

Shimpling Parish Council
Minutes of Meeting of the Council
Monday 10th July 2017, 7.30pm in the Village Hall

Present:

Councillors: Sue Salmon (Chair), Liz Brunwin, Katie Haselhurst, Dan Sharpstone, Ken Rush
District Councillor: James Long
County Councillor: Richard Kemp
Clerk: Linda Goodban

1. **Apologies for absence:** Gerry Shrimpton
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:** None disclosed.
 - 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 25th May 2017 were a true and accurate record. The minutes were duly signed by the Chairman.

Public Participation session

The following matters were raised by four members of Public

- a) A request to have the public footpath at Mill Hill over the brook cleared as it is overgrown and difficult to walk. KR advised he will make arrangements to have the path cut.
 - b) Ref Agenda item 12a: Resident gave a brief summary of history and purpose for his request to plant 2 additional young trees that he had purchased either side of the existing trees previously planted by him. It was raised by Council members that these would be in front of the neighbouring properties. Consequently Mr Sayer agreed to a compromise of the two trees being planted between the existing trees and the playpark increasing the depth of the barrier, rather than the width. Members arranged to visit the location after the meeting for further consideration.
 - c) Ref Agenda item 12b: Resident gave summary of history and purpose for his request to remove a tree outside and on the boundary of his property.
 - d) Jenny Pine advised she had recently spent some time with the clerk to resolve issues with PAYE and that this was now up to date, however there had been some issues with the laptop and she had assisted the clerk in obtaining alternative quotes for consideration under Agenda item 11d. A sincere vote of thanks was extended by the council to Jenny for her assistance with these matters.
 - e) It was stated that the council have twitter/facebook and web site all of which need to be updated. Advised this is currently in hand.
4. **Vacancy:** Confirmation has been received that there has been no call for an election therefore members can proceed to co-opt to fill the vacancy. No nominations were made. Enquiries will be made to see if anyone is interested in joining the Council. This item to remain on the Agenda until complete.

5. **Chairman's report:** Nothing to report
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6. **District Councillors report:** James Long gave a report as summarised below;
- a) Since the annual meeting SCC have appointed a cabinet of seven members and have moved location to Endeavour House, Ipswich.
 - b) A 'Free compost' event took place in Sudbury and appeared successful
 - c) The first 'Suffolk Day' took place on 21st June 2017 and it is hoped this will become an annual event. It was noted that very little notice or information had been given on this event and it was suggested it would be helpful to obtain details earlier next year.
 - d) Boundary Review is currently under way with consultation period ending in August. Noted that members will discuss this under item 16 of the agenda.
7. **County Councillors report:** Richard Kemp gave a report as summarised below:
- a) Six speed indicator signs have been approved of which Shimpling should have access to 1 or 2 although it is not clear yet when these will be available.
 - b) The priority markings for Gents Lane order has now been issued and will be funded from RK budget.
 - c) Most of the potholes have now been repaired. It was noted there are still some large holes between Shimpling and Hartest. RK will notify SCC.
 - d) As per District report, Suffolk Day will be an annual event
 - e) SCC leaders are supporting a campaign for prevention of suicide and have made the pledge to reduce the number of suicides in Suffolk by signing up to become the latest Suffolk Life Savers.
 - f) Suffolk County Council launched its Governors for Suffolk Schools campaign on 19 June 2017. The campaign will look to address the 450 school governor vacancies that currently exist across Suffolk.
 - g) Suffolk Fire and Rescue has decided not to go ahead with plans for a new fire station as part of the proposed Mildenhall Hub development. The decision comes following a series of successful local public engagement events.
 - h) Over 3,000 Key Stage 2 pupils from primary schools across the county will celebrate their year of learning a musical instrument. Suffolk will be alive with the delightful sounds of more than 3,000 young musicians, as Key Stage 2 pupils from primary schools across the county show off their talents to parents, carers, families and friends, celebrating their year of learning a musical instrument.
8. **Police report:** Nothing to report
9. **Audit:** Copy of the internal Audit report been circulated prior to the meeting. The main issues raised at audit were adjustment of figures incorrectly entered/omitted and failure to complete PAYE/VAT year end returns.
- a) Figures have been adjusted on the Annual Statement according to recommendations and updated copy issued to members. The amendments now include the payment of an account paid in 2016/17 for Council Tax in 2017/18 and vat that had been omitted from an earlier payment.
 - b) Since internal Audit the issues with PAYE and VAT returns have now been resolved and all returns/claims for the year 2016/17 are complete. Supporting evidence of this will be submitted to BDO with external audit papers.

Following consideration of the accounts and matters raised it was agreed unanimously to approve and adopt the accounts for Audit submission to BDO.

