

**Shimpling Parish Council**  
**Draft Minutes of Meeting of the Council**  
**Monday 12<sup>th</sup> March 2018, 7.30pm in the Village Hall**

**Present:**

**Councillors:** Sue Salmon (SS)(Chair), Katie Haselhurst (KH), Dan Sharpstone (DS), Ken Rush (KR), Gerry Shrimpton (GS), Colin Johnston (CJ).

**County Councillor:** Richard Kemp (RK)

**District Councillor:** James Long (JL)

**Clerk:** Stuart Palmer (SP)

1. **Apologies for absence:** Liz Brunwin (LB)
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
3. **Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 23<sup>rd</sup> February 2018 were a true and accurate record. The minutes were duly signed by Chair of the meeting.

**Matter arising:**

CJ was approached by a parishioner who stated that the intended draft letter in response to planning application DC/18/00267, the Old School House did not fully reflect the minutes. The letter was discussed and the PC agreed to remove the final sentence of the letter before sending the final version to the planning authority.

**Action: Clerk to amend letter and send to planning authority.**

**Public Participation session**

Session was suspended to allow public participation. The following matters were raised by members of Public

No issues raised.

The Chair reconvened the meeting following public participation session.

4. **Chair's report:** The Chair of the Council gave the following report:

We have been kept busy with the two planning applications that have come in since our last meeting, as well as the planning meeting we have held.

The notice board by the bus shelter has been lowered, and I have had some comments on how much better it is, so thank you to Laurence Brook and, I believe, Ted Pine.

Laurence has also quoted to redo the notice board at the end of the village hall drive, at £80 or less.

**This expenditure was approved with thanks to those involved.**

The daffodils are coming up and looking to be a wonderful sight when full in bloom. Unfortunately the spring clean had to be cancelled due to the bad weather.

**KH agreed to investigate when this can be rescheduled to avoid clashing with other initiatives.**
5. **District Councillors report:** Cllr James Long presented the following report;
  - a) The Babergh district council tax rise was set at 3.25%. Council house rents decrease by 1%.
  - b) Babergh and Mid Suffolk District Councils were runners up in the council of the year award despite still being officially two councils.
  - c) The two bodies were runners up in the 'working together' category.

d) The iESE public sector transformation awards are aimed at public bodies who transform the way they serve the public. Babergh won silver in the councils category.

6. **County Councillors report:** (taken out of order) Richard Kemp gave a report as summarised below:

a) Cllr Kemp reported that unfortunately several budget cuts had been made at county level despite opposition. Cuts included £12M from Adult Care, £20K from Citizens Advice, £15K from Greenways Countryside project and £150K from rural transport costs.

b) However, the council is borrowing £21M over 3 years to pay for road resurfacing.

c) The Schools Forum recently decided that the base hourly rate for providers should increase to £4.00 (previously £3.87) whilst the amount retained by the council should reduce from 6.3% to 3.8%.

d) Suffolk will now use drone technology. Two small unmanned surveillance aircraft will be used by a multi-agency Air Support Unit for incidents including:

- Large open fires
- Urban area search and rescue
- Investigative support
- Significant multi-agency events
- Missing persons searches
- Pre-planned operations

The drones cost £42,500 and will be based at Woodbridge Fire Station and will have 24/7 capabilities and can be used by 17 trained remote pilots.

7. **Police report:** No report received however, KR reported that he had heard of 1 or 2 reported attempted break ins near Bridge Street where an owner disturbed the suspects on one at 3am in the morning. On this occasion the suspects were believed to be looking for farm equipment.

8. **Finance Report:**

a) 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:

Clerk remuneration (Jan - Mar)	
SLCC Membership	£29.00

9. **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:** During this period (Jan-March) I have worked slightly beyond the given time frame of 3hrs per week (1.5hrs over). This is a result of an extraordinary planning meeting and two sessions preparing for handover with the new clerk Stuart Palmer. We intend to complete handover during the week following parish council meeting and final time sheet will be submitted for the time used to attend the council meeting and complete handover. Once this is complete a final time sheet will be submitted and P45 created. I have agreed to support Stuart if required with preparation for year end accounts and Audit, any time used for this will be submitted in the form of an invoice as I will no longer be employed as Clerk. Further details of work carried out by the Clerk are included within the detailed timesheet issued separately.

b) **Footpaths:** K Rush had cleared some of the paths and was going to identify and report the footpaths including the bridge either to SCC or the clerk.

c) **Notice Boards:** The large notice board by the bus shelter has now been lowered and appears much more stable, it is also much easier to reach. Many thanks to all those involved in fixing this.

d) **SIDS Unit:** No progress to report. A decision needs to be made on how we progress as the guidance we have received is that we have to purchase the unit first and then obtain grants/funding from SCC,

however there are no guarantees the funds will be given. We also have a very limited budget which may restrict the purchase of units.

