

**Shimpling Parish Council**  
**Draft Minutes of Meeting of the Council**  
**Monday 9<sup>th</sup> July 2018, 7.30pm in the Village Hall**

**Present:**

**Councillors:** Liz Brunwin (Chair), Katie Haselhurst, Dan Sharpstone, Ken Rush.

**County Councillor:** Richard Kemp

**District Councillor:**

**Clerk:** Stuart Palmer

1. **Apologies for absence:** Gerry Shrimpton, Colin Johnston, James Long. Noted 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**

The was one member of the public present and no issues or questions were raised.

3. **Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 11<sup>th</sup> June 2018 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:
  - a) She attended a meeting of Suffolk Association of Local Councils (SALC) where the main topic was planning. Members of the planning department and leaders of the council were present and answered questions.
  - b) She attended leadership training with the new Vice Chair
  - c) The dog waste bin is now in use and she sent her thank to Laurence Rook for installing it for the village.
  - d) She called a Community Infrastructure Levy (CIL) working group (WG) to discuss how the village can benefit from CIL money recently received. The WG came up with a list of possible initiatives to be discussed on the agenda
  - e) She and the Vice Chair met a new candidate to join the PC and his election was placed on the agenda.
  - f) She contacted the highways department in June to enquire when the hedges would be cut. They responded that it would be within 2 weeks. She will chase
  - g) She arranged help from another parishioner to cut the area around the Coal House as the owner could not be contacted. Thanks to John Pawsey for help with this.
  - h) She held an extra meeting to discuss a planning application.
5. **District Councillors report:** Cllr James Long sent apologies for missing the meeting.
6. **County Councillors report:** (taken out of order) Richard Kemp gave a report as summarised below:
  - Cllr Kemp reported that the opposition successfully 'called in; the decision to cut school transport. Unfortunately, that decision has now been progressed through.
  - A consultation has been launched on the future commissioning of specialist education services
  - A major review of Suffolk Highways has been announced. Areas due to be reviewed include:

- Existing policy which determines how resources are deployed, known as the Suffolk Highway Maintenance Operational Plan (HMOP);
- How the location of potholes on the road is considered alongside the width and depth, recognising the impact they can have on cyclists and motorcyclists;
- How utility companies coordinate roadworks and are held to account for their actions;
- How residents, councillors and businesses are informed about road repairs and how they can access information;
- Financial control and contract management;
- How town and parish councils can work closer with Suffolk Highways to make the best use of their local knowledge, skills, money and time.

- **Scam Awareness Month**

As part of Scams Awareness Month, Suffolk Trading Standards is urging Suffolk residents to not miss a trick and be scam aware.

Last year, Citizens Advice found that almost three quarters of people surveyed had been targeted by a scam in the previous two years (2015-17). It's estimated that only 5-15% of scams are reported, and some people don't even know they have been scammed.

Scammers target people by post, phone calls, text messages, emails, and they even visit homes without any warning. Scams come in a variety of forms, from lottery scams to fake ticketing and emails, but ultimately a scam is any attempt to fraudulently obtain money or something else of value.

While new scams crop up all the time, the tactics of scammers remain the same, they will often:

- Contact you out of the blue
- Ask for personal or financial details
- Put you under pressure to respond quickly
- Ask you to keep their offer secret
- Make promises or offers that sound too good to be true

Suffolk Trading Standards is advising residents to:

- Verify the identity of strangers
- Look out for grammatical or spelling mistakes in letters or flyers
- Never give out bank details
- Never send money to strangers
- Say no to persuasive sales talk

Suffolk Trading Standards has the ability to prosecute those who undertake these misleading actions and provides support and advice to victims of scams. As part of the fight against scammers, Suffolk Trading Standards implements 'No Cold Calling Zones', just one way that doorstep scams can be stopped

More information is available at [www.suffolk.gov.uk/nocoldcallingzone](http://www.suffolk.gov.uk/nocoldcallingzone)

A councillor mentioned about the delays in cutting verges and Councillor Kemp offered to keep following it up.

