

Shimpling Parish Council
Minutes of Meeting of the Council
Monday 8th July 2019, 7.30pm in the Village Hall

Present:

Councillors: Liz Brunwin (Chair), Katie Haselhurst, Mike Atkins, Gerry Shrimpton, Colin Johnston, Ken Rush, Dan Sharpstone

County Councillor: **District Councillor:** Stephen Plumb

Clerk: Stuart Palmer

1. **Apologies for absence:** Cllr Kemp and Cllr Holt apologies received and accepted
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:** Nothing raised
 - b. **To consider requests for dispensation for the agenda item(s) under discussion:** None disclosed

Public Participation session

One member of the public attended. He raised the issue that the County Council had announced the intention to withdraw the subsidy for the bus route in the village. The chair advised that the PC had been working hard on improving transport and it would be discussed later in the agenda.

3. **Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 20th May 2019 were a true and accurate record. The minutes were duly signed by Chair of the meeting.
4. **Chair's report:** The Chair of the Council gave the following report:
 - The Chair had received correspondence from a couple of residents which have been dealt with.
 - She arranged for a further sign to be supplied and purchased for the other end of the playground which had been kindly put up by David Campan.
 - The Chair sought and received feedback on the annual assembly of the parish that had been favourable.
 - Cllr Haselhurst has agreed to try and update the photos on the parish website.
 - The Chair noted the damage to the bus shelter and reported it to the police. Also rubbish had been left by the bottle bank
 - Finally a meeting has been arranged with senior officers from the planning department for 10th July.
5. **District Councillors report:** Cllr Michael Holt had to attend the Stanstead Parish meeting so Cllr Stephen Plumb was present. He gave the following update:
 - A briefing note was published by the District council on the 2nd Tuesday of the month and is available to the clerk.
 - Cllr Plumb reported that recycling contract had changed and tetra packs could not be recycled at the moment. They should be taken to recycling centres.
 - New dates for refuse collection were being issued to those affected.
 - The companies that run leisure centres in the district may offer free entry to under 16s in the summer.
 - The draft local plan has been approved to go out for consultation.
6. **County Councillors report:** Cllr Richard Kemp was unable to attend so the headlines of his report were read by the clerk.
 - Suffolk County Council (SCC) Children Services graded as 'Outstanding' in recent inspection
 - New leader of LDGI group is Cllr Penny Otton
 - New 'Task and Finish' group set up to scrutinise education issues.
 - At the Council AGM on 23 May, the LDGI group proposed a motion asking the Council to acknowledge the findings of the UN Special Rapporteur on Extreme Poverty following his visit to the UK in November last year, and to set-up a cross-party policy develop group tasked with investigating actions that Suffolk

County Council could take to reduce poverty in the county. Unfortunately, the Conservative administration decided to vote against the motion.

- The UN report found that 14 million people in the UK are living in poverty. Suffolk has not escaped the national crisis: earlier this month, End Child Poverty published its 2019 statistics which revealed that over 50,000 children (28.5%) in Suffolk are being brought up in poverty.
- Housing and the environment among priorities outlined by new SCC leader Matthew Hicks.

7. **Police report;** No report received. The new county wide newsletter available was dated June and is available online: <https://www.suffolk.police.uk/sites/suffolk/files/constablescountymay2019-online.pdf>

There is an opportunity to receive crime information via Police Connect. Go to www.suffolk.police.uk/services/police-connect and register.

One councillor stated that he was very disappointed with the response that the council had received from the police inspector to our letter on non-attendance of the CEO. This was echoed by others and the Clerk said he would respond to the letter.

8. **Public Transport:** Cllr Shrimpton reported he continued to work on the inconsistencies in the provision of public transport to the village. He has had a further response from surrounding villages. He has now had a response from SCC. He said there is a need to lobby the council to continue to support less used services because of need from vulnerable people but also to work with the commercial companies to see if any re-routing would increase use. He would work with the Clerk to write to both including getting local parishes to do the same.

