

Shimpling Parish Council
Draft Minutes of Meeting of the Council
Monday 10th September 2018, 7.30pm in the Village Hall

Present:

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

County Councillor: **District Councillor:** James Long

Clerk: Stuart Palmer

1. **Apologies for absence:** Liz Brunwin, Ken Rush, Richard Kemp. Noted and accepted. The Chair gave a warm welcome to Mike Atkins, new councillor.
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

Six members of the public (MOP) attended. Mr Shayer addressed the council with a request to replace 2 trees that had died on the edge of the playing fields outside his home. He stated he was willing to replace them at his own expense. Another MOP asked if the trees would be put back in the same place as the existing. Mr Shayer confirmed his request was for replacements for the dead trees.

Another MOP stated that he wanted to record what a good job the council was doing. He noted that the paths had been refurbished and the pot hole by the manhole cover repaired. A MOP asked if the verges could be cut in December to protect the daffodils that had been planted.

Action: Cllr Brunwin to investigate costs of adding this cutting to the council grass cutting budget.

Item 14a – Mr Shayer's letter to the council was then taken out of order. He requested two trees that had died be replaced with similar at his own expense. There was a discussion about type of trees. It was resolved that Mr Shayer would be asked to provide a short list of trees he would like to use to replace. The council will select from that short list and approve replacement by exchange of a letter of understanding exchange on the council's final decision.

Action: Clerk to write to Mr Shayer summarising decision and requesting preferred trees.

3. **Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 26th July 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:
 - David Campan has agreed to inspect the playground on a regular basis and report his inspections. He also ensures that the playground is kept litter free. Many thanks to him..
 - I received reports from a resident of Hallifax Place of speeding cars and contact Richard Kemp and Suffolk Highways about this. They are unable to offer help. PC to discuss possible course of action.
 - Mobile goal posts. Chris Cooke who mows the play park confirms that he would prefer mobile goal posts rather than static ones.
 - Chased Suffolk CC regarding verge mowing after a report of a child being knocked off his bike in the village by a car. No earlier date was given. They confirmed that mowing of verges takes place once a year. This year it was done the last week of August.
 - Attended working party of the defibrillator group. Notes forwarded to councillors.
 - Chased Suffolk Highways about a long standing pot hole in The Street which Suffolk Highways had said wasn't bad enough to repair. I managed to secure a second site visit where it was finally decided that action would be taken. Because the holes were surrounding the manhole, the criteria for taking action was never going to be met.

- Arranged for wasp nest in the playground to be sorted. Many thanks to John Watson for his help.
- Asset Register – have been working on this.
- Footpaths – these have now been all wired and repaired.
- Attended an extra meeting on the 26th July to discuss planning application.

5. **District Councillors report:** Cllr James Long gave the following update:

- Babergh and Mid Suffolk councils signed up to 'Dying to work charter'. Both councils pledge to support their terminally ill workers.
- Planning applications for the old Hadleigh offices of the council had been approved for the development of 58 homes with mixture of accommodation.
- Nominate Your Stars is a scheme for councils to nominate members of the community for an award. Details are on the Babergh web site. Deadline 28th September.
- Final recommendations on the work of the boundary commission has placed Shimpling in Chadacre Ward. Now awaits primary legislation to confirm the change.
- Cllr Long offered to take questions from the meeting but there were none.
- Councillor Long offered his apologies for the November meeting.

6. **County Councillors report:** Cllr Richard Kemp's update was read by the clerk:

- Suffolk County Council (SCC) has received funding by DoE for a 3 year pilot to support young people leaving care called the 'Staying Close' scheme.
- Recycling rates in Suffolk had dropped over the past 4 years from 51% in 2013 to 47% in 2017. 50% of waste is incinerated in Suffolk which is much higher than the national average of 38%. The Suffolk Waste Partnership has set a target of 60% recycling of municipal waste by 2020
- Superfast Broadband continues to grow. Currently over 93% coverage with a target of 98% by 2020.
- Councils call for Power Companies to co-ordinate power projects

7. **Police report;** No report received

8. **Asset Register:** Cllr Brunwin had carried out a great deal of work to review and rationalise the Asset Register. It was tabled for approval. One councillor noted that the large file cabinet in the village hall needed to be added. Another questioned the value of the telephone box. It had previously been valued at £5000 and was now £2000. Clerk actioned to check the value and add the file cabinet.

Action: Clerk to add file cabinet and check the value of the telephone box

Action: Clerk to publish the asset register on the council web site

Action: Clerk to send approved asset register to the insurers.

9. **Risk Assessments** The Clerk reported that he had reviewed the councils risks as actioned:

- **Financial Risk Assessment** - this has been updated and offered for approval. This was agreed
- **Village Hall risk documents** - These documents supplied by the Village Hall Committee covered risk in the village hall and give information on conditions to hirers. These were circulated to the council and agreed.
- **Playground Risk Assessment** – It was agreed that this is a gap that should be filled. Cllr Haselhurst volunteered to work on this

Action: Cllr Haselhurst to complete a Playground Risk Assessment

- **Village Clean Up** – It was agreed that this was needed and should be completed before the next event.

10. **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:

To consider the following items awaiting authorisation:

- **999 Network re IT support..... £120.00**

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|--------------------------------|---------|
| • Lark Valley re grass cutting | £336.00 |
| • Clerk's Pay | £204.00 |
| • Clerk's expenses | £69.48 |
| • HRMC re Tax | £50.80 |
| • Shimpling Parish Magazine | £440.00 |

Six monthly budget review

At the midpoint of the year the council is roughly on budget. Having started the year with a balance of £562.62 and a precept of £3553 precept the council had an operating budget of £4115.62. After paying all bills and subscriptions to date apart from the Clerk's pay and expenses there is a balance of £224.70. After payment of wages and tax, this will leave a deficit of £99.58.

