

Pakenham Parish Council
Minutes of the Annual Meeting of the Council
held on Thursday, 15th May 2025 following the Annual Parish Meeting in the
Village Hall

Present: Cllr Davey, Cllr Dorling, Cllr Bagnell, Cllr Palfrey, Cllr Sargent, Cllr Sidebotham and Cllr Berry

Fourteen Members of the public were in attendance.

Mrs S Brown (clerk) took the minutes.

1. **Election of Chairman:** *Cllr Dorling proposed Cllr Davey seconded by Cllr Palfrey all in agreement. Cllr Davey was duly elected Chairman.*
 - i. **Sign the Declaration of Acceptance of Office:** *Cllr Davey signed the Declaration of Acceptance of Office.*
2. **Record Councillors' apologies for absence:** *All in attendance.*
3. **Declarations of interest:** *No declarations of interest received.*
 - i. **To update Register of Members Interest Forms if necessary:** *No updates were necessary.*
4. **County Councillors Report:** *Cllr Hopfensperger attended a report had been given at the annual parish meeting which included: a brief update on local government re-organisation: 2 business cases have been submitted to Government and gave an overview, advised engagement processes will be carried out in the next few months. A useful highways site took place yesterday with Cllr Davey, Cllr Palfrey, SCC highways officer and a resident visiting both Fen Road and Mill Road looking particularly at the damage caused by the closure of the A1088. It was felt a very positive response had come from highways where the most damage had been caused plainings and topsoil would be used if the damage was not too deep topsoil only would be used. Highways will keep the parish council updated. The claimed footpath a draft report had been completed by SCC with the recommendation to reject the application with no case to open it up to a public right of way. Cllr Speed to give the update on the kebab van. Cllr Hopfensperger confirmed she had chased for an update on Fulmer bridge on Thieves Lane, this is in the process of getting a quote for the design work. It was advised if anyone spots a highways issue to report it on the SCC website where a report number will be given and Cllr Hopfensperger will chase if necessary. Cllr Dorling advised instances where several issues had been reported and often highways comes back that it is not appropriate for any works to be carried out this includes numerous reports on the blocked gully which is now finally being looked at. Cllr Hopfensperger to investigate how many times this gully had been reported to SCC. It was advised monies were available from the locality budget and highways locality budget. Cllr Palfrey had asked if the parish council ask for £500 from the locality budget to help support the provision of teas to residents as this will help a needed community group. Council all in agreement for the clerk to take this forward.*

District Councillors Report: Cllr Speed attended a report had been given at the annual parish meeting which included: The new Mayoralty covering Norfolk and Suffolk is a major change and the mayor will have a big task. Devolution it is likely to have one or two unitary councils. The role of parish councils may change with maybe more opportunity to have added powers to address some of the highway issues for example. The local plan has bedded in and there is more pressure for West Suffolk to build more houses in the next few years. A meeting had been held in regards the kebab van with the WS officer in charge, Cllr Berry from Pakenham pc, a representative from Ixworth parish council. The new trading policy came into effect in January; the kebab van owner had not applied for a trading licence therefore a legal case is being put together as he no longer has a licence to trade. Cllr Speed has also asked WS to consider the environment and fire risk at the kebab van the officer to take these points forward. Cllr Speed advised his locality budget is open for applications.

Public Forum: A resident highlighted some of the signage in Pakenham particularly at the beginning of the village needed cleaning. Cllr Davey to look at cleaning them. It was suggested combining this with litter picking. Cllr Hopfensperger advised cleaning of signage not a priority however if Cllr Davey felt they were too high or dangerous to clean she would let highways know. A resident asked if anything was planning for the Suffolk Agri Centre the Chair advised the parish council had not been notified of any development this was briefly discussed including possible uses.

5. **To consider the approval of the minutes of the last meeting:** The minutes of the meeting held on 17th April 2025 were approved to be signed as a true record.
6. **Appointment of Vice-Chair & confirm representatives to:** All in agreement for the following appointments:
 - i. **Vice-Chair:** Cllr Davey proposed Cllr Dorling seconded by Cllr Bagnell all in agreement. Cllr Dorling was duly elected as Vice-Chair.
 - ii. **PVH & PFA:** Cllr Berry to continue to represent the Parish Council.
 - iii. **Pakenham Charities:** Cllr Dorling and Cllr Palfrey to continue as the representatives of the Parish Council.
 - iv. **Tree Officer:** Cllr Dorling to continue as the Council's Tree Officer
 - v. **Ixworth Patients Association:** Cllr Sargent to continue to represent the Parish Council.
 - vi. **Weekly Inspections:** G. Cranmer to continue the weekly inspections of Council property in the village.
7. **Annual Reviews:**
 - i. **Standing Orders:** The Clerk advised NALC had produced updated standing orders all in agreement to adopt the 2025 NALC Standing Orders
 - ii. **Financial Regulations:** The Clerk advised NALC had produced updated financial regulations all in agreement to adopt the 2025 NALC financial regulations.
 - iii. **Financial Risk Assessment:** All in agreement the financial risk assessment met the needs of Council.