Action: Cllr Shrimpton and Clerk to write further letters to sustain or improve transport service to the village.

9. **Village Hall**

- **Village Hall Committee** – Member of the council attended the recent VHC and reported an update:
- Shimpling Celebrates £560
- Npower raised the DD to the hall from £46pm to £135. This is being challenged
- Hall bookings – new booking from an art group and WI return in October

10. **Responsible Finance Officer's Finance Report:**

10a) The Clerk and RFO gave the following update to the meeting: This had been a quiet period with little outgoing. The PC received the first half of the precept of £4759.50. Leaving balances as follows:

Treasures Account	£3815.75
Business Account	£8068.13
Including CIL of	£2952.29

The Clerk offered to take questions on finances but there were none.

10b) The Internal Audit report had been received from Suffolk Association of Local Councils (SALC) Several positive comments were made and six recommendations were made. The report and the Clerk's action plan for the recommendations had been circulated prior to the meeting and published on the council website for inspection.

The recommendations and PC decisions on resulting actions are recorded below:

Number	Recommendation	Progress	Comments
1	Pensions - As per last years audit, no evidence seen by the internal auditor that a declaration of compliance has been carried out. The clerk has indicated this information is N/A on the audit	Action: Clerk to seek advice on PC responsibilities and comply.	Ongoing

	check sheet. Recommendation : Council should agree and evidence a formal pension responsibility declaration.		
2	<p>The Council has NOT complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with either income or expenditure not exceeding £25,000 and published the following on a public website:</p> <p>Analysis of variances</p> <p>Bank Reconciliation</p> <p>Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015.</p> <p>Recommendation : Council should consider additional published Website Audit and Accounting Information.</p>	The regulations state that this must be done by 1 st July. I had planned to do this after the audit. It is now complete	Complete
3	<p>The Council has partially complied with the requirements of the Transparency Code for smaller authorities and has published the following on a public website for the year 2017/18:</p> <p>Annual return, Bank reconciliation and budget variances</p> <p>Recommendation: Council should note that for the year under review (the year ending 31st March 2019), in accordance with the Transparency Code for smaller authorities with neither income or expenditure not exceeding £25,000 the following must be published on a public website:</p> <p>Analysis of variances</p> <p>Bank Reconciliation</p> <p>Items of Expenditure Above £100</p>	As above	Action: Clerk to get advice on how to publish Bank Recs and Analysis of variances.
4	<p>The cashbook shows no reference to the legal powers used for items of expenditure incurred other than S106/CIL</p> <p>Recommendation : In line with last years audit recommendation, Council might consider introducing and referencing the powers identifying the Parish Council's authority to spend thereby ensuring that all financial decisions or payments are made in accordance with statute and the Council is not</p>	This is not strictly accurate as it was introduced last year but quickly dropped off through lack of time of Clerk. I have re-introduced the practice on a template form to	Complete

	undertaking any decisions or payments that are ultra vires.	ensure consistent use and introduce as a new control measure	
5	<p>Finance reports along with payments and receipts are minuted at each council meeting. Consideration has been given toward setting up a finance committee but this has been deferred.</p> <p>Recommendation : Financial reporting is clear, however council should consider broadening this information with additional budget variance reporting in order to align with Section 4.8 of the councils financial regulations.</p>	For consideration by council	Resolved: The PC are satisfied with twice yearly reporting by routine and additional reporting by exception and on request.

