signed (Clerk) Signed (Chair)

Items for the July Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Tuesday 8th July at the latest, with any accompanying paperwork ready to be circulated with the agenda upon publication.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.38 pm. The next meeting is set for **Monday 14th July 2025** at 7.30 pm in the Community Hall.

Sarah Clare
Parish Clerk

Robert Grimsey
Chair

Signed  (Clerk)

Signed  (Chair)