- iv. **Asset Register:** *The asset register had been circulated to Council. All in agreement the asset register 2025-26 was up to date with total assets of £33,279.84*
 - v. **Code of Conduct:** *All in agreement no changes are required.*
 - vi. **Council Policies including GDPR:** *All in agreement no changes required.*
8. **To confirm Pakenham meet the criteria to exercise the General Power of Competence:** *Council confirmed it meets the conditions of eligibility set out in the Schedule to The Parish Councils (General Power of Competence)(Prescribed Conditions)Order 2012, thereby enabling it to use the General Power of Competence. This will remain valid until the annual meeting following the next ordinary election in May 2027.*
 9. **To consider request for a club house for model Railway Club:** *Pictures of the site as well as a map and outline proposals had been circulated to Councillors these were viewed at the meeting. The Chairman of the Railway Club gave a brief overview of the proposed building. Council discussed with Cllr Davey proposing no objection in principal seconded by Cllr Dorling a majority decision (one abstention Cllr Sidebotham) no objection in principal to the siting of a club house on part of the grounds formally used as a bowling green. The Clerk to check any documentation relating to this land to ensure there is nothing to prevent this. Cllr Berry suggested it may be useful for a working party to be set up once more detail is known to take this forward.*
 10. **To consider lawn cemetery driveway hump:** *Cllr Bagnell had made a site visit and suggested the 'hump' is removed he felt it would cause more issues trying to make it smaller. Cllr Dorling advised he had spoken to the installers they were happy to remove it if necessary. Council briefly discussed and all in agreement to have the 'hump' removed.*
 11. **To consider donation request from S.A.R.S:** *The Clerk advised following the previous request a donation of £150 had been made. Council discussed Cllr Davey proposed a donation of £150 seconded by Cllr Sargent all in agreement to make the donation of £150.*
 12. **To set up a working party to consider the clerk applications:** *The Clerk advised three applications for the post had been received so far with the final date of receipt being Friday 30 May 2025. Council discussed and agreed to delegate authority to Cllr Davey, Cllr Dorling and Cllr Sidebotham to carry out the interviews, to request references ready to make a recommendation to full Council at the June meeting. The Clerk to liaise to set up the interviews either in the village hall or the pavilion.*
 13. **Correspondence circulated:**
 - **SALC ebulletins/West Suffolk Council/Suffolk County Council – Noted**

- **West Suffolk Council** update on UKSPF & REPF (monies to invest to support communities and business across the district) – Noted
- **Suffolk County Council Footpath Claims at Pakenham** - It is recommended that the formal application is rejected with all parties being advised accordingly: Council discussed Cllr Dorling expressed his annoyance at SCC that it took 4 years with the parish council having to push to get this before the committee. It was felt this length of time was unfair not only to the residents who had completed the necessary forms but also to the landowners.

14. Planning Applications to comment: None received

15. Finance Report: To confirm receipt of £12620 precept £50 allotment rent, £764 burial and £105 reservation of burial plot F11. Bank balances Deposit account at 30 April 2025 £10,966.26 - Current account at 15 May 2025 £17,538.31 after the two invoices below are paid the uncleared amount is £17,389.31

- i. **To consider internal audit report:** The Clerk read out the statement from the internal auditor no recommendations or changes required.
- ii. **To consider and approve Annual Governance Statement Section 1 and authorise Chair to sign on behalf of Council:** The Clerk read the sections to Council all in agreement for the Chair to sign on behalf of the Council. The Chair and Clerk/RFO duly signed.
- iii. **To consider and approve Accounting Statements Section 2 and authorise Chair to sign on behalf of Council:** Circulated to Councillors all in agreement for the Chair to sign on behalf of the Council. The Chair and Clerk/RFO duly signed.
- iv. **To consider and approve exemption:** All in agreement to approve and sign the exemption certificate.
- v. **Notice of Public Rights:** The Clerk to complete using the dates recommended by PKF Littlejohn 3 June – 14 July 2025.
- vi. **To consider any payments to be made:** All in agreement for the payments to be made:
- vii. **Internal Audit inv: 2513 £100:** An internet payment to be made following the meeting.
- viii. **Community Action Suffolk inv: 0759 for £49 domain name, 1 mailbox for 1 year:** An internet payment to be made following the meeting.
- ix. **SARS donation of £150:** A cheque no: 1829 was raised for £150 as agreed in item 11 above.

16. Councillors' reports and items for future agenda: The Clerk confirmed the.gov.uk email for Pakenham had now been set up. Cllr Berry gave an update on his attendance at a meeting in regards the kebab van. Cllr Dorling advised a tree had fallen into the river and there were other dead trees which were also likely to fall, it was unknown who now owned this land. Details to be sent to Cllr Hopfensperger to try and resolve. The Clerk had been advised Pakenham post office was no longer in need of support towards the electric costs, but grateful thanks was given for the grants that had been given over the last two years.

Date of next meeting: The date of the next scheduled meeting was confirmed as Thursday, 19 June 2025 in the village hall.

There being no further business the meeting was closed at 9pm

DRAFT