The council have gone considerably over the budget for the first half of the year with the Clerk's wages. However this is mitigate to a great extent by unbudgeted receipts of £924 for the recycling.

The 2nd half of the precept of £3553 has just been received and I will keep finances under review as we prepare for working group (WG) meeting on the precept application in November.

A councillor asked for a more detailed breakdown of spend against budget by budget line.

Action: RFO to prepare a more detailed breakdown of spend against budget

The Chair asked for volunteers to set up a WG to start the work on a draft budget for 2019/20 so we can start to discuss the precept charge at the November meeting. Cllr Shrimpton, Cllr Brunwin and the RFO volunteered.

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 (July - Sept) I have worked beyond the given time frame of 3hrs per week (2 hrs over). This is mainly as a result of receiving several planning applications to deal with and holding an extra meeting
- b) **Council Vacancy:** Councillor Atkins completed all necessary paperwork and this has been forwarded to the District Council.

Other updates covered elsewhere in the meeting.

12. **Village Hall:**

- (a) **Village Hall Maintenance** Marion Peck updated the meeting that there had been delays in starting the refurbishments She has chased the company.

13. **Community Infrastructure Levy (CIL):**

- a) The council discussed updates on CIL budget spending on the agreed priorities
 - Village Hall refurbishment (LGA 1976 s133). This has been delayed
 - Bringing circular bench around tree back into use (LGA 1972 s137). Cllr Sharpstone agreed to look at the tree and suggest a suitable replacement if needed. Cllr Haselhurst agreed to speak to Ed Hickford who had been looking after the area and L Rook volunteered to look at the bench and see what was needed to bring it back into use

Action: Cllr Haselhurst to co-ordinate above actions in relation to the bench.

- New village playground signs (Public Health Act 1875 s 164). All agreed to the wording previously circulated by Cllr Brunwin.
- Traffic Mirror replacement (LGA 1972 s137). A councillor stated that these were not allowed in Cambridgeshire. Clerk asked to check if the replacement is lawful and if so, purchase a replacement.

Action: Clerk to check if the replacement mirror is allowed and if so purchase a replacement

- Goal posts (LGA 1972 s19)
- Trees and Plants (Open Spaces Act 1875 s164)

b) To consider further CIL spending

- Defibrillator purchase (Public Health Act 1936 s 234) – Council agreed to support this when it is known how much is needed and how much will be needed on the other priority areas.
- Grit Bins (LGA 1972 s137) – Highways will no longer replace the grit piles. They will only replace grit in approved grit bins. Grit bins will not be supported on roads that are priority 1 and 2 and are gritted. It is believed this covers the two main grit piles in the Street and Slough Hill. Clerk asked to check if Little Chad is on a priority route and if not, explore the application for a grit bin

Action: Clerk to check if Little Chad is on a priority route (Clerk Note – There is already a Grit Bin at the location)

- Pot Holes (LGA 1972 s137) Whilst it is a real problem in the village, like many places elsewhere, there is limited legislation that allows the council to spend money on this. The council can only use Sec 137 of Local Government Act, which has a very restrictive spend allowance. There is also significant risk in taking this over from the SCC Highways responsibility. One councillor stated that some county councils run a 'self help' scheme for parish councils. This is not believed to exist in SCC however it was agreed that the cost of employing an SCC Highways 'gang' for a day and how many they could repair should be explored.

Action: Cllr Atkins to explore the costs of a 'gang to repair potholes in the village and how many they could fix in a day.

14. **Correspondence Received:** The clerk received three pieces of significant correspondence.

14a Mr Shayer – dealt with above

14b Suffolk Accident Rescue Service (SARS) wrote in to describe their support in emergencies in Suffolk and request a donation from the council to support their running costs. Council agreed that they should have a further discussion about charitable and community giving and the state of finances before further donations to be made. To be added to November agenda.

14c Speeding in Hallifax Place – A councillor has been approached about speeding in the close by residents. SCC had been contacted about traffic calming measures but the village already has the only one allowed, i.e. signage. Council agreed to leaflet residents requesting residents not to speed in the close.

Action Cllr Brunwin to leaflet residents.

15. **Planning :** The Clerk gave updates on the following planning applications:

- a) Cracketts, The Street Shimpling – Letter of consent sent
- b) 9 Gents Lane, Shimpling – Letter of consent sent
- c) The Bush PH, Shimpling – Letter of objection re planning appeal sent
- d) Trevilla, The Street, Shimpling – Decision notice received
- e) 6 Slough Hill, Shimpling – No issues raised

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

- a) SIDS – A councillor asked for an update on the Speed Indicator Device application. The Clerk agreed to chase it again.

Action: Clerk to chase SCC Highways re SIDS schedule.

- b) One councillor raised the problem of trees infringing on BT wires in the village. Cllr Long stated that those on the highway are the responsibility of Babergh Council and those on private property are the responsibility of the landowner.

Action: Clerk to contact Mr Pizzey and Babergh Council to see if they can attend or help.

- c) One councillor noted that the developer in Gents lane had felled two trees on the day of the meeting in contravention to his planning application. Council agreed to check this and if it is correct to write to Babergh to point out the contravention

Action – Cllr Johnstone to assist Clerk to write to BDC regarding any contravention of planning authority.

- d) **Agenda for next meeting:** The following items were requested to be included on the Agenda
 - Community and Charitable giving by the council

There being no further business the meeting concluded at 9. 02 pm.