10c) The following payments were made outside the meeting and acknowledged:

- Lark Valley grass cutting **£246.00**
(Open Spaces Act 1906 ss 9 & 10)
- G&D designs re playground sign **£30.00**
(Public Health Act 1875 s164)

10d) The following accounts were approved for payment:

- **Clerk's net salary payment** **£248.90**
- **HMRC Tax payment** **£62.20**
- **Admin and Expenses payment** **£74.40**
(Local Government Act 1972 s 112)
- **SALC re Internal Audit** **£225.60**
(Local Government Act 1972 s 111)

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

- a) **Summary of Progress:** During this period (May-July) the clerk worked beyond the given time frame of 4hrs per week (2 hours over). This is mainly as a result of the audit work. The Clerk's time sheet was authorised.
- b) **End of Year Audit:** Much of the work this period has been to prepare and submit the Internal Audit. The clerk attended SALC offices on 10th June 2019 to submit a file and collected the same file on 28th June 2019. The clerk submitted the correct papers for self certification for the External Audit before the 1st July deadline and received an acknowledgement.
- c) **Register of Interests.** The clerk scanned in and submitted the 7 Register of Interest Forms
- d) **Training-** Everyone surveyed can do the 23rd September so training for the full council will be arranged for that date. The clerk thanked those who had moved things to be able to provide a full attendance on the date. The Clerk will now liaise with SALC to agree the programme and date.
Action: Clerk to arrange training
Action Clerk to book village Hall.

Other updates covered elsewhere in the meeting.

12. Playground:

- **Playground Maintenance.** Following further work to maintain the aerial runway as recommended in the recent inspection has resulted in a quote of :£600 + Vat. It was resolved that this was suitable for payment by CIL funds. The repair has been booked for week commencing 22nd July.

13. Speed Indicator Devices(SID):

The Clerk gave an update on the SID for the village:

- Device was collected for updating and conversion to white lights to extend battery life. Company say that this work will extend battery to three to four weeks improving on the current two weeks.
- Device will be dispatched to the clerk when ready.

14. Correspondence Received:

A letter received from Mr Shayer was circulated prior to the meeting. In it he requests more trees to be planted and questions the type of trees authorised. He also complained about the clerk living outside the village and loud car radios in cars parked in Halifax Close.

The Chair responded to the letter on behalf of the council.

15. Planning :

- a) Planning Appeals received: Cracketts, The Street, Shimpling IP29 4HU. Deadline 1/8/19
The council discussed these appeals. It was noted that the PC supported the initial application. They further supported the application when the applicant submitted new plans. The PC noted that the application had been denied by the District Council. The PC resolved to support the applicant's appeal.

Action: Clerk to write a letter of support on behalf of the PC.

- b) Planning updates were given as:
Redroofs, The Street, Shimpling IP29 4HS application approved.
- c) District Council Joint Local Plan
One councillor pointed out that the clerk alerted him to a Tweet put out by BDC that the Joint Local Plan was on the agenda of a recent meeting to be agreed to go out for consultation. On inspection of the plan in its current form, he noted that it still contained errors pointed out to BDC in earlier plans. After discussion with the Chair, the Chair wrote to the Chief Executive of BDC Arthur Charvonia on 1st July pointing out the error and need for urgent rectification. Following discussion within the PC and helpful advice from Cllr Plumb, the PC resolved to continue to engage with the consultation. It was noted that some elements of the plan are helpful to the village, such as the category 'Hamlet' Cllr Plumb recommended sending the letter to Robert Hobbs
- d) Land North East of Gents Lane – Decision received – Appeal denied. The PC welcomed this news but noted that it did not necessarily mean the end of the matter. As the decision came in just before the meeting the PC resolved to consider the decision further outside the meeting and bring it back to a meeting if necessary.

16. Urgent Matters to be brought to the attention of the council

One councillor said that dog waste had been found by the dog waste bin. She volunteered to research costs of supplying dog waste bags in a dispenser by the bin.

The Public Participation session was re-opened and any member invited to question or comment. One member asked if the local plan consultation was online and Cllr Plumb confirmed it was. He also asked about grass cutting where Mill Hill joined the bridge. Cllr Rush said that he may be able to help with that outside the meeting.

There being no further business the meeting concluded at 9. 10 pm.