

## GAZELEY PARISH COUNCIL

Clerk: Karen Peck, email: parishclerk@gazeleypc.co.uk  
Chairman: Paul Kinnon

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**NOTICE OF MEETING:** Annual Meeting of Gazeley Parish Council  
**TIME:** 7pm  
**DATE:** Wednesday 14<sup>th</sup> May 2025  
**VENUE:** Gazeley Village Hall

MEMBERS 7  
VACANCIES 0  
QUORUM 3

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### Minutes

Present: Councillor Raithaha (SR) Vice-Chairman, Chapman (LC), Connelly (RC), Jolly (SJ), Grimwood (KG), Moatt (JM) and seven members of the public.

- 140525/1 TO ELECT OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**  
*It was unanimously **RESOLVED** to elect Councillor Kinnon as Chairman for the coming year. Councillor Kinnon to sign the Acceptance of Office, and it was agreed the Proper Officer would countersign the document when she was well.*  
**Proposed RC Seconded SR**
- 140525/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**  
*It was unanimously **RESOLVED** to elect Councillor Raithaha as Vice Chairman for the coming year. Councillor Raithaha to sign the Acceptance of Office, and it was agreed the Proper Officer would countersign the document when she was well.*  
**Proposed RC Seconded SJ**
- 140525/3 TO RECORD APOLOGIES FOR ABSENCE**  
Councillor Paul Kinnon – apologies accepted.
- 140525/4 MEMBERS' DECLARATIONS OF INTEREST**  
None were given.
- 140525/5 TO RECEIVE DISTRICT AND COUNTY COUNCIL REPORTS**  
None were given.
- 140525/6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF: 12<sup>th</sup> March 2025**  
*It was unanimously **RESOLVED** to approve the Full Parish Council Meeting minutes of 12<sup>th</sup> March 2025 as a true and accurate record of the meeting. Motion carried.*  
**Proposed SR Seconded RC**
- 140525/7 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes maximum)**  
At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair.  
Members of the public may make only one address to the Council of no more than five minute' duration and only concerning topics on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking A person who speaks at a meeting shall direct his comments to the chairman of the meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.  
A member of the public raised concern over the vegetation on Mill Meadow.  
A member of the public raised concern about The Forge, it was noted that this matter is being delay with by West Suffolk District Council Planning Department.  
A member of the public raised issue with the Church "rewilding". It was noted that 90% of people have said they like the rewilding in the church grounds.
- 140525/8 TO APPROVE AND ADOPT THE STANDING ORDERS**  
*Having reviewed the Standing Orders, it was unanimously **RESOLVED** to approve them. Motion carried.*  
**Proposed SR Seconded RC**

- 140525/9 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS**  
*Having reviewed the Financial Regulations (2024) it was unanimously RESOLVED to approve them. Motion carried.*  
**Proposed SR Seconded RC**
- 140525/10 TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES, INCLUDING THE ADOPTION OF THE GENREAL POWER OF COMPENTANCE**  
*Having reviewed the Councils Policies and Procedures (including the re-adoption of General Power of Competence) it was unanimously RESOLVED to approve them. Motion carried.*  
**Proposed SR Seconded RC**
- 140525/11 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**  
*Having reviewed the Standards and Code of Conduct for Members it was RESOLVED to approve them.*  
**Proposed SR Seconded RC**
- 140525/12 INTERNAL AUDIT REPORT 2024/25 TO BE ACCEPTED AND APPROVED**  
*Having reviewed the Internal Auditors Report from 2024-25 it was unanimously RESOLVED to approve the report. Motion carried.*  
**Proposed SR Seconded RC**
- 140525/13 AGAR 24/25: EXTERNAL AUDIT CERTIFICATE OF EXEMPTION**  
*It was unanimously RESOLVED that the AGAR 24/25: External Audit Certificate of Exemption should be approved. The document signed by the Chairman, and it was agreed the Proper Officer would sign when she was well. Motion carried.*  
**Proposed SR Seconded RC**
- 140525/14 AGAR 24/25: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**  
*It was unanimously RESOLVED that the AGAR 24/25: Annual Governance Statement should be approved as presented. The document was signed by the Chairman, and it was agreed the Proper Officer would sign when she was well. Motion carried.*  
**Proposed SR Seconded RC**
- 140525/15 AGAR 24/25: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**  
*It was unanimously RESOLVED that the AGAR 24/25: Annual Accounting Statement should be approved as presented. The document signed by the Chairman, and it was agreed the Proper Officer would sign when she was well. Motion carried.*  
**Proposed SR Seconded RC**
- 140525/16 APPOINTMENT OF INTERNAL AUDITOR 2025/26**  
*It was unanimously RESOLVED that S&J Accounting be appointed as the Internal Auditor for 2025-26 (if and only the Proper Officer KP is still in post). Motion carried.*  
**Proposed SR Seconded RC**
- 140525/17 COUNCIL BUSINESS**
- a) To update on Parish Council Banking arrangements – Cllr Chapman  
There was no further update.
  - b) Update on Tree Boarding Recreation Field – awaiting Savillis report  
There was no further update.
  - c) Update on water leak at Sport Fields – Anglian Water works due w/c 5<sup>th</sup> May 2025  
Works die to take place w/c 5<sup>th</sup> May 2025
  - d) Update on War Memorial Survey – Cllr Kinnon/Connelly  
The Parish Council noted that the survey will be delivered with the next edition of the village newsletter.
  - e) To review play area inspection report – all  
No matters were raised.
- 140525/18 FINANCE**
- To approve payments, income, and bank reconciliation up to April 2025
- |  |         |
|--|---------|
| March  |         |
| HMRC, Staffing and Expenses                      | £462.54 |
| CO – Data Protection Fee                         | £47.00  |
| Red Shoes Accounting - payroll                   | £45.00  |
| Lloyds Bank – Service Charge                     | £4.25   |
| April  |         |
| SJ Accounting – Internal Audit                   | £80.00  |
| SCC – Street Light maintenance, admin and energy | £876.67 |
| HMRC, Staffing and Expenses                      | £469.37 |
| Suffolk Association Local Councils – membership  | £333.59 |

SP Landscapes – Grass Cutting	£555.58
Lloyds Bank – Service Charge	£4.25
Income	
Interest – March and April	£44.43
WSDC – Precept	£21179.00
All payment, income and bank reconciliation were unanimously APPROVED. Motion carried.	
	<b>Proposed SR Seconded RC</b>

**140525/19**

**PLANNING  
TO DISCUSS**

DC/25/0575/HH 31 Mill View, Gazeley  
Conservatory to rear – pending decision

**UPDATES:**

DC/25/0431/HH 29 Mill View, Gazeley

- a. Movement of front door from east elevation to north elevation b. single storey extension to side of dwelling – pending decision

**140525/20**

**DIARY DATES – 9<sup>th</sup> July 2025 7pm**

**Meeting closed at 19.27**

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K Peck  
**Karen Peck**  
Clerk & Responsible Finance Officer  
Gazeley Parish Council  
Dated:09.07.2025

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P Kinnon  
**Paul Kinnon**  
Chairman