Clerk Mr R Quick
clerk@sedgefordparishcouncil.gov.uk
07598 702826

ANNUAL SEDGEFORD PARISH COUNCIL MEETING
MINUTES 14th MAY 2025

1. Welcome by the Chair.
2. Present: Cllr Crump, Cllr Ward, Cllr Clark, Cllr Miller, Cllr Maddox and Borough Cllr Jamieson. Cllr Wilce arrived at 6.10pm.
   Apologies: Cllr Coleman, Borough Cllr Parish and NCC Cllr Chenery.
   Absent: None

3. Election of Chair – Cllr Maddox proposed that Cllr Crump be re-elected as Chair. This was seconded by Cllr Clark and agreed by all.
4. Election of Vice Chair – Cllr Crump proposed Cllr Ward be re-elected as Vice Chair, this was seconded by Cllr Clark and agreed by all.
5. Review and adoption of revised standing orders and financial regulations - It was proposed by Cllr Ward and seconded Cllr Crump that both the documents be adopted and reviewed again in May 2026. This was carried unanimously.
6. Review and adoption of the following policies/procedures/forms:

Anti-bullying and Harassment Policy
Biodiversity Policy
Cemetery Purchase of Exclusive Rights of Burial Privacy Notice Consent Form
Cemetery Regulations
Communications Policy
Complaints Policy
Co-option Policy
Councillor Code of Conduct
Data Breach Reporting Form
Data Protection Consent to Hold Contact Information Form
Data Protection Document
Dignity at Work Policy
Discipline and Grievance Policy
Email Contact Privacy Notice
Equality and Diversity Policy
Expenses Policy
Freedom of Information Policy
Health and Safety Policy
Information and Data Protection Policy
Internal Financial Control Policy and Procedure
Internet Banking Policy
Internet Usage Policy
Lawful Basis for Processing Data
Meeting Rights of the Individual
Neighbourhood Plan Privacy Notice
Operation London Bridge Policy
Privacy Notice for Staff etc.
Privacy Notice
Retention and Disposal Policy
Social Media and Electronic Communication Policy
Transferrable Data Policy

The Clerk had asked Councillors to review these documents prior to the meeting. All Councillors were content with the documents and it was proposed by Cllr Miller that these documents are adopted and reviewed in May 2026. This was seconded by Cllr Clark and agreed by all.

7. Review and adoption of Council Property, including Cemetery, Washpit & Speed Signs Risk Management Assessment Forms - The Clerk explained that Cllr Ward had kindly agreed to continue to undertake the monthly/quarterly checks required in the Risk Assessment Forms and that a log will be retained to evidence the checks having been made. The Clerk explained that former Cllr Palmer will continue to move and inspect the signs on a monthly basis, working with Cllr Miller. A log will be retained to evidence the checks having been made. The Risk Assessment Forms were proposed by Cllr Miller, seconded Cllr Maddox and agreed by all Councillors that the documents be adopted and reviewed in May 2026.
8. Review and adoption of Council Financial Regulations/ Administrative Procedures Risk Management Assessment Forms - The Clerk explained that Cllr Miller had kindly agreed to continue to undertake the quarterly checks required in the Risk Assessment

Forms and that a log will be retained to evidence the checks having been made. The Risk Assessment Forms were proposed by Cllr Clark, seconded Cllr Ward and agreed by all Councillors that the documents be adopted and reviewed in May 2026.
9. Consider the outcome of the Internal Audit - The Internal Auditor signed off the accounts with no queries.
10. Agree list of Bank Direct Debits and Standing Orders – The Clerk advised that the following regular payments were in force to be paid from the Barclays Bank Current account:
Direct Debits (varying amounts – Curry's (Laptop cover) – monthly (over 10 months Jan-Oct); Information Commissioner- April annually; Npower – Street lighting electricity- monthly.
Standing Orders – K & M Lighting – Street Lighting Maintenance – monthly; Stuart Large – War Memorial Maintenance – monthly (over 7 months Apr-Oct). Cllr Clark proposed these regular payments be continued via Bank Direct Debits and Standing Orders. This was seconded by Cllr Miller and agreed by all.
11. Agree use of Internet Banking and payments via BACs – Cllr Clark proposed that the Clerk continue to utilise internet banking to conduct Parish Council business and continue to make payments via the BACs system under the existing authorisation process. This was seconded by Cllr Maddox and agreed by all.
12. Village Hall Accounts - Mr Ward provided the accounts for the year. The refurbishment of the Hall continues as does fund raising. The Hall is very regularly in use and the bank balances remain healthy at £19K. The accounts were noted.
13. Mire Close Accounts - Mr Ward provided the accounts for the year. The Charity were successful in obtaining a grant of £4100.00 which helped support twenty-seven parishioners with their electricity costs last year. The closing balance for the year was £1261.08. The accounts were noted.
14. Review of inventory of land and assets including buildings and office equipment - The Clerk explained the asset register had been updated and adopted at the March 2025 meeting.
15. Assets of Community Value – Carried Forward
16. Churchyard liabilities – Carried Forward
17. Appoint Councillor to join Chair for Clerk's annual appraisal – Councillors discussed the situation and agreed it was good practice to involve different Councillors to assist the Chair in the appraisal process. Cllr Maddox agreed to support the Chair at the appraisal in January 2026.
18. Agreed dates/times/location for Parish Council Meetings for the coming year - The Clerk provided Councillors with dates (third Wednesday monthly, except August when there is no meeting) for the coming year. Meetings will be held in the Village Hall at 7pm (except for March, when the Annual Parish meeting will start at 6.30pm and May when the Annual Parish Council meeting will start at 6.30pm). These dates and times were noted and Cllr Ward has confirmed these dates are in the Village Hall diary.
19. Close – 6.18pm