

Shimpling Parish Council
Minutes of Meeting of the Council
Monday 11th November 2019, 7.30pm in the Village Hall

Present:

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

County Councillor: Cllr Richard Kemp **District Councillor:** Cllr Michael Holt

Clerk: Stuart Palmer

1. **Apologies for absence:** Ken Rush, and Stephen Plumb 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:** Cllr Sharpstone and Cllr Atkins made a private interest declaration in planning permission at 13g in that they were close neighbours and knew the applicant. The council resolved for them to remain present but to take no part in the debate.
 - b. **To consider requests for dispensation for the agenda item(s) under discussion:** None disclosed

Public Participation session

Four members of the public (MOP) attended. One MOP thanked the council and chair for their hard work on trying to retain the village bus service due to be cut. He also stated that there was a traffic diversion sign left from recent roadworks in the ditch at Little Chad Close.

Clerk's Note: Cllr Kemp followed this up with SCC and arranged for it to be collected the following day.

3. **Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 9th September 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:
 - With the Vice Chair, she has carried out a job appraisal with the Parish Clerk.
 - The Chair attended a meeting with the Vice Chair, Clerk and Cllr Shrimpton to put together a draft budget for approval by the Parish Council.
 - She had liaised with a resident and the Village Hall Committee Chairman regarding a quote for the work to be done on the pathway behind the Village Hall and this work has now been completed. She thanked Laurence Rooke and Ted Pine for all their help with this project.
 - Along with Councillor Shrimpton, she has spent a lot of time this month trying to make progress on the bus situation in Shimpling. Suffolk County Council has advised that the 375 would be cut on 2nd November but that community transport could be used by residents. This did not help school children and those going to work on a daily basis to Bury St Edmunds and the community bus offers only a limited service and bus passes could not be used.
 - With the Clerk's assistance, she is now set up for online banking to ensure payments are more efficient, less time consuming and cost less to process.
 - With other councillors, she undertook tailored training on legalities of a councillor and standing orders.
 - She is looking into the possibility of obtaining a grant for wifi in the Village Hall which would help reduce paperwork at council meetings.
 - She had dealt with several items of correspondence with residents regarding bus cuts and trees on the play park area of Halifax Place.
5. **District Councillors report:** Cllr Stephen Plumb was unable to attend so Cllr Michael Holt 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.
 - Councillors have been given more time to consider name change of Babergh District Council

- Cross Street in Sudbury will have some parking bays removed to improve air quality on a temporary basis.
- There will be a repeat of the free swimming initiative at Christmas
- There has been more Fly Tipping enforcement. One suspect fined more than £1500.
- Abbey croft Leisure awarded two more county-wide exercise referral quality standards.
- Free recycling talks to residents have been offered
- In answers to questions, Cllr Holt asked to be copied in to any issues with the buses that were ongoing and would also find out the situation with recycling/disposal of paint.

6. **County Councillors report:** Cllr Richard Kemp gave the following update:

- Suffolk County Council (SCC) Cabinet Reshuffle – details of new responsibilities given.
- SCC Boundary review – deadline extended to 2 Jan 2020
- 35% Cut in Health Visitors
- Speed Limit Changes – A new system is in place to request this .
- Budget Monitoring – It was reported that Base budget is forecast to be overspent by £1.2M after Q1 figures. And £6.7M on Dedicated Schools Grant Budget, largely due to complex Special Needs case.
- Review for School Transport policy has been confirmed. However the review will focus on the implementation of the policy.
- £7.5M invested in Great Blakenham mixed recycling facility.

7. **Crime matters;** The new county wide newsletter available was dated June and is available online: <https://www.suffolk.police.uk/sites/suffolk/files/constablescounty-october-digital.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 Cllr Rush had experienced theft of Diesel. Cllr Holt asked if the council would be interested in meeting the police if he could arrange a larger multi-parish meeting? The PC confirmed it would be interested.

8. **Public Transport:** The Chair reported that despite best efforts the 375 service has now been cut. She and other councillors continued to work with other parishes, the bus companies and SCC to get some service provision for the village. At their last meeting with SCC they said that they would report back in two weeks so this is now awaiting.

9. **Village Hall**

- **Village Hall Committee** – A member of the council stated that there had been no meeting since the last PC meeting. The Chair reported that she had now received the audited accounts and there was some learning from the process. She also stated that the quiz night was well attended and a success. Another councillor pointed out that volunteers were still required for the Village Hall Committee.

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 second half of the precept of £4759.50. Leaving balances as follows:

Treasures Account	£5212
Business Account	£8220
Including CIL of	£2952

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

10b) The Clerk gave an update to the Budget and the work of the recently convened Budget Setting Working Group. The full paper that was considered is reproduced below at Appendix A:

The Clerk recommended setting a budget for the financial year of April 2020 to March 2021 of £9743. This is a slight increase from 2019/20 of £224.

The Council resolved to implement the Clerk's recommendation and set the budget at £9743.

10c) Setting the Precept- The Clerk reported that as the only guaranteed income that the PC got was from the Precept, it would need to be set at a level to cover the budgeted outgoings. A Precept of £9743 would mean a rate for Band D of £51.92 based on the new Tax Base of 187.64. That would be a £0.58 rise on last year or 1.13% increase for Band D homes. Full details are in Appendix A.

The Council resolved to set a Precept of £9743.00

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

- LW Rooke re Paving at VH £200.00
LGA 1972 s 133 (Public Buildings)
- SALC Payroll services £27.00
LGA 1972 s112 (Employment of Staff)
- CAS re Annual Insurance Premium £780.64
LGA 1972 s 111 (ancillary Powers)
- ACE Fire Safety £100.64
LGA 1972 s133 (Public Buildings)

10e) The following accounts were approved for payment:

- **Clerk's net salary payment after Tax** **£265.44**
- **HMRC Tax payment** **£66.40**
- **Admin and Expenses payment** **£55.10**
LGA 1972 s 112 (Emp of Staff)
- **CAS Re web hosting** **£60.00**
LGA 1972 S 142 (Websites)

11. **Clerks Report:** A 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 (Sept - Nov) I have worked under the given time frame of 4hrs per week (4 hours under). I prepared and attended an extra training meeting. Despite the extra meeting I have taken some leave and reduced hours to stay within budget.
- b) **Budget Review:** A prepared for an attended the Budget setting Working Group on 23/10/19. I prepared a paper on the proposed budget and it is on the agenda for this meeting.
- c) **Parish Council Training.** I organised and took part in full council training.
- d) **Parish Council and Village Hall Insurance.** As instructed, I negotiated a comparable but cheaper combined policy over 14 months to put renewal in a more convenient time frame for PC scrutiny.
- e) **Performance Appraisal.** – I prepared for and attended my annual performance appraisal by the Chair and Vice Chair of the council

Other updates covered elsewhere in the meeting.

12. Finance Regulations:

Following an update to the National Association of Local Councils (NALC) Model Finance Regs in the summer it was necessary to update the PC Financial Regs. The PC only pays for goods and services by cheque at the moment and this is becoming increasingly difficult with some suppliers refusing to accept cheques. The proposal was to move to an electronic banking system of payments. Payment control would be introduced so each payment would need to be authorised by an authorised signatory in the same way as cheques are drawn at the moment.

Resolved to move to a payment controlled electronic banking system.

The financial regulations have been updated to reflect electronic banking.

Resolved to adopt the new revised Financial Regulations for the Council.

13. Planning:

The Clerk gave an update on planning applications:

Planning Decisions

- a) DC/19/04489 Lyndhurst, Little Chadacre, Shimpling, Bury St Edmunds Suffolk IP29 4HL – Approved

- b) -DC/18/04395 - New Dwelling - Malting Farm, Shimpling - Appeal Dismissed
- c) DC/19/03607 - Plot Adjacent Gents Lane, Shimpling Street, IP29 4HP – Application withdrawn
- d) DC/19/03692 - Mount Farm Barns, Shimpling – Prior Approved
- e) DC/19/04236 - 6 Slough Hill, Shimpling, IP29 4HN – Approved
- f) DC/19/03894 Court Cottage, The Street, Shimpling, IP29 4HS – Approved

Planning Applications

- g) DC/19/04675 – Rye Cottage, Bunkers Hill, Shimpling IP29 4HX

The PC discussed the above retrospective application, noting that the development had been built and completed. One councillor stated that this is very difficult to know whether to support or object to the application as there was such a lack of information available. Other councillors commented that the new extension did not look in keeping with the rest of the house. One councillor noted that there was some retrospective pre-application advice but this was not available to the PC to consider. The development seems to be against parts of local policies HS33 and CN01 but it is unknown what weighting the planning authority would give to these. One councillor stated that the PC should have a policy in the future to object to all retrospective planning applications to discourage this from happening again.

Resolved to write to the planning authority to express the issues and that there was not enough information to support or object to the application.

Action: Clerk to write to the Planning Authority by the extended deadline.

Joint Local Plan and Engagement

- h) One councillor said that the PC had made a response to the JLP but was still concerned that the green spaces in the village on previous maps have disappeared on the JLP. Cllr Holt offered to help with this.

Action: Cllr Johnstone to assist Clerk to write a follow up letter regarding the JLP pointing out the concerns after consultation with members;

Engagement – One councillor stated that they went to the engagement event but their record of events was somewhat different to the record put out by the organisers.

- 14. **Correspondence Received:** A letter was received from a resident of Hallifax Close regarding trees. The Chair wrote a brief and succinct reply stating that no further correspondence would be entered into.

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

One councillor stated that she would explore the possibility of having textile or shoes recycling bank in the village. It was agreed to mention this in the next Shimpling Magazine to gauge opinions on this suggestion.

One councillor said that reflector posts were needed at the junction of the Street and A134.

One councillor stated the Village Spring Clean will be arranged for 15th March 2020.

16. Confidential Item

Resolved to exclude the public to discuss a confidential item

Resolved to set the pay of the clerk as agreed by the meeting from April 2020.

There being no further business the meeting concluded at 9. 20 pm.

Appendix A: Budget setting for 2020/2021 for Shimpling Parish Council

1) Introduction

This note sets out the proposals for setting a budget for the Parish Council (PC) for the financial year April 2020 to March 2021.