7. **Police report;** No report received but one of our neighbourhood team sent an email stating that the most prevalent issue at the moment for the village is the burglary at an address on Aveley Lane recently but the offenders were disrupted. They were seen leaving the property in a black BMW 4 wheel drive. If anyone sees a vehicle matching this description in the area can they please inform the police on 101 or via the online reporting tool on the Suffolk Police Website. A councillor mentioned that there continues to be farm machines and plant stolen in the area. One councillor mention that a digger had been stolen from the village.
8. **Training:** The Chair asked how the council wanted to undergo training. There is a modular course available for new and experienced councillors. The course can be delivered over two days or four evenings. The meeting agreed that the evening sessions would be good subject to finding the required resources in next

year's budget. The Clerk will try to negotiate a favourable rate for a group training in the Village Hall. He would also explore cost sharing with other councils.

**9. Asset register** The Chair has started to look at the Asset Register but needs more time to challenge assumptions made within it. To be brought back to later meeting.

**10. Risk Assessments** The Clerk reported that there was one risk assessment for the PC. It concerns the financial risks. It is out of date and needs to be updated

**Action: Clerk to update the financial risk assessment**

The meeting felt there should be a risk assessment completed for the Playground and future Village Clean Ups. It was felt that the Village Hall should have some risk assessments:

**Action: Clerk to contact the Village Hall Committee to find out what Risk Assessments they hold and maintain**

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

- Copy of bi-monthly financial report and statement was circulated prior to the meeting. The statement clearly identifies all transactions to date and current financial position. The following accounts were approved for payment:

• SALC re Internal Audit	£170.40
• Clerk's Pay	£376.40
• Clerk's expenses	£63.90
• HMRC re Income Tax	£94.00
• SALC re Leadership training course	£247.20
  
- Update on income and expenditure  
The Clerk updated that the treasurers account had a balance of £1873.04 but after tonight's authorised spending would leave a balance of £921.14. He stated the Business account had a balance of £10252.38. This included our reserves and £5252.00 CIL money which was ringfenced for spending on community infrastructure improvement.  
The Clerk reported that the new internal control measures had been completed with the Vice Chair reconciling the bank statements against the accounts and endorsing the task.
  
- Internal Audit Outcome  
The Clerk reported that the Internal Audit had gone well with ne serious concerns or issues raised. 6 recommendations were made and the Clerk has created an action plan as below to track the council's progress in dealing with them;

Number	Recommendation	Progress	Comments
1	Council should consider either including payments within the Minutes or attaching a payment schedule to the Minutes.	Current Clerk adds a list of all payment made since last minutes to the agenda and will ensure these are reflected in the minutes	Complete
2	To ensure that all payments made are within its powers and that it is not acting outside of its legal power, the Council should consider adding a reference as to the power being used in either the Minutes or the Cashbook.	This will involve more work but is easily achieved	Complete. Resolved to add to agenda
3	Council should ensure risk assessment documents are kept updated.	On agenda for July meeting	Action for Clerk to update
4	Council should consider including the bi-monthly reports within the Minutes.	For consideration at July meeting	Resolved to include more financial information within minutes
5	Council may wish to re-look at Box 9 of Section 2 of the AGAR to ensure the correct figure is displayed. Council should address the issues arising in regards Fixed Assets from the external auditors BDO for year 2016/17.	For consideration at July Meeting	Awaits update of Asset Register in September
6	The Internal Auditor notes the figures have been changed in Box 7 for year ending 31 March 2017 from the Annual Return for 2016/17. Council may wish to verify these are the correct figures.	To meeting in July	Agreed the previous figure is a typo and minutes to reflect this.

12. **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) I have worked beyond the given time frame of 3hrs per week (24 hrs over). This is a result of attending 4 meetings, preparing for them and recording

them. There was also a need to complete 4 hours ensuring the council comply with GDPR legislation. There was also extra work involved in completing the annual Internal Audit on behalf of the council to a total of 8 hours including 4 hours travelling. However I have made good progress on some outstanding issues:

- b) **Council Vacancy:** I have consulted Babergh electoral services and managed this issue according to their advice. The vacancy was formally notified and published. No election was called within the regulated time-frame so the vacancy can now be co-opted. One candidate was met informally by the Chair and Vice Chair on 9<sup>th</sup> July and an update is on the agenda.
- c) **Dog Waste Bin:** The dog bin is now in place and has been widely advertised to encourage use. We have received several positive comments from residents.
- d) **Internal Audit:** The internal audit papers were put together including completing the Annual Governance and Accountability Statement (AGAR) and sent to SALC. The audit was completed with no significant issues raised and 6 recommendations made to the council. This is on the agenda.
- e) **SIDS Unit:** We are now in a 14 week wait for the unit or units to be fitted in the village
- f) **General Data Protection Regulation (GDPR);** There were a number of issues to deal with to ensure the council complied with the new legislation before the deadline of 28<sup>th</sup> May. I wrote a privacy notice, ensured the website supported cookies and informed users, completed and data audit template, update the Data Protection Policy and published all on the website.
- g) **Transparency:** To comply with the Transparency procedures for small councils I have published the full accounts for the year, the report of our Internal Audit, the Annual Governance and Accountability Return (AGAR) and the published dates for exercise of public rights
- h) **Planning:** It was necessary to call an extra meeting to respond to planning application DC/18/02251 regarding the Barn at Shimplingthorne and respond to the planning authority.

### 13. Village Hall:

- (a) **Village Hall Maintenance** The Chair has been informed that the redecoration and refurbishment scheduled can be paid for out of the CIL money the PC has received taking some pressure of the PC budget.
- (b) **Broken Manhole covers:** Laurence. Rooke has offered to repair the two broken manhole covers alongside the Village Hall at cost. These have been broken by heavy machinery accessing this area beside the hall. The repair work will attempt to level the covers to make them less vulnerable.

14. **Council Vacancy:** Mike Atkins of Quince Cottage, The Street, Shimpling IP29 4HX was voted to serve on the council by unanimous vote.

**Action: Chair to inform candidate and Clerk to ensure acceptance of office and other mandatory forms are completed within 28 days.**

15. **General Data Protection Regulations:** Covered in Clerk's update above.

16. **Community Infrastructure Levy (CIL):** The Chair reported that she had held a working group (WG) with other members to discuss options for the CIL money recently received. The PC have 5 years to spend the money. A list of possible options (with estimate of costs) was compiled and discussed in the meeting to prioritise:

- **Village Hall refurbishment** £2000
- **Village Hall replacement fascia** £2700
- **Traffic Mirror replacement** £50
- **Bringing circular bench back into use** up to £250
- **New village playground signs** £150
- **Replace goal posts** £3200
- **More trees and plants** up to £100
- **Repair potholes** unknown
- **New glazed notice boards** £1600 each

A list of priorities was agreed:

- **Village Hall refurbishment**
- **Circular bench**
- **Signage for playground**
- **Traffic Mirror**
- **Goal Posts**
- **Trees and plants**

The Chair noted that there were possible funding streams for the goal posts and asked the Clerk to appeal for volunteers to bring the circular bench back into use in the next Parish Meeting, The costs then might amount to just the costs of any material such as paint.

**Action: Clerk to request volunteers to refurbish bench in next Parish Magazine.**

17. **Correspondence Received:** The clerk received two pieces of significant correspondence.

- Babergh and Mid Suffolk Statement of Community Involvement Consultation. The PC is being consulted with on this issue. The clerk has circulated the consultation to all. One councillor has already responded and his response has been shared with the PC. Any further comments to the clerk by 23<sup>rd</sup> July as he will send a composite agreed response.

**Action: All to give any feedback comments on the consultation to the clerk by 23/7/18**

- Suffolk Police funded Police Community Support Officers. The force has sent out a general invitation to councils and community groups who may be interested in funding a PCSO. This was discussed and there was general consensus that it would be very difficult to fund for limited benefit.

18. **Planning :** There have been not further planning notices or decisions received.

19. **Urgent Matters to be brought to the attention of the council**

- a) Tree Wardens – Our Tree Warden reported back on an inaugural area tree wardens meeting.
- b) **Agenda for next meeting:** The following items were requested to be included on the Agenda
  - Cockerel noise nuisance.

**There being no further business the meeting concluded at 9. 05 pm.**