



Minutes of the Annual Meeting of Suffield Parish Council held on 17th May
2023

Suffield Village Hall

Cllr Jack Almey
Cllr David Hawkins
Cllr Helen Almey
Cllr Louisa Inglis
Cllr Morag Neeld
Cllr Andy Collins
Cllr Karen Hawkins

Clerk Wendy Murphy
Cllr Peter Neatherway - NNDC

1 Member of the Public

1 To elect the Chairman off the Council for 2023/2024

Cllr Jack Almey was elected as Chairman, proposed by Cllr Helen Almey and seconded by Cllr Morag Neeld, all agreed.

2 To receive the Chairman's declaration of acceptance of office

Received

3 To confirm receipt of Councillors Declarations of Acceptance of and to set a date for any outstanding Declarations

All received

4 To Note date for completion of Register of Interests Forms

The Clerk confirmed these need to be sent to North Norfolk District Council by the end of May. She asked for councillors to let her know that this had been done.

5 To receive apologies for absence

Apologies received from Cllr Saul Penfold - Norfolk County Council

6 To receive members declarations of interest in agenda items and requests for dispensation

None Received

7 To elect a Vice Chairmam

Cllr Helen Almey was elected as Vice Chairman proposed by Cllr Louisa Inglis and seconded by Cllr Andy Collings all agreed.

8 To approve the minutes of the meeting held on 15th March 2023

These had previously been circulated in draft form and were approved and signed as a true record.

9 To receive information on matters arising not listed elsewhere on the agenda

Nothing to note

10 Reports from County and District Councillors

Cllr Peter Neatherway - North Norfolk District Councillor, introduced himself and confirmed that he would try and make most of the coffee meetings and Parish Council meetings.

11 To adjourn the meeting to allow member of the public to speak

The Annual Parish Meeting was discussed and it was agreed to hold this on Wednesday 31st May 2023. The Clerk confirmed that she could not attend but would do the agenda for this meeting.

12 Finance

- a) The accounting statement for the year ending 31st March 2023 was approved
- b) The AGAR exemption certificate for 2022/2023 was signed
- c) The internal auditor Mo Anderson-Dungar was authorised for 2023/2024
- d) Zurich Insurance are in a 3-year agreement
- e) The following cheques were authorised 100359 Mo Anderson Dungar £35.00. 100360 Cancelled. 100361 Zurich Insurance £332.10 100345 Suffield Village Hall Hire £165.00, 100346 Country Side Recycling £19.80
- f) The balance on the account as at 17th May 2023 is £7906.52

13 To adopt the following Policies

- Financial Regulations
- Data Protection Privacy Notice
- Suffield Standing Orders
- Civility Respect, Roles and Responsibilities
- LGA Code of Conduct
- Complaints Procedure
- GDPR Policy

All of the above policies were adopted by the council – The clerk will make sure they are on the website.

14 To receive update on Second defibrillator installation

It was agreed for the clerk to find out about using the Bus Shelter to house a defibrillator. An update will be given at the next meeting.

15 Footpaths/Highways

- a) **SAM 2** – The Clerk confirmed she had received an email from the Clerk at Banningham and Colby to confirm that this had been ordered.
- b) **Triangle** – Cllr Peter Neatherway confirmed he would look into this and the clerk will email Highway Boundaries team to check land ownership.
- c) **Bunyards Loke** – The council will do a draft response to the email received from Mr R Seaman. The Clerk will then send this to Mr Seaman.

16 Reports from Groups

None received

Cllr Helen Almey confirmed that there was a meeting on Monday 22nd May to discuss arrangements for Suffield Festival of Arts and Crafts 29th and 30th July. It was confirmed that the Parish Council had agreed to pay for the cost of the porta loos.

17 Councillor Training

The Clerk will speak to NALC to get a cost for a whole council training and see if they will come to the village hall to do this.

Meeting closed at 20.15

Date of next meeting

Annual Parish Meeting 31st May 2023 7pm

Parish Council Meeting 23rd August 2023 7pm