**Action: Clerk to email R. Kemp to investigate funding as outline approval granted for 1 device initially.**

- e) Village Website: The updates to the website are now complete however the training sessions available were all fully booked. Now we have a new clerk in post it may be worthwhile arranging the 2:1 training with Matthew Morling for the clerk and any members of council who may be interested.  
**Action: Clerk to investigate a course for himself, CJ and KH.**

- f) The new clerk, Stuart Palmer, officially takes up post from 12<sup>th</sup> March 2018. It is intended to complete handover by 17<sup>th</sup> March 2018. As stated in item (1) I will be available to help Stuart complete year end accounts and Audit if required. We have already registered Stuart as an employee on the HMRC website. I will also prepare a list of 'critical dates' for Stuart for items such as Annual meetings, Precept, Year end returns and Audit.

I would like to take this opportunity to thank all members of the council for your support during my time as clerk and to wish Stuart every success as he takes up the reigns.

#### 10. Village Hall:

- (a) **Wi-Fi:** Ongoing but nothing to report.

- (b) **Village Hall Insurance:** The Hall insurance is due. Three options were offered:

- 1 year at £540.08 per year
- 3 years at £513.08 per year or
- 5 years at £486.08 per year

PC agreed to purchase 1 year only.

- (c) **Village Hall Maintenance.** GS reported that the Village Hall committee had sought 3 quotes for refurbishment of the outside of the village hall. He recommended the most expensive but most comprehensive and detailed quote from R. Nevel Painting and Decorating. There were reports of favourable experiences of the firm's work. The PC agreed the recommendation. GS to follow up.

11. **Electoral Review:** Cllr Long gave a further update but some of the correspondence received by the clerk suggests that there is an outstanding response from Shimpling. The PC agreed it was happy with the response they had submitted last year but asked the Clerk to check it has been received.

**Action: Clerk to follow up on Shimpling's submission to the ER.**

12. **Local Plan Consultation:** This has already been responded to.

13. **Neighbourhood Plan:** CJ reported that he is doing further research on other council's plans but no further actions agreed at this stage.

14. **Data Protection Officer:** This is a legal requirement to appoint a DPO. Whilst the guidance advises that it cannot be the Clerk or a Councillor, Shimpling have no other alternatives so the Clerk is appointed as DPO.

15. **Dog Bins:** The idea was discussed again. 3 responses had been received by the PC objecting to the expense of bins. However, the SCC guidance to combat dog fouling has the introduction of dog bins as one of the first steps. The PC agreed to place one bin at one of the worst trouble spots to evaluate its effectiveness as well as increasing communication to prevent dog fouling. PC approved the expenditure of one green coloured bin and annual maintenance charge.

**Action. KH to advice Clerk on best location. Clerk to purchase the bin and collections.**

**16. WW1 Centenary 2018:** Following discussion it was agreed the GS liaise with the Village Hall Committee to see if any events have been planned and offer PC support.

**17. Annual Village Spring Clean:** As the weather disrupted the planned date, KH to liaise with other councillors on who can lead the event on another date.

**18. Correspondence:**

**(a) Neighbourhood Watch:** The Suffolk Association of Neighbourhood Watches had written to request a donation of £50 from all parishes to support Watches. The PC discussed the request but agreed that unfortunately, as Shimpling did not benefit from a NHW, it was unable to help at this stage. .

**(b) ST Nicholas Hospice:** St Nicholas had written to ask for support for "Carolling al the way 2018" It was noted that the church were also planning to do something similar and that LB was investigating the best way to support either or both.

**19. Planning Applications:** The following planning issues was considered by members:

**a) Development off A134,** It was reported that a building at the edge of the village by the A134 had been developed without permission. There was some discussion about whether the property fell into the boundary of Shimpling. KH agreed that she would speak to the person reporting and investigate the situation further.

**b) Guidance/Policy on responding to consultations and decisions:**

GS stated that this was not restricted to planning but was highlighted by the recent planning activity. He asked what the policy was for responses from councillors outside meetings. This was discussed by the PC and agreed as follows:

Decisions and consultations that have to be made outside meetings will always be given a deadline for return. If all councillors are unable to respond by the deadline a majority of councillors, i.e. 4 councillors will be sufficient. Without agreement the Chair will retain the casting vote.

**20. Any other business**

**a) Defib Machine:** GS enquired whether the PC should purchase a Defib Machine for the village. PC discussed the initiative and suggested it could be based in the pub or secured elsewhere. DS agreed to evaluate the idea and report back.

**b) Planning Application DC/18/00581:** The PC did a final review of the response to the application before advising the clerk to submit to planning authority.

**c) Litter in first lay-by off A134:** KH reported that there was litter in this lay-by and enquired whether a bin at the location would be effective. This was discussed and agreed it was unlikely to improve the issue.

**d) Agenda for next meeting:** The following items to be included on the Agenda

- Walking in the dark

**There being no further business the meeting concluded at 9.45pm.**