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**Darsham Parish Council**

**Annual Meeting – 12th May 2015**

**Village Hall – 7.30pm**

**Minutes**

**05-1** - The retiring chairman, Robin Leggate, took the chair and welcomed councillors Ernie Hare, Jean Loveridge and Jasmine Backhouse. Apologies were received from Raymond Catchpole [Suffolk Coastal councillor for Wenhaston and Westleton ward] and Michael Gower [Suffolk County councillor]. The clerk, Caroline Cardwell, was in attendance.

**05-2- Acceptance of office** forms were signed by nominated councillors Jasmine Backhouse, Ernie Hare, Robin Leggate and Jean Loveridge

**05-3 - Co-option** of other councillors – it was agreed to co-opt Keith Rolfe, Sue Bloomfield, Simon Manning and Chris Poupard and they all signed acceptance forms. John Butler has also indicated his willingness to join the council but sends his apologies for this meeting.

**05-4 – Election of chairman** for coming year – it was agreed that Robin Leggate should be chairman for the coming year.

**05-5 - Election of vice-chairman** for coming year – it was agreed that Simon Manning should be vice-chairman for coming year.

**05-6 - Responsibilities of councillors** – it was agreed that these should be allocated as follows:

* Planning – Sue Bloomfield
* Allotments – Chris Poupard
* Suffolk Assn. of Local Councils representative – Robin Leggate
* Sizewell Forum and SPLG – Ernie Hare
* Footpaths – Jean Loveridge
* Village Hall – Keith Rolfe
* Emergency – Chris Poupard
* Press officer – Robin Leggate
* Tree Warden – Jasmine Backhouse

**05-7 - Minutes of previous meeting** [14-04-15] were approved and signed as a true record

**05-8** - **Matters arising** and clerk’s report – none

**05-9 - Finances** –

* Receipts and Payments account for year ending March 2015 – received and approved
* Cheques approved as follows: no. 675 to George Jackson for £180.00 [work on allotments]; no. 676 to C. Cardwell for £288.00 [net sal apr/may];

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 no.677 to Village Hall Management cttee for £105.00 [hire of hall]

* Additional signatory – Jasmine Backhouse was added to list of signatories; clerk to arrange with Barclays Bank.
* Annual Governance statement was discussed, approved and signed.

**05-10** - **Planning** –

* Tree Preservation Order no. 255, 2015: The Street, Darsham [opposite Fox Lane] – TPO made on 6 oaks and 1 ash on North side of The Street – councillors received and noted this
* DC/15/1562/LBC and DC/15/1561/FUL – Darsham House, Wash Lane Darsham – conversion of coach house, demolition of pre-fab. stable, building of new garage and alteration of garden ponds – councillors and public inspected plans and had no objection to either application

**05-11** - **Litter pick** – report – only 3 people turned up; however they worked hard and were thanked by the chair.

**05-12** - **Correspondence** – received and discussed.

**05-13** - **Any other business** – condition of BT phone box to be considered at next meeting; Keith Rolfe gave a report on the progress of the village hall land development plans; *(The meeting closed at 9pm for a request and information from Mike Smith, Daisy Cottage to ask if the PC would mind temporary scaffolding next to the village pump while his house is renovated – councillors agreed that this was alright but they could not be responsible for any problems with the scaffolding on council land. Meeting opened at 9.15pm)* - It was noted that the coffee morning would be on 13th June, the fete on 8th August; an inquiry was raised re a large shed at back of no. 8 The Street and the clerk to contact SCD planning office re permission. Ron Reeve asked if he could be included in the circulation of minutes as he was village recorder.

05-14 - **Next meeting** – 9th June - The meeting closed at 9pm.