10. **Finance Report:**
- a) Copy of bi-monthly financial report and statement was circulated prior to the meeting. The statement includes an additional page detailing a summary of transactions for the year for the previous and current year. This updates automatically according to input on a spreadsheet and will generate the

Financial year end summary for Audit at the end of the year. This will avoid time creating the document for future Audit

- b) Copy of the clerks timesheet and expenses was circulated prior to the meeting. It was noted the clerk has gone over the expected 3hrs per week as a result of Audit, additional meetings and resolving issues with PAYE and VAT. Members approved payment of salary and expenses.
- c) The following items were considered and authorised from current budget:
SALC – internal Audit £135.00

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

- a) Summary of progress: A detailed time sheet of work carried out by the clerk since commencement was circulated prior to the meeting.
- b) **Playground:**
 - a. Inspections: It was noted that no formal arrangements have been made for inspection of the play area. The clerk will source/create an inspection template and members will rotate inspections. A sign will also be put in place advising users of the area to notify the clerk if they notice any items requiring repair or have any issues of concern.
 - b. Repairs: Tim Salmon has agreed to carry out minor repairs if the council provide materials. The clerk will forward copy of the items requiring attention.
- c) **Update on highways issues:**
 - a. Most of the potholes have been repaired. RK will advise SCC of some areas that still require attention
 - b. Temporary speed signs: RK confirmed these have been approved, awaiting confirmation of delivery.
 - c. Gents Lane priority markings: RK confirmed the order has been issued and the work should take place shortly
- d) **Laptop:** Additional comparative quotes have been obtained and summary of costs circulated prior to the meeting. It was agreed to accept the quote from 999 Network Services, to include provision of laptop with Microsoft office home & business licence, set up of new laptop and transfer of data from existing machine and silver maintenance/antivirus support.

12. **Hallifax Place:**

- a) Request to plant 2 additional trees: Members considered in detail a request to plant a further 2 trees on the boundary of the play area at Hallifax Place. The clerk advised that BDC need to consult with the council on this matter and a site visit has been arranged for Friday 14th July. The council will also be fully responsible for liability regarding the trees and will need to notify their insurers. Members attended a site visit to view the area and will discuss options with Babergh Council officer at the meeting on Friday.
Post meeting note: During the site visit, it was noted that there were 5-6 saplings/whips that had previously been planted by the ex-chair of the PC, authorised by SCC, between properties and the playpark, which had died. Two of these dead saplings/whips are between Mr Sayer's existing trees and the playpark, and it was felt reasonable by the PC to replace these trees, which would also address Mr Sayer's request of two further trees between his existing trees and the playpark. The PC also noted that one of the trees planted by Mr Sayer was a laburnum, known for its poisonous berries, and that several of the trees had capacity to grow 30+ feet, and might impinge on the passage of vehicles to houses beyond, and/or disrupt the road via the roots, but that this was a matter for BDC.

- b) Request to remove a cherry tree outside 12 Halifax Place: Members have been asked by SCC to comment on a request to remove a cherry tree outside 12 Halifax place. Members attended a site visit to view the tree. It was agreed the council have no objection to the removal of the tree.

13. Village Hall:

- a) **Provision of Wi-Fi:** Prior to the meeting GS advised he has investigated supply of broadband to village hall. Regrettably there appear to be no grants available so monthly cost would be in region of £30 plus installation of £60. He will continue to make further enquiries.
- b) **Manhole cover:** The chair advised that Tim Salmon has carried out temporary repairs to the manhole cover which will need replacing. Cost of a replacement cover will be around £40 which TS will fit. Agreed unanimously to proceed.

14. Correspondence: The following matters were discussed:

- a) **Dog bins:** Following a request to provide dog bins within the parish a notice was put in the Parish Magazine asking for public opinion and several responses were received all very supportive of the idea. Details from Babergh advise charges for the service are worked out as 50% of the actual cost of providing the service with the other 50% funded by District Council. Following detailed discussion on possible locations of the bins, it was agreed in principle to trial 2 bins.
- b) **CAB;** Following a request for grant funding from CAB in May council are waiting for further information before deciding this matter.

15. Boundary Commission Electoral Review:

The clerk advised she has recently received information regarding the Electoral Review which will recommend new electoral arrangements for Babergh District council. This will include proposals for the number of councillors elected to the council in future, the number of Wards, the number of councillors representing each Ward, Ward boundaries and names of Wards. The clerk will forward information links to members with comments sent to the clerk. The current phase of consultation closes on 14th August 2017, the clerk will circulate a summary of comments from councillors prior to sending to the local review officer.

16. Planning Applications: None received.

17. Any other business

12.1. **James Cartlidge MP :** DS advised that he met James Cartlidge MP during the recent election campaign and Mr Cartlidge has stated he would be happy to hold an informal surgery in Shimpling to meet with the council and/or public to discuss items such as aerials, masts, broadband and Neighbourhood Plan. It was noted that other parishes are progressing with a neighbourhood plan and would be happy to visit and talk with members if the council chose to create such a plan for Shimpling. Previous consultation with parish residents had not been supportive of a plan. The clerk will obtain further information on Neighbourhood plan and put a report in the Parish News asking for public opinion.

12.2. **Village Hall Meetings:** LB advised that there was no council representative at the recent annual meeting of the village hall committee. LB will obtain details of the next meeting and a representative from the council will attend.

There being no further business the meeting concluded at 8.58pm.