

GAZELEY PARISH COUNCIL

Clerk: Karen Peck, email: clerk@gazeleyparishcouncil.gov.uk
Chairman: Paul Kinnon

NOTICE OF MEETING: Annual Meeting of Gazeley Parish Council
TIME: 7pm
DATE: Wednesday 13th May 2026
VENUE: Gazeley Village Hall

MEMBERS 7
VACANCIES 0
QUORUM 3

Minutes

Present: Councillor Kinnon Chair (PK), Raithatha Vice Chair (SR), Jolly (SJ), Grimwood (KG), Burnip (DB) and Moatt (JM). Nine members of the public.

- 130526/1 TO ELECT 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 SR Seconded DB
- 130526/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**
*It was unanimously **RESOLVED** to elect Councillor Raithatha as Vice Chairman for the coming year. Councillor Raithatha to sign the Acceptance of Office, and it was agreed the Proper Officer would countersign the document when she was well.*
Proposed PK Seconded SJ
- 130526/3 TO RECORD APOLOGIES FOR ABSENCE**
Councillor Connelley – apologies accepted
- 130526/4 MEMBERS' DECLARATIONS OF INTEREST**
None were made.
- 130526/5 TO RECEIVE DISTRICT AND COUNTY COUNCIL REPORTS**
No reports were given.
- 130526/6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF: 12th March 2026**
*It was unanimously **RESOLVED** to approve the Full Parish Council Meeting minutes of 12th March 2026 as a true and accurate record of the meeting. Motion carried.*
Proposed SR Seconded KG
- 130526/7 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 Councillor Jolly request and update on the Planning Meeting organised by Councillor Burnip and Connelley. Councillor Burnip updated that a meeting had been held with the Head of Planning at WSDC. Enforcement are investigating and the land has been placed on the Land Charges Register. It is hoped a further update will be requested in due course.

Councillor Jolly raised concerns about the current condition of the church yard due to rewilding. He noted that various members of the community had raised concerns and ask he bring forward at the Parish Council Meeting.

Members of the Church Council noted concerns and that striking a balance to please everyone is challenging. The area to the front of the church (area to left of entrance) is to be cut in the coming days. Another member of the public noted that they are embarrassed to enter the church yard due to it looking so untidy.

Councillor Moatt asked for further thinking in to the recent land availability in Stubbins Lane to protect Parish owned land.

Councillor Burnip raised request for a additional signage to aid walkers on The Circular Walk in the Tithe Close vicinity. Cler to contact the resident and progress with the Rights of Way Officer at County Council.

- 130526/8 TO APPROVE AND ADOPT THE STANDING ORDERS**
Having reviewed the Standing Orders, it was unanimously RESOLVED to approve them. Motion carried.
Proposed DB Seconded SR
- 130526/9 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 DB
- 130526/10 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 SJ
- 130526/11 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 KG Seconded SJ
- 130526/12 INTERNAL AUDIT REPORT 2025/26 TO BE ACCEPTED AND APPROVED**
Having reviewed the Internal Auditors Report from 2025-26 it was unanimously RESOLVED to approve the report. Motion carried.
Proposed PK Seconded SR
- 130526/13 AGAR 25/26: EXTERNAL AUDIT CERTIFICATE OF EXEMPTION**
It was unanimously RESOLVED that the AGAR 25/26: 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 PK
- 130526/14 AGAR 25/26: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**
It was unanimously RESOLVED that the AGAR 25/26: 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 PK Seconded SJ
- 130526/15 AGAR 25/26: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**
It was unanimously RESOLVED that the AGAR 25/26: 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 PK Seconded SJ
- 130526/16 APPOINTMENT OF INTERNAL AUDITOR 2026/27**
It was unanimously RESOLVED that S&J Accounting be appointed as the Internal Auditor for 2026-27 (if and only the Proper Officer KP is still in post). Motion carried.
Proposed KG Seconded SR
- 130526/17 COUNCIL BUSINESS**
- a) To discuss and approve Parish Council insurance Renewal
The Parish Council had reviewed the insurance quotations and it was unanimously approved to accept the quote from Zurich for £632.00. Motion carried. **Proposed PK Seconded SR**
 - b) The review the play area inspections report

The Play Area report had been reviewed and no action was required.

- c) Update from the War Memorial Working Group
Due to the absence of Councillor Connelley, PK updated that the Working Group had met and further discussions on specification and location had resulted in a proposal to move the Village Sign and amend the presented specification. PK noted that due to community input being essential it was necessary for the Working Group to call a "public meeting" to allow for a majority decision to be reached.
- d) To discuss the Gazeley Gazette
It was noted that the Events Committee has forwarded an email to the PC at 16.03 expressing a desire to disband. It was proposed that PK and DB conduct a meeting with the Events Committees to reach a clear conclusion on how to recover remaining funds donated for the Gazette and how these should be allocated for the benefit of the village and the Gazette. Motion carried unanimously. **Proposed DB Seconded PK**
It was further proposed that the editor would continue with the publications and it necessary the Parish Council would provide support for the Gazette to secure its production in the interim. Motion carried unanimously. **Proposed DB Seconded SR**

130526/18

FINANCE

- To approve payments, income, and bank reconciliation up to 30th April 2026

March

HMRC, Staffing and Expenses	£639.72
Red Shoes Accounting - payroll	£50.40
Gazeley Village Hall	£75.00
Gazeley Village Hall – Incorrect Invoice Credit	–£275.08
SCC – Street Lighting	£907.64
ICO – Data Protection fee	£47.00
Lloyds Bank – Service Charge	£4.25

April

HMRC, Staffing and Expenses	£457.71
SP Landscapes – Grounds April	£582.00
S & J Accountancy – Internal Audit	£85.00
Suffolk Association Local Councils – Membership Renewal	£331.26
Zurich – Parish Council Insurance	£632.00
Lloyds Bank – Service Charge	£4.25

Income

Lloyds – Bank Interest	£23.76
WSDC – Precept	£22628.00

All payments, income and bank reconciliations we approved unanimously. Motion carried.

Proposed PK Seconded DB

130526/19

**PLANNING
TO DISCUSS**

None

130526/20

DIARY DATES – 8th July 2026, 7pm Gazeley Village Hall

Meeting closed at 19.40

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K Peck
Karen Peck
Clerk & Responsible Finance Officer
Gazeley Parish Council

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P Kinnon
Paul Kinnon
Chair
Gazeley Parish Council

Dated: to be signed at the next meeting of the Parish Council