

**STOKE BY NAYLAND PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 4TH APRIL 2017 AT 7.30PM**

Present: Stevie Bezencenet (SB)
Jeremy Bloomfield, Vice Chairman (JB)
Nicki Bray (NB)
Andrew Collins (AC)
Vivienne Klimowicz (VK)
Martin Nielsen (MN)
Isabelle Reece, Chairman (IR)
Adam Sedgwick (AS)

In Attendance: Melanie Barrett, Babergh District Councillor (MB)

Apologies: James Dark, Parish Clerk (JD)
James Finch, Suffolk County Councillor (JF)

17.4.1 APOLOGIES FOR ABSENCE

Apologies from JD and JF were accepted

17.4.2 DECLARATIONS OF INTEREST

None

17.4.3 PUBLIC FORUM

No members of the public were in attendance but the meeting was adjourned to receive a report from MB, whose attendance was unexpected and whose written report had not been received due to technical problems: MB outlined BDC's changes regarding Planning. The report was received with consternation. Letter(s) to BDC & other relevant bodies to be drafted. Action:AS

17.4.4 MINUTES OF PREVIOUS MEETING

It was proposed by IR, seconded by JB and agreed unanimously that the minutes of the meeting held on Tuesday 4th April 2017 should be accepted as an accurate record, and signed accordingly

17.4.5 FINANCIAL MATTERS

17.4.5.1; 17.4.5.2 Orders for payment

It was proposed by AS, seconded by JB and agreed unanimously that orders for payment of £295.03 be approved, including ratification of payment to previous Clerk.

17.4.5.3 RFO's Report

RFO's report was received

17.4.5.4 Financial Risk Assessment

The updated Financial Risk Assessment was received and approved
The Updated Asset Register was received

17.4.5.6 Internal Financial Controls

IR reported that the PC had been misinformed as to the current requirements for audit when it made the decision to adopt SALC as Internal Auditor; at a cost of approximately £120. AS clarified the situation: the requirement for both Internal and External Audit is still in effect. The PC is committed to using the SALC service this year but will review the situation for the future. The Internal Control Statement was approved and signed and Section 1 (The Annual governance statement 2016/17) of the Annual Return was completed and signed.

17.4.6 CLERK'S & CHAIRMAN'S CORRESPONDENCE

None

17.4.7 COMMUNITY NEWSLETTER

Nothing to be published: all relevant documentation will be posted on the website

17.4.8 OUTSTANDING ISSUES/FUTURE AGENDA ITEMS

Streetlighting; War Memorial

17.4.9 DATE OF NEXT MEETING

Tuesday 2nd May 2017 in the Village Hall at 7.30pm, preceded by Planning Meeting

The meeting closed at 20.35hrs