

Shimpling Parish Council
Minutes of Meeting of the Council
Monday 8th May 2017, 8.15pm in the Village Hall

Present:

Chair: Sue Salmon
Councillors: Gerry Shrimpton, Dan Sharpstone, Liz Brunwin, Katie Haselhurst
District Councillor: James Long
County Councillor: Richard Kemp
Clerk: Linda Goodban

1. **Apologies for absence:** Ken Rush
2. **Declarations of Members Interest(s):**
 - a. **To receive disclosure of pecuniary and non-pecuniary interest(s) including gifts of hospitality in excess of £25:** Katie Haselhurst declared a non-pecuniary interest in item 10.b of the Agenda, request for funding from Lawshall Primary School
 - b. **To consider requests for dispensation for the agenda item(s) under discussion:** None disclosed
3. **Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 13th March 2017 were a true and accurate record. The minutes were duly signed by the Chairman.

Public Participation session

There were no submissions or questions from members of the public in attendance.

4. **Chairman's report:** Nothing to report (full report given in APM)
5. **District Councillors report:** Nothing to report (full report given in APM)
6. **County Councillors report:** Richard Kemp gave a report as summarised below:
 - 6.1. Vote of thanks for the overwhelming support received during the recent elections. There was an impressive 35.6% turnout to vote.
 - 6.2. Suffolk Fire and Rescue Service has joined a call by UK fire chiefs to raise awareness of dangers of everyday activities near water after statistics show nearly 50% of people who accidentally drown in the UK never intend to enter the water.
 - 6.3. 94% of parents have been offered first choice of Primary School for their children this year and 98.5% offered one of their three preferences. Online applications have increased from 78% to 93%.
 - 6.4. Efforts to increase sport and physical activity in Suffolk have received a timely funding boost from Sport England. The organisation has awarded SCC £160,000 to deliver a range of activities that will help encourage people to become more active and, in doing so, support Suffolk's long-term ambition of becoming the most active county in England.
 - 6.5. Suffolk Trading Standards is asking residents to be vigilant if they receive a call from energy saving companies claiming they will be able to save money. Since the turn of the year Trading Standards have received a large number of complaints from residents who own solar panels with energy companies claiming they have an energy saving device that will save money or to carry out free 'checks' and then suggesting there are serious risk faults that need attention.
7. **Police report:** Nothing to report
8. **Finance report:**

- 8.1.** Copy of bi-monthly financial report and statement was circulated prior to the meeting. The statement is now produced in a 'reader friendly' format clearly identifying income, expenditure and balances.
- 8.2.** A budget summary will be produced in future to run with the finance report/statement.
- 8.3.** Financial risk summary and Internal Control procedures will be submitted with Audit.
- 8.4.** Audit notice has been received and year end statement was circulated prior to the meeting for consideration. It was agreed that a finance meeting be held within the next month to consider accounts, statements and policies for Audit prior to internal Audit by SALC.
- 8.5.** The following items were considered and authorised from current budget:
 - Data protection licence £35
 - 999 Network services for service of laptop
 - Insurance for red telephone box £13.06 (pro rata)
 - Annual subscription to SALC £174.45
 - Clerk expenses/office sundries (as per expenses record) 79.07p
- 8.6.** Procurement for grass cutting and works to Village Hall pathway:
 - Alternative quotes for grass cutting were provided. It was unanimously agreed to continue with service from Lark Valley for grass cutting.
 - Alternative quotes for provision of path alongside the Village Hall were considered. It was unanimously agreed to accept the quote from Cambury Restoration. Work will commence as soon as possible and invoice sent to the Parish Council on completion.

9. **Clerks Report:** Full copy of the clerks report was circulated to members prior to the meeting. The following matters were considered for resolution:

- 9.1.** Summary of progress: A detailed time sheet of work carried out by the clerk since commencement was circulated prior to the meeting. In total over the 8 week period the clerk has worked a total of 31 hours (average 3.8hrs per week).
- 9.2. Playground:**
 - a.** National guidelines for playground inspections advise that we should use 'good practice' for inspections. In principle this means that we inspect weekly, or more frequently during periods of higher use. On checking with our insurers they have advised that inspections should take place daily, however, they accept that providing we follow good practice guidelines this does not have to be a formal inspection and have suggested that, providing appropriate notices are in place advising who to contact if any issues are noted then the form of daily inspection could be done by any 'user' of the premises.
 - b.** As part of insurance guidelines we should have a sign displayed on the premises advising of contact details for anyone wishing to report any problems or issues. Wayne Tanswell has quoted £60 for provision of a sign, approx. A3 size on white metal-type material, including fixing to the entrance gate. It was agreed unanimously to proceed once wording has been approved (including confirmed age for children).
 - c.** Repairs: The recent Annual Inspection has highlighted some minor repairs that are required at the playground. Agreed to source someone to carry out these repairs.
- 9.3. Village Hall:**
 - a.** Insurance certificates and proof of payment are now on display in the Village Hall
 - b.** Fire extinguishers: Annual inspection of the fire extinguishers in the Village Hall is now due, arrangements for inspection are being made by VH management committee and an invoice will be submitted in due course. I have also asked them to enquire about 6monthly checks rather than the current 12month in accordance with guidance from your insurers.
 - c.** Proposed new path: (see item 8.6) Agreed to proceed with new path as per the quote received from Cambury Restoration. Invoice to be sent to the clerk once work is complete.
- 9.4. Update on highways issues:**
 - a.** Some of the more serious potholes have now been repaired. RK is continually chasing to try and get confirmation of a repair programme for the village, however it is a countywide problem at the moment. We hope that following the elections things may now progress, however we continue to chase for a satisfactory conclusion on this. RK also agreed to enquire what level of claims

have been made against SCC by drivers who have received damage to their vehicles as a direct result of poor road management.

- b. Temporary speed signs: The clerk confirmed that application has been made for funding from Richard Kemp's budget for temporary speed signs.
- c. Gents Lane priority markings: The clerk confirmed this is in hand with SCC.

9.5. Website update: The clerk advised that she has been unable to access the website and will require training in order to upload documents onto pages. Katie Haselhurst kindly agreed to manage the pages until such training has been received.

9.6. Laptop: Following a service by 999 computer services, the laptop continues to prove problematic. Various quotes have been obtained for provision of a new laptop, license and virus protection. This could be done all in one go or in various steps depending on budget and urgency. Costs range from £40 for provision of virus protection, £200 for license agreement or £680 for new laptop including both of the former. There may be possible funding options to help with provision of a new laptop. (see item 7). It was agreed that a second quote should be obtained for consideration from an alternative supplier.

9.7. Funding options for laptop: The clerk advised that we may be able to obtain funding through the Transparency Code funding for a laptop as it is a legal requirement of the Transparency Code to maintain a website for the Council and therefore it is necessary to have a council computer/laptop fit for that purpose. Funding could also be sought via Richard Kemp's locality budget. These options will be explored once quotes have been obtained and agreed.

10. Correspondence: The following items of correspondence have been received and were considered for resolution:

10.1. Request for dog bins: A request for provision of up to 3 dog bins within the parish has been received. Following much discussion it was agreed to obtain further information on how often the bins are emptied, purchase/installation costs, management costs (emptying) and what grants might be available to help with this.

10.2. All saints CEVC Primary School: A request has been received from the Primary School asking for a grant towards the cost of providing a new building for the pre-school to use within the school grounds. Currently they use a classroom however with changes to free childcare for working parents the school will no longer be able to support this as they will require the classroom space. After discussion it was agreed in principle, and subject to fund availability to grant £200-500. The clerk will check with BDC on the allocated S106 budget for the year and members will confirm agreement at the next meeting.

10.3. A letter has been received from Sudbury CAB asking for a donation to funds. Although the letter details the services provided by CAB, it contains no information to the number of residents from Shimpling who have used their service during the past year. Further data will be requested and the request will be considered again at the Council Meeting in July.

10.4. Shimpling WI: A request has been received from Alpheton and Shimpling WI for funding towards provision of Daffodil bulbs around the parish. It was unanimously agreed to contribute £100.

10.5. Tree planting: A request has been received from a resident who would like to plant two further trees, at his own expense and maintenance, of similar type to those already in place. The clerk suggested that as the land is owned by BDC the PC would have no authority to approve this request. There is also concern on who is liable for any damage or injury that might happen as a result of the trees once they become established. It was agreed the clerk check details with the Tree officer at BDC (David Pizzey) and council will reconsider once all the facts are available.

10.6. Audit: The clerk has received notice of call to Audit by BDO. It was agreed that SALC were to be our internal auditor. The make audit arrangements and confirm with SALC and BDO. It was agreed to call an extraordinary meeting (date to be confirmed) to approve audit statements and procedures prior to audit.

11. Planning Applications for consideration: The following planning applications were received for consideration by the council;

B/17/01038 – The Bush, The Street, Shimpling – Outline Application with some matters reserved – Erection of 1 no. detached dwelling: This item was discussed and it was agreed the council would not oppose this application

B/17/01061 – Garage adjacent to MArchwood House, The Street, Shimpling – Erection of 1 no. dwelling following demolition of existing garage/workshop: This item was discussed and it was agreed the council would not oppose this application

12. Any other business

12.1. Declaration of vacancy: Following receipt of resignation at the Annual Meeting of the Council a vacancy will be declared. The clerk will notify Babergh District Council and normal vacancy procedures will be followed.

12.2. Notice boards: Concern about the condition of current notice boards was raised. This item will be placed on the agenda of the next full council meeting.

12.3. Travellers site: Emails have been received raising concerns about rumours of a travellers site being placed in Shimpling. It was noted that to the best of our knowledge there are no plans for such a site.

There being no further business the meeting concluded at 10.15pm.