

# **BARSHAM AND SHIPMEADOW PARISH COUNCIL**

Minutes of the **Annual General Meeting** held on 19<sup>th</sup> May 2021

At 7.30pm at the Barsham Village Hall.

**Members Present :** Zane Blanchard (ZB) Peter Holmes (PH) Pauline Midwinter (PM)

**Apologies for Absence :** David Adcroft , Annette Rix

**Election of Chairperson :** PM proposed ZB as Chairman , this was seconded by PH .  
Motion was carried

**Election of Vice Chairperson :** ZB proposed PM as Vice Chair, PH seconded , motion was carried

**Receiving the Declarations of Acceptance of Office from the Chairperson and Vice Chairperson.**

**To sign as a correct record the minutes of the AGM held on Wednesday 13<sup>th</sup> May 2020 :** Minutes were signed by ZB

**Audit of Parish Council Accounts 2020/21:** Annual Governance and Accountability Return PH signed and dated application for certificate of exemption.  
ZB will scan and send application to PKF Littlejohn  
It was agreed accounts will be presented to the PC in the June 2021 meeting.  
Notice of public rights: to be posted in noticeboards and on website .

**Financial Report for Year ending 31<sup>st</sup> March 2020 :**  
ZB prepared and presented the report . Approved

## **Chairmans Report:**

During the past year, Barsham & Shipmeadow Parish Council has managed business via Zoom meetings due to the Covid-19 pandemic and the imposition by central Government of the various tiers of national restrictions. We remain a group of 5 Councillors, rather than the 8 who should represent the two parishes of the benefice, which fact continues to add considerably to the responsibilities and workload of each individual member of the Parish Council. This remains a true work of community support without reward and I again thank and commend these Councillors for their dedication and commitment to the task.

The continued absence of a salaried Parish Clerk results in the administration of the council by the same three individuals who continue to share the various finance, reporting, administration and correspondence roles between them. My sincere thanks are expressed to Cllrs. Adcroft, Holmes and Midwinter for taking on these roles. The need for a new Clerk remains acute but the associated costs would have to be met by an increase in the precept; this is not a course of action which the Parish Council wish to take at this time. We are, however, assured that we are operating within the law and we will continue to serve until such time as we can appoint a part-time Clerk.

We carried out the various formalities for the 2019-2020 Annual Governance and Accountability Return (AGAR) and completed the Internal Audit to the satisfaction of the Auditor, Mr Jeremy Davis FCCA. The Draft 2020-2021 AGAR and the required AGAR Part 2 Exemption from a Limited Assurance Review form will be

agreed at this meeting, well within the set deadline. The present Covid-19 emergency has had an impact on our work as we have not been able to meet in person and this has continued to affect the completion and signing of statutory documentation, such as PC Minutes.

During the year, the PC has referred the matter of the footpath disuse to the National Ramblers Association and we await the outcome of this referral. The Defibrillator project awaits the fitting of the appropriate secure housing so that this will be available for emergency use at the village hall site. The remaining elements of the Red Telephone Box project will be completed as soon as we can source a local business to do the required work.

The PC retains and has ring-fenced the funds required for these projects.

The much-needed and overdue repairs to the Barsham War Memorial will also be undertaken as soon as possible, now that the village hall building works have been completed. The Council has retained the finance required to complete this task but will need to obtain a new set of estimates for the work. An earlier PC Chairman has been in contact with the present Chair with details of a long-standing War Memorial bank account, held at Barclays in the name of the PC, which holds several hundred pounds and is dedicated to the upkeep of the Memorial. The present Chair will accompany him to Barclays Bank in Beccles, as soon as the next Statement of Account has been issued, in order to have these funds transferred to the HSBC PC Account in order to help finance the repairs.

Despite the national Covid-19 restrictions, the PC observed its duty on the 11<sup>th</sup> November 2020 in a socially distanced and respectful Remembrance ceremony at the War Memorial.

This was attended by a small number of parishioners and a recording of the two bugle calls was played at the appropriate moments. My sincere thanks are extended to SJLHS and Mrs Turner for organizing this. Thanks also, as ever, to Mr and Mrs Smith for their maintenance of the War Memorial and for organizing the two Remembrance wreaths via the Beccles RBL.

With regard to the War Memorial, previously unknown information has been received from an individual concerning the crash of a second American plane in Shipmeadow during World War II. A request has been made that a suitable memorial plaque be added to the War Memorial in honour of those who were killed in this event. A proposed memorial plaque has been designed and the PC await details concerning the cost. As the Memorial is Parish Council property, a formal Planning Application will have to be made before any decision may be reached. If any parishioners have knowledge or information concerning this event, the PC would be very glad to receive this.

With regard to other local Planning issues, there was some expression of concern from parishioners over the suggestion of increased aircraft activity at a local business site and the PC referred these concerns to the Planning Control Department. At a PC meeting held earlier in the year, an exchange of views and information took place and written statements were included in the published and online Minutes of this meeting.

The matter of highway grit bins was again raised by parishioners during the very cold and icy weather. Various road junctions became extremely hazardous and representations have been made in order to secure grit bins at these sites before the return of winter. The PC has retained the funds required to pay for these bins and also has its recently received allocation of the District CIL funding, should this be required.

The PC has also engaged with the Quiet Lanes Suffolk and Slow Ways schemes and will participate in these more directly later this year.

In conclusion, I again thank all the councillors for their commitment and hard work as they fulfil their various and varied duties as members of the Parish Council. Their work is certainly much appreciated by this Chairman and by our two local District Councillors.

Zane Blanchard  
Chairman  
Barsham & Shipmeadow Parish Council  
19<sup>th</sup> May 2021

PH proposed a vote of thanks to ZB for all his hard work, PM seconded

Their being no more issues , the Annual General Meeting was closed at 8.00 pm

Signed:

Dated: