

Meeting of Shimpling Parish Council

Monday 13th March 2017

Shimpling Village Hall, 7.30pm

MINUTES

Present:

Chair: John Pawsey

Councillors: Sue Salmon, Katie Haselhurst, Gerry Shrimpton, Ken Rush, Liz Brunwin

County Councillor: Richard Kemp

District Councillor: James Long

Clerk: Linda Goodban. Minutes by Katie Haselhurst.

1. Apologies for absence: Dan Sharpstone

2. Disclosure of Members' Interest(s):

a. To receive disclosure of pecuniary and non-pecuniary interest(s) including gifts of hospitality in excess of £25 - none to report

b. To consider requests for dispensation for the agenda item(s) under discussion - none disclosed

3. Approval of minutes of the previous meeting: Council agreed that the minutes of meeting on 23-01-17 were accurate and could be signed by J. Pawsey

a. Matters arising from public participation session:

i. New residents requested an introduction by the councillors.

ii. Mike Fahie-Wilson received his bill for rates and noticed the precept stood out as a 4% increase. The Council spent a great deal of time on precept and was increased by 1%. Precept was £6,807 last year and £7,001 this year. J. Pawsey will look at calculations. If we are in a position next year where we have not spent what we put in the precept we can readjust, it was not the Councils intention to increase to 4%.

iii. Mike Fahie-Wilson noticed that the minutes were not included in the village magazine recently. The minutes were advertised as being available to read on the website. A shortened version of the minutes will be put into the newsletter going forward.

iv. Jenny Pine and Nick Smith explained about the Halifax Trust. The Trust was set up in 1863 as a local educational charity, heavily involved with Shimpling school. As a local charity,

most funds are used to benefit the school community (now Lawshall School) and provide bursaries to local children in the village to help with costs of further education. Funds left over are allocated to local projects like the church, village hall or play area. The Trust are always open to requests, but funds are tight. It is a trust run by trustees, of which there are 5, they must be reappointed every 4 years, the trustees are appointed by the Parish Council. In many private trusts those trustees are able to appoint others, the original deeds request the PC to appoint these trustees. The trustees are to be reappointed during an Olympic year, it has been deferred until 2017 to allow The Council to understand the Trust in more detail. Trustees have provided the council with their report for the year ending December 2016. Their annual return is given to the Charity Commission. The Trustees are Richard Weller-Poley, Vicky Heighs, Jenny Pine, Jane Schofield, Nick Smith. Spend is roughly £10-£12k per year. All income is spent each year. Regulated by CCLA regarding investing the money. Next steps are that the original request for re-election of trustees have not reached councilors, so this will now be looked into further by Linda Goodban.

4. Chair's report

- a) **New Parish Clerk – terms of employment** – Linda is unable to be self employed in this role of Clerk and so will need to go through the PAYE system
- b) **Repainting/cleaning of the village hall sign** – Colin Johnston kindly carried out a thorough clean of the village sign. The paint is in good condition. We pass thanks to him for this.
- c) **Update on village Hall lease** – Lease is agreed and cheque will be sent to the solicitors.
- d) **Update of potholes in the village** – JPawsey had the job to take pictures of potholes in the roads, but felt it was best to do it in next quarter as most of the damage to roads is done now. JPawsey will do this. There is one deep, bad one near Shimpling Park Farm which needs addressing soon. Also, another on Lower Chad road according to S Salmon. Pictures to be submitted to Paul Gant.
- e) **Insurance**
 - i. **Village former telephone box** – Gerry looked into this, the box dates back to 1936 but no details on value. Lawrence Rooke thinks this is called a V6. Linda to please look to see what it would cost to cover the telephone box to a value of £5k. Also, to see what interval the insurers require the play park inspections.
 - ii. **Intervals for play park inspections** – See above
- f) **Temporary village speeding signs** – Richard Kemp requires expenditure approved by March 23rd. Line of communication is very complicated, but hope to get an indicator sign at a cost of £2,500

from local budget. The Council has to apply. RK has sent the application details to JP today, regarding website to apply for this. Richard Kemp to forward to Linda Goodban to deal with.

- g) Village Hall presentation equipment** – Stan Milsom has found some projectors between £300-£500. Liz mentioned that Marion was not expecting the Parish Council to pay for it all. Sue mentioned that the village hall is raising funds, what is this for if the money isn't going towards these kind of items. Gerry explained that the PC will own it. Sue, Katie and Gerry agreed that half and half would be fair, the parish Council would be happy to contribute £250 towards this item.
 - h) Timing of highways grass cutting** – JP still to do. Sue noticed that the litter had vanished. Colin Johnston had very kindly picked this and made the area very tidy again. Talk at next meeting about possible bin.
 - i) Update on intervals for village hall fire extinguisher checks** – These have to be done 6 monthly. Linda said that she would find out from the previous Clerk who had done the checks previously.
- 5. District Councillor's Report** – James Long, District Councillor – Confirmed increase of council tax increased by 3.4%, increase of 10p per week. 1% reduction of council rents, average of 91p per week. With great regret they will be moving from Hadleigh to Endeavor House, living in the West of Babergh District Council, it's a long way to the new offices. There will be a BDC office based in the Sudbury council office. BDC was conservative majority has been joined by two independent conservatives, moving onto a Leader Cabinet starting in May. There will be a boundary review, to see if the appropriate electorate per district councillor is correct. New CE, Arthur Chabonic.
- 6. County Councillor's Report** – Richard Kemp, has been a County Councillor since 1993.

