

Meeting of Shimpling Parish Council

Monday 9th January 2017

Shimpling Village Hall, 7.30pm

MINUTES

Present:

Chair: John Pawsey

Councillors: Sue Salmon, Katie Haselhurst, Gerry Shrimpton, Dan Sharpstone, Ken Rush

County Councillor: Richard Kemp

District Councillor: James Long

Clerk: N/A

1. **Apologies for absence:** The following apologies for absence were received in advance of the meeting: Jenny O'Reilly-Turner and James Long (District Cllr) and these were accepted by the Council.

2. **Disclosure of Members' Interest(s):**
 - a. **To receive disclosure of pecuniary and non-pecuniary interests including gifts of hospitality in excess of £25:**

There were no declarations of members interests.
 - b. **To consider requests for dispensation for the agenda item(s) under discussion:**

Katie Haselhurst and Sue Salmon refrained from comment on the renewal of the village hall lease, as their land backs onto the village hall land.

3. **Approval of minutes of previous meeting:** The minutes of the meeting held on Monday 14th November, taken by K. Haselhurst, were checked by The Councillors and signed as a true and accurate by John Pawsey.
 - a. **Matters Arising:**
 - i. J. Pawsey wrote to Mr Pizzy to explain that the PC had no objections to the TPO on the oak tree at the top of Gents Lane. Mr Pizzy has responded that the letter had been received.
 - ii. S. Salmon has an email from JORT (dated 17 December 2016) confirming that a letter had been received to confirm S. Salmon as a bank signatory.

- iii. K. Rush confirmed that the hedge on Avely Lane will be cut in accordance with the laws. K. Rush has tried to contact the resident whom the hedge belongs, Mark Richards, without luck, but will get permission prior to cutting.
- iv. K. Rush has visited the property of the parishioner who reported concern about speeding lorries. So far no one has been home when he has called, but he will continue to visit to speak to the resident.
- v. K. Rush and S. Salmon confirmed that Old Rectory Lane has now been patched.
- vi. Daffodils – Lawrence Rooke commented that the verges need to be trimmed by the council prior to the daffodils sprouting, ideally end of February at the very latest. J. Pawsey will email Paul Gant to find out the schedule for cutting. R. Kemp confirmed that the verge cutting would likely only be once or twice per year.

4. Chair's report:

a. Village Hall lease renewal:

- i. **Update on progress of lease:** Originally Shimpling Parish Council were going to go for a 7 year lease, but it was decided that a 21 year lease might be more prudent. J. Pawsey wrote to Ashton Legal requesting this, but they have responded that the land owners have instructed Ashton Legal to proceed with a 7 year lease. Ashton Legal have explained in their email sent to J. Pawsey that this gives the parish a slightly more protected lease as the land owners would have to give a reason for not renewing a 7 year lease, but they do not have to give a reason for not renewing a 21 year lease. J. Pawsey will confirm proceeding with the 7 year lease renewal according to the email from Ashton Legal.
- ii. **Discuss funding and legal costs:** As the 7 year lease renewal comes with far less up front fees, J. Pawsey will confirm with Ashton legal that the likely costs will be under £750, to enable the budget to be forecasted accurately.

b. Village Hall rear door: J. Pawsey has been assured this has been fitted correctly and complies with fire regulations.

c. Village Hall weeding: for information only – to note that weeding of the VH area is to be included in procurement procedures for 2017/18 and onwards. K. Haselhurst to follow up with Chris Cooke.

d. Planting of daffodils around village sign: J. Pawsey spoke to WI and has agreed planting will commence Autumn 2017, following health and safety suggestions from SCC regarding taking care of the road. Action to be followed up at September 2017 meeting.

- e. **Repainting village sign:** J. Pawsey thinks the sign needs a good clean, he has volunteered to do this and then assesses next steps.
 - f. **Resignation of current clerk:** J. Pawsey received an email from JORT Sunday 8th January 2017 offering her resignation from her post as Clerk of Shimpling Parish Council, J. Pawsey accepted the resignation and her offer to help handover to the new Clerk. J. Pawsey spoke with James Long to ask advice and was directed to R. Kemp. R. Kemp explained that Long Melford have a new Parish Clerk, Jane Cole, who was previously the Deputy Chief Executive of SALC. J. Pawsey will make contact with Jane Cole via R. Kemp to see if she could offer temporary cover as Clerk while SPC recruit a new clerk.
5. **District Councillor's Report** – Cllr Long was absent from the meeting.
6. **County Councillor's Report** – Cllr Kemp had made his monthly reports available and these will be posted on the PC website. Matters under consideration this month in the report and discussed at the meeting are:
- a. Despite being in the middle of cuts, R. Kemp has some budget left to be spent by March.
 - b. Suffolk Highways are ready for the bad weather with 38 gritters for the whole of Suffolk. Local depots are in Depden and Rougham.
 - c. Due to Babergh not interpreting their own policies correctly, Long Melford has successfully overturned planning for new homes.
 - d. Graham Bonson mentioned to R. Kemp that the issue with the bus not picking up a Shimpling resident is not resolved. The bus company has changed and as they now use a bigger vehicle, it is no longer safe for the bus to pull into the small layby. Unfortunately there is no more that can be done here.
 - e. Amended road lines on Gents Lane is ongoing. R. Kemp has received a drawing which he will forward to Cllr G. Shrimpton for consideration.
 - f. Speeding signs – R. Kemp requires a written request for the signs and their proposed position. Following much discussion, it was decided that they might be positioned just after the 30 mph signs just before The Bush on entry to the village from the A134. J. Pawsey to write to R. Kemp.

7. Police Report

- a. **None known.**

8. **Clerk's Financial Report:** due to the financial matters being adjourned previously and the complications within the figures, it was agreed that a short finance meeting would be set for points a)-d) to be discussed on Monday 23rd January 2017, 7.30pm at Shimpling Village Hall.

- a. **To receive and approve adjourned (and updated) bi-monthly Financial Report and Cashbook statements and all related documents from previous meetings, to approve the bank reconciliation(s) and bank statements to date.**
- b. **To receive and approve updated quarterly reports for expenditure and receipts as against budget.**
- c. **To receive and approve updated reports on progress towards Internal Control and Financial Risk Management compliance.** These reports were received by the Councillors and approved.
- d. **To receive and approve updated reports on progress towards compliance with recommendations arising from the Internal and External Audit procedures.** These reports were received by the Councillors and approved.

9. Financial Matters for Resolution

- a. **To consider and authorise funds from current budget where appropriate for subscription of LCPAS :** Budget to be considered for this, adjourned to finance meeting
- b. **To consider and authorise funds from current budget for training session where appropriate for all Councillors:** Budget to be considered for this, adjourned to finance meeting
- c. **To consider the following items awaiting authorisation:**
 - i. **Village Hall lease legal fees:** J. Pawsey will ask Ashton Legal for a rough figure
 - ii. **LCR subscription renewal – NALC - £40:** Ask Long Melford Clerk if we need this
 - iii. **SLCC Membership renewal - £55** Ask Long Melford Clerk if we need this
 - iv. **Any other authorised invoices/matters coming forth:** J. Pawsey has had none from JORT
- d. **To discuss and determine the Budget for the coming financial year 2017/18:** J. Pawsey and G. Shrimpton have made a start on this and will continue to work on points i. and ii. before the finance meeting of 23-01-17 to present to the Councillors for comment.
 - i. **To discuss and determine whether the current allowances under each budget heading are appropriate**
 - ii. **To discuss and determine the final precept figure from Babergh District Council for 2017/18**
- e. **Procurement for grass cutting and maintenance contract:** J. Pawsey will ask SCC about their grass cutting schedule. K. Haselhurst will continue conversations with C. Cooke regarding quoting for this work.
- f. **To determine whether funds held in the PC deposit account ought to be labelled as reserves:**
This will be looked into at the finance meeting

- g. **To determine whether the precept ought to be paid directly into the current account in order to avoid numerous internal transfers and to safeguard reserves held on deposit:** Councillors agreed that this should be actioned going forward.
- h. **Employee pension arrangements – for information only – update on compliance with regulations:** G. Shrimpton remarked that as the salary for Shimpling Parish Clerk is so low, the pension scheme does not apply.

10. Matters for resolution:

- a. **Halifax Trust renewal of trustee roles:** John Pawsey will speak to someone from the Halifax Trust to talk to us and let us know what our role is with regards to the Trust
- b. **Newsletter:** G. Shrimpton will speak to Sarah Smith regarding the possibility of the newsletter moving to a monthly edition and the cost implications of this

11. Clerks report (general)

- a. **Playground inspection rota:** Insurance documents need to be consulted to understand where the duty of care and inspection lies. Possible ideas for signs to be placed on the playground asking users to alert the PC of wear and tear/issues.
- b. **Update on road surface and other highways issues:** Rectory Lane tarmac is done. There are various potholes on the roads around the village. J. Pawsey is going to take pictures and email them to Paul Gant.
- c. **Website update – transfer of Shimpling village pages to PC site:** JORT is sending L. Brunwin the login details and password. L. Brunwin has offered to carry out the website updates once shown by JORT.
- d. **Transparency code funding application:** Advice on this required from temporary clerk
- e. **Procedure for motions to be included on the agenda:** Advice on this required from temporary clerk
- f. **Dog fouling – for information only – update on signage and provision of information:** Signs require laminating and putting up around the village. Notice to residents will also be put in newsletter and on notice boards.
- g. **Beacon lighting in 2018 to commemorate the end of WW1:** The Councillors felt that this would be a lovely thing to do. Chris Clements has a beacon. To be discussed in more detail at next full parish meeting.

12. Correspondence received

- a. **Complaints:** A complaint was made to J. Pawsey from a parishioner regarding not having had any response from the Clerk. The Clerk was notified of the complaint and no more has been heard from the parishioner.

13. Planning: none received

14. Any other business:

- a. Marion Peck has asked about a Spring Clean date. It was decided that it would take place on 19th March at 11am. Babergh supply littler pickers. To be mentioned on website, notice boards, emails which circulate the village and The Bush. K. Haselhurst to call Marion and circulate the date.
- b. D. Sharpstone noted that The Council would like to express thanks to JORT for all of her hard work.
- c. Lawrence Rooke noted that the phone box needs to be included in the Village insurance as the value is at least £5,000, following the Parish Council purchasing it for £1 to be used as a library.
- d. AGM date needs setting. Advice required for this date.

15. Date of next meeting:

- a. J. Pawsey and G. Shrimpton to meet to get finances in order 16th January 2017 1pm
- b. Parish Council Finance Meeting Monday 23rd January 7.30pm, Shimpling Village Hall
- c. Next full meeting Monday 13th March, 7.30pm, Shimpling Village Hall

Meeting called to close by J. Pawsey.