

**Minutes of Sible Hedingham Annual Parish Council Meeting** held at the  
Village Hall, Parkfields, Sible Hedingham on  
**Monday 13<sup>th</sup> May 2019**

Present: Cllrs G Jefferson, S Metson, L Heywood, B Gardener, Mrs G McCoyd (clerk) District Cllr H Johnson, and 8 members of public

**Public Comment:**

Cllr H Johnson said he was pleased to be re-elected and he thanked those who voted for him, there had been a 30% turn out in the election and he had covered 57 miles whilst delivering leaflets.

1. To elect a Chairman

It was proposed by Cllr S Metson and seconded by Cllr B Gardener that Cllr G Jefferson is elected Chairman. All were in favour.

2. To complete Declaration of Acceptance of Office of Chairman

Cllr G Jefferson signed the Declaration of Office.

3. Apologies for Absence

Cllr J Stopher (business)

4. To co-opt new Councillors

It was proposed seconded and carried that the following were co-opted onto the Parish Council to fill some of the vacancies:

Mr J Fennelly, Mr Tim Nash, Mr Ferg Ranson and Mr Barry Young.

It was noted that the Parish Council was still short of 4 Councillors.

5. To complete Declarations of Acceptance of Office by all Councillors

All Councillors signed the Declaration of Office forms.

6. To elect Vice Chairman

It was proposed by Cllr G Jefferson and seconded by Cllr B Gardener that Cllr S Metson be elected as Vice Chairman. All were in favour

7. To note that all Councillors must complete their Register of Interest forms and to return them to the clerk.

Cllr G Jefferson reminded Councillors that all forms must be returned completed to the clerk by 23<sup>rd</sup> May.

8. Members Declarations. To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members.

There were no declarations of Interest

9. To confirm minutes of the Parish Council meeting held on 8<sup>th</sup> April 2019

The minutes of the meeting held on 8th April, having been circulated, were taken as read, were confirmed and signed by the Chairman as a correct record.

10. Matters arising from those minutes

There were no matters arising.

11. To receive minutes of Planning Committee Meeting held 26<sup>th</sup> April 2019

The minutes of the Planning Committee held on 26<sup>th</sup> April, having been circulated, were accepted in lieu of a report.

12. To decide the future arrangements for the Recreation & Amenities, Planning, Finance and Personnel Committees.

Cllr G Jefferson explained that the meetings on a Friday at 4.30pm had not been successful as most Cllrs could not make them and there had been problems ensuring they were quorate so she suggested that anything to do with Recreation & Amenities was discussed at the full Council meeting and that Planning was held before the full Council meeting if required. Cllrs S Metson, L Heywood and B Gardener agreed this was a good idea. Cllr B Young clarified that if there were no committees then all Cllrs could attend every meeting. Cllr J Fennelly said don't let previous procedures dictate the way forward but he felt that sometimes there might be a lot to discuss at Recreation & Amenities and if a large issue arose then a separate meeting might be required.

It was decided to proceed with Cllr G Jefferson's suggestion.

Cllr G Jefferson explained that Finance and Personnel Committees meet infrequently; Finance generally meets at the end of the year to discuss the forthcoming budget and precept.

Cllr G Jefferson said that 2 planning applications had been received that needed discussing before the next Council meeting, it was decided to hold a Planning Meeting on Monday 20<sup>th</sup> May at 7.30pm in the Parish Office.

13. To elect Advisory Groups: a. Emergency Planning, b. Footpaths and PROW, c. Water Management d. Interview Panel

The following were elected to the various groups:

Emergency Planning: Cllrs G Jefferson, S Metson, J Fennelly, L Heywood and T Nash

Footpaths and PROW: Cllrs B Young, B Gardener and G Jefferson

Water Management: Mr T Law

Interview Panel: Cllr T Nash proposed that all Cllrs be on the Interview Panel and then when it was required it could be decided who was available. This was agreed.

14. To appoint representatives to other organisations: a. EALC (2) b. BALC (2) c. Tree Warden (1) d. ECC Parish Public Transport (1)

The following appointments were agreed:

EALC: Cllr B Gardener

BALC: Cllr B Young

Tree Warden Cllr H Johnson

ECC Parish Public Transport Cllr T Nash

15. To review Standing Orders, Financial Regulations and Complaints Procedure

The Standing Orders, Financial Regulations and Complaints Procedure were reviewed and agreed.

16. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

The procedure was reviewed and agreed.

17. To remind all Councillors that the Annual Parish Meeting will be held on Tuesday 21<sup>st</sup> May at 7.30pm

It was duly noted. Cllr B Gardener requested a stand for Heditude. The clerk said she would be in the village hall from 3.30pm if anyone wished to set up early.

18. To review the Council's policy for dealing with the Press/Media

Cllr L Heywood said she required more input and suggestions for items to be published on the Council's facebook page, for example events and a listing of clubs. Cllr B Gardener said her husband would be willing to volunteer to help put items on the facebook page. It was decided to have this as an item on the next SHPC agenda.

Cllr T Nash said the SHPC website needed updating.

Cllr G Jefferson said that any enquiries from the press had previously been directed to the Chairman but she felt that Cllr J Fennelly had more experience in liaising with the press. Cllr J Fennelly said he had the experience and was happy to be the point of contact; he would introduce himself to the editor.

19. To receive the Accounts for payment. Appendix 1

It was proposed by Cllr L Heywood, seconded by Cllr S Metson and carried that the accounts are paid.

20. Any other business (agenda items for next meeting and exchange of information only)

Cllr J Fennelly welcomed Cllr G Jefferson as Chairman and said he was looking forward to the future.

Cllr L Heywood welcomed the new faces to the Council.

Cllr B Gardener reminded Cllrs that the Heditude Festival is taking place on Saturday 8<sup>th</sup> June, tickets were available from Darkins.

Cllr S Metson wished Cllr G Jefferson the best in her role as Chairman and welcomed the new Cllrs; he said it would be good if the Council could co-opt 4 more Cllrs, he hoped the Council could work to make the village the best it could be.

Cllr T Nash said to place an embargo on the way things were previously handled and to have a fresh start going forward.

Cllr H Johnson said he had been chasing BDC regarding the Riverside Walk and he now understood that the paperwork had been finished and the residents living near the fence had been informed that the railings would be removed and the walk opened up.

Cllr G Jefferson said there would be a village litter pick in September, it would be an agenda item next month to set a date. Cllr B Young suggested contacting the schools for help once the date was decided.