Headlines from report:

- There is a move to increase provision for mental health, Suffolk has a 10 year plan.
- Suffolks younger children have greater online access that ever before. National safer Internet Day, addressing problems that could arise.
- Fire Service is made up of volunteers by 2/3rds, there is a shortage of volunteers.
- Two new preschools will be built in Lavenham and Stowmarket.
- Lawshall school is to have a pavement running along the road as it's currently very dangerous for children. There will also be a carpark formed opposite the pub.
- The pre-school at Lawshall School will have to be funded by the setting as there is no authority money for the provision.

- May 4th election, Richard Kemp will be standing again.
- Council Tax – Suffolk have kept theirs to 0 for years, but have put it up this year with regard to social care issues.

7. **Police Report** - Although J Pawsey has access to the PC email account, he had been unable to access them before the meeting to see if there had been a Police report. K Rush mentioned that Mrs Grace Farrant at Clock House Farm has had some nuisance ringing of her bell in the early hours of the morning, has been happening for a year. The police are aware.

8. **Financial Report**

- 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.** – Lark Valley require a reissued cheque as their business has been renamed, the original cheque bounced. Play inspection company invoiced the council in December, this invoice was paid by cheque out of the meeting due to the lateness of the invoice which had gone missing in the time the council have been without a clerk. The council agreed to sign the accounts as a true reflection. VAT can be submitted at any time. Gerry has discovered that this needs re-submitting. Gerry and Linda to meet to sort this issue going forward.
- To receive and approve updated quarterly reports for expenditure and receipts as against budget.** JP talked through this document. Linda will ask Jen about requesting monies for the recycling. JP suggests that this document will be re-written before being signed off as some adjustments need to be made. This will take into account the quotations for the grass cutting too. The rewriting refers to the Budget for 2017/18 and is an update to reflect new quotation amounts. The rest of the report is an accurate account of the PC's financial position to 28/02/17.
- To receive and approve updated reports on progress towards Internal Control and Financial Risk Management compliance.** – JP will send Linda the current docs
- To receive and approve updated reports on progress towards compliance with recommendations arising from the Internal and External Audit procedures** - JP will send Linda the current docs

9. **Financial Matters for Resolution**

- To consider and authorise funds from current budget where appropriate for subscription to LCPAS, NALC (£40) and SLCC (£55) and any other invoices coming forth.** Cheques to be signed this

evening, new cheque to Lark Valley, to Ashton Legal and BDC. JP will send the details for these subscriptions to Linda. Linda will report back at the next meeting.

- b) **To approve and sign the Budget for the coming financial year 2017/18** - JP to adjust – see above
- c) **Procurement for grass cutting, weeding village hall car park** – Katie to continue with this
- d) **Procurement of repair to village hall path** – Updating the current path and concreting it. The quote Stan has been given is £1,708, in addition to break up and cart away £136. This quote is over the budget for this year, but can be carried over to next year. JP to chase Peter Rix for a second quote.
- e) **To determine whether part of the funds held in the parish council deposit account should be labelled as reserves** – Linda to get to grips before we move forward with this.
- f) **Parish Council Employee pension responsibilities** – As we pay under the threshold this is unnecessary
- g) **Current VAT claim position** – Gerry to discuss with Linda
- h) **Update on new bank details for Chris Cook – Lark Valley Willow** - Done

10. Other matters for Resolution

- a. **Information from Halifax Trust on Shimpling Parish Council's role within the Trust** – carried out during public participation
- b. **Confirmation of future format of Parish newsletter** – Gerry has spoken to Sarah. She cannot do it any more frequently. There is a lot of work going into it currently so there is little scope to change it. Public would generally like to see a typed version of the parish council minutes included. Linda suggested writing a summary for the magazine. James Long suggested pinning minutes to the notice board. JP suggested putting these up on the notice board outside the village hall.
- c. **Playground inspection rota** – Inspection was carried out. Linda will be given the document. Everything is low risk. Linda will check the insurance regarding the frequency of the inspections. Discussion about a rota inspection. A sign saying if there are issues please call/report to. Linda will look into a sign.
- d. **Gents Lane priority markings** – Colin and Gerry carried out a consultation asking if people agreed or disagreed, unanimously agreed that this should be done as soon as possible. Richard Kemp had left the meeting at this point, James Long suggested to email Richard Kemp to go ahead.

Gerry will do this. Gerry suggests that the one way triangle at Gents lane needs looking at. Gerry will speak to Richard Kemp about this.

e. **Website update** – Linda is happy to continue with the website. Katie to show Linda the ropes.

f. **Transparency Code funding application** – Katie to email Linda this document.

g. **Procedure for motions to be included on the agenda** – JP would like AOB to be added to the agenda. Linda understands that AOB is discouraged as items can be brought up without prior knowledge. The information can be taken on board but should not be voted on, unless of an urgent nature.

h. **Dog fouling - update on signage and provision of information** – Laminated signs are in the pack that Jen handed over to Gerry. Thinking about some more permanent signage. Parish newsletter explains the need to clear up after dogs.

i. **Beacon lighting in 2018 to commemorate the end of WWI** – Remove this item from the agenda until nearer the time.

11. Correspondence received - nothing urgent, but Linda will look through this having been given the PC email details.

12. Planning - none received

13. Any other business

a. **Update on equipment for village clean up on March 19** – starts at 11am from village hall. Liz has arranged for equipment to be delivered to her house. Liz is working with Marion on this.

b. **Daffodils planting around the village sign to be discussed at September meeting** – rolling item

c. **Date of AGM and APM** – Suggested that this is on the same night, 8th May 2017.

14. Date of next meeting – May 8th 7.30pm **Meeting closed by** John Pawsey at 20.56