

Shimpling Parish Council
Draft Minutes of Meeting of the Council
Monday 14th May 2018, 8.30pm in the Village Hall

Present:

Councillors: Liz Brunwin (LB) (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:

All present

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 following matters were raised by members of Public

One member of the public raised her strong concerns about the speed of vehicles, especially lorries, through the village. The top of Slough Hill, where the road bends was seen as a particularly dangerous point Cllr Rush volunteered that if the person considered that any of the lorries that were speeding worked for him, he would be happy to receive the details as all his lorries were closely monitored.

3. Clerk's Finance Report:

• To receive and approve end of year finance reports for 2017/18

The end of year accounts were circulated to members prior to the meeting and summarised as follows: Total Income for last financial year was £8212.70 including the precept and interest. The Parish Council made payments to a total of £11539.48 using reserves of £3332.95. Funds of £5501.79 were carried forward this year.

There was no borrowing last year. No tenancies entered into. The lease on the Village Hall runs to 2024. There were no s106 or CIL money made to the council. Two payments were made under S137 to Lawshall Pre-School and Shimpling WI.

Budget for this year: The precept was set at an average increase of 1.5% resulting in an income of £7106.00. Total income for year estimated at £7110.00. A Budget was approved in November 2017 of £8375.00 meaning £1265 may need to be drawn from reserves. An operating budget for 2018/18 was confirmed as £8375.00.

Internal Controls. All finance practices follow the Financial Regulations adopted by the council and published on our website. They are managed by the Responsible Financial Officer and overseen by the councillors of the council

Audit: The Audit for last year will commence on 11th June, once again, Suffolk Association of Local Councils is to be appointed. PFK Littlejohn LLP have been appointed to carry out the external audit of small local councils.

• To receive and approve bi-monthly finance report, cashbook statement and related documents

The bi monthly accounts were circulated to members prior to the meeting and presented to the meeting. The clerk welcomed questions on the accounts and they were approved.

- **To receive and approve updated expenditure and receipts.**

The RFO reported receipts and expenditure as follows:

Receipts:	BDC Precept	£3553.00
	Interest	£0.22
	CIL payment	£5252.84
	Total receipts	£8806.06

Payments to date:

<u>Payments</u>	Year to Date
Clerk's Wages	444.96
PAYE	157.20
Administration	182.99
Training	143.00
Village Maintenance	220.84
Rates Village Hall	53.00
Subscriptions	214.41
S106 & Other Grants	0.00
VAT	56.77
Total	1,473.17

The meeting discussed how it could spend the CIL money. There are tight restrictions on what it can be spent on. The council agreed to set up a small working group to investigate the policy and restrictions and invite ideas from the community. **Cllr Brunwin, Cllr Johnstone and Cllr Haselhurst volunteered to form the WG and report back to the council with proposals.**

- **To set up internal control mechanisms**

As discussed and agreed at PC AGM:

- A control session by at least one councillor having full access to the finances of the council prior to each regular meeting to complete the following tasks
- Reconciliation of the bank statements
- Review of accounts for accuracy and within financial regs
- Review time sheet and expenses of clerk
- Review transactions since last meeting

Cllr Shrimpton agreed he could continue his focus on finance and the council agreed this first step. The need for a finance committee to be kept under review.

- **The following items were authorised:**

- Purchase of a Dog Bin £169.01
- Renew SALC membership £179.41
- Internal Audit £142 + VAT
- Website Training costs £48.00
- Clerks Training £123.60
- Information Commissioner fee £35.00
- Rates on Parish Hal £53.00

4. **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 (March – May) I have worked beyond the given time frame of 3hrs per week (33.5 hrs over). This is largely as a result of my training, end of year finance work and two main projects given to me as actions from last meeting. However, I have made good progress on some outstanding issues:
- b) **Recycling Receipts.** I managed to contact the right person at Babergh and completed claims forms for waste back to February 2016 to February 2018. Claim submitted for £649.69 for glass and £277.76 for paper. Total: £927.45
- c) **Dog Bin:** Site identified and bin purchased at a cost of £169.01 inc VAT. Awaits delivery.
- d) **Clerk Training.** I completed the 2-day Clerk initial training at SALC on 18th and 25th April at a cost of £123.60. Very useful training and I have established a network of 6 other parish and Town clerks which is being monitored and supported by the new CEO of SALC
- e) **SIDS Unit:** Following suggestions of three sites in the village I received forms to complete on each site. I carried out a site survey. The survey revealed the initial priority site was not suitable according to highways screening form. I surveyed site 2 and submitted this. After a follow up from highways I had to submit 3 sites in order for them to survey. I submitted 3 sites and these were accepted and we are now in a queue with the operational team.
- f) **Village Website:** Training completed with Councillors Johnstone and Haselhurst at a cost of £48.00. Very good training and I have made immediate changes to get the site up to date. There is further work to do and is on the agenda for meeting. **Clerk was actioned to put a piece in the village magazine reminding residents to be safe in the dark**
- g) **Key Policy documents.** In preparation for the AGM I have reviewed and updated the PC Standing Orders in line with new document released from NALC. I have also reviewed and made minor changes to the Financial Regs.
- h) **Administration.** I have completed numerous administration duties, some associated with change over of clerks including:
 - End of Year Finance
 - Banking
 - Receipts
 - Prepare for Audit
 - Planning application letters x 2
 - Prepare May meeting papers x 3 meetings
 - Lots of minor activity to update contact details and log ins.

I would like to take this opportunity to thank our Clerk for the last year, Linda Goodban on behalf of the whole Council

5. Village Hall:

- (a) **Wi-Fi:** It was suggested that the purchase of the Wi-Fi equipment and set up could be purchased out of CIL money. However the ongoing costs would have to be met from annual budgets.
Action: Cllr Shrimpton to confirm initial costs can be bourn by CIL money by liaising with CIL working group and confirm monthly ongoing costs to the council.
- (b) **Village Hall Insurance:** The Clerk confirmed that the Village Hall insurance had been renewed as per the action from last meeting.
- (c) **Village Hall Maintenance.** The meeting was updated that the decorator was due to start work in June. The CIL working group were asked to investigate whether CIL money could be used for improving the facilities in the village hall for parishioners.

6. **Electoral Review:** The council noted that the boundary had changed since the council first responded to the consultation and recently agreed to remain in its new position in Chadacre.
7. **Data Protection Officer:** The clerk reported that there was no longer a need to appoint a DPO, however the legislation must still be complied with. He intended to start that work next week as it needed to be complete by 25th May.
8. **WW1 Centenary 2018:** The Village Hall committee stated that they planned events in the hall including showing the film 'Journeys End' on the Friday evening and street party in the hall on the Saturday where dress of the era could be worn and food of the era eaten. They will publish more details nearer the time.
9. **Annual Village Clean:** The meeting got a verbal update on a successful village clean on 8th April where lots of rubbish was collected and removed. Thanks were given to all volunteers who helped out.
10. **Correspondence:**
(a) **Invite to planning meeting with our MP was received and two councillors attended:**
(b) **Invite to participate in Suffolk Walking Festival was received and circulated:**
<http://www.suffolkwalkingfestival.co.uk/>
(c) **Confirmation that the council renewed its ICO registration**
11. **Planning Applications:** There were no new planning matters to consider. The Clerk confirmed the following letters had been sent on behalf of the council:
- 13th March – PC response to application at Old School
 - 29th March – PC response to application at Marchwood House
 - 2nd May – PC letter to Babergh re error in Marchwood House application
 - 8th May – Decision notice to PC as Listed building consent given for heat pump at Trevilla.
 - 10th May -Decision notice re refusal of planning for 5 houses in land off Gents Lane.
12. **Walking in the dark in the village**
The meeting heard that there were people walking in the dark in the village without lights or reflective jackets to their danger. Clerk was action to put a piece reminding residents to be safe in the dark.
Action: Clerk to place in newsletter
13. **Urgent Items**
No urgent items raised. Agenda items for next meeting to include:
- Asset Register
 - Risk Assessments
- The council then resolved to exclude the public for the next two items as they included commercially sensitive and personal information that could not be shared with the public.**
14. **Confidential Item 1**
National Association of Local Councils have agreed new pay scales for staff including part-time clerks. The Clerk left the meeting while this was discussed. Agreed to increase the clerk's hourly rate immediately so that it was in line with point 18 and national rates. This would cost an estimated extra £93 per year.
- The council agreed for the clerk to work some extra hours this year in order to complete tasks. The budget for the Clerk needs to be reviewed in the next budget on the basis of increasing his working to 4 hours a week.
15. **Confidential Item 2**
The council discussed legal matters that had been subject of initial guidance. An estimate of £750 had been indicated to the council to proceed with the legal matters. Council members were concerned about the prospect of success even after spending the limit of £750. The council resolved to engage solicitors to proceed with the legal matters on condition that they be kept informed of the prospect of success.

There being no further business the meeting concluded at 9.35pm.

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