A working group to review this year's budget, and start the work on next year's budget met on 22nd October including Councillors Brunwin, Haselhurst and Shrimpton and the Responsible Finance Officer S. Palmer.

This note summarises the work of the group and sets out the issues the council must consider at the next full council meeting on 11th November 2019

Obviously the PC need to know what their Tax Base will be (this sets out the number of contributors). The PC should get that by 18th November. In the mean time, we can use the tax base from last year to give some rough calculations.

This financial year the tax base used was 185.40. If you divide our precept, £9519 by the tax base. it shows that each rate payer had to contribute £51.34 for a band D property. Lower bands pay less, higher bands pay more.

The precept we set must reflect the budget that we set, i.e known income less planned outgoings leaves a figure that we have to raise by precept.

As we get no income (apart from the recycling) the precept will have to cover all planned spending.

2) Budget

See attached spreadsheet for the draft budget for next year. Significant items of note:

- a) the Admin line will remain underspent as we provisioned for election costs that were not needed.
- b) The insurance line is underspent by combining VH and PC insurances and related savings
- c) The Village Hall is underspent by about £800 as the work was not as big as anticipated and a village member will do it at virtual cost price.
- d) The PC will hopefully recover about £1500 for reserves
- e) Pay proposal includes spine point rise to £10.79 (yet to be agreed) plus estimated 2% COL rise not yet announced by NALC
- f) Fire safety has increased due to an anticipated new bit of fire safety equipment being needed next year.
- g) A £100 Village Hall lease line has been added with the intention of raising £100 each year until the lease is due to be renewed.
- h) The budget increase proposed at this stage would need an increase in the precept of 2.35%

The draft budget for 2020/21 is proposed at £9743 (subject to agreement and/or adjustment at full council. See attached

3) Precept

The budget must be agreed before the precept set. However a Precept of £9743 would mean a rate for Band D of £51.92 based on the new Tax Base of 187.64. That would be a £0.58 rise on last year or 1.13% increase for Band D homes.

4) Reserves

Reserves at the start of the year stood at £5640.61 plus ringfenced CIL money of £2982.29. Reserves have previously been earmarked by the PC as follows:

1) Maintenance contingency fund for Village Hall	£2000
2) Cost of holding contested election in May	£650
3) New Laptop for council in 2020	£750

4) General repair/maintenance of e.g play equipment etc	£500
5) Lease in 2021 renewal	£750
Total earmarked reserves	£4650

The May election reserves can now be deleted. Leaving a larger sum for general reserves as follows:

1) Maintenance contingency fund for Village Hall	£2000
2) New Laptop for council in 2021	£750
3) General repair/maintenance of e.g play equipment etc	£1000
4) Lease in 2021 renewal	£1000
Total earmarked reserves	£4750
Total General reserves	£890
Total Reserves	£5640

5) Previous Shimpling Precepts

Tax Year	Tax Base	Total Precept	Band D
2019/20	185.40	9519	£51.34
2018/19	183.8	£7106	£38.66
2017/18	182.47	£7100.32	£39.01
2016/17	184.02	£6807.93	£36.99
2015/16	184.60	£6853.27	£37.12

Submitted for resolution at full council 11th November 2109.

Stuart Palmer

5th November 2019

Proper Officer and Clerk to Shimpling Parish Council

Shimpling Parish Council Budget Comparisons

Receipts	Actual 17/18	Actual 18/19	Actual to date 19/20	Anticipated total 19/20	Agreed Budget 19/20	Proposed Budget for 20/21
Interest	4.03	4.8	2.22	5	5	5
Precept	7001.32	7106	9519	9519	9519	
Grants/Donations	0	0				
Locality budget	0	0		0		
S106/CIL	0	5799.74				
Miscellaneous	0			0		
Recycling and SID	0	3712.36	559	600		
VAT refund	1182.36	519.24	876	876		
TOTAL	8187.71	17142.14	10956.22	11000	9524	
Payments	Actual 17/18	Actual 18/19	Actual to date 19/20	Anticipated Total 19/20	Agreed Budget 19/20	Proposed Budget for 20/21
Clerks wages/PAYE	1672.14	2508.26	1069	2142	2142	2288
Insurance	1692.85	877.8	780	780	1300	780
Fire equipment service	83.4	83.4	83	83	85	185
Subscriptions	204.45	214.41	299	299	303	310
Parish newsletter	0	900	0	460	480	480
Grass cutting	1486	1609	1043	1609	1609	1725
PC expenses/audit/Ad min	1433.97	967	308	500	1000	1000
Laptop / cover	120	120	120	120	120	120
S137 + donations	600	0	0	0	0	0
Village hall maintenance	2285	1997		200	1000	1000
Village hall rates	0	53	54	54	55	55
Village hall lease	0	0	0	0	0	100
Play area equipment	929	75	600	600	575	600
Notice board	0	0	0	0	0	200
Training	0	432	299	299	500	300
Misc –	0	158.44	0	0	0	0
VAT	1182.36	1058	478	500	350	600
TOTAL	11689.17	11053.31		7646	9519	9743