

STRADISHALL PARISH COUNCIL
Minutes of the meeting held on Monday 6th March 2017

Councillors present: Ady Swift (Chairman), Adrian Lee, Ian Hutchinson, Martin Hurst and Robert Deeks

Also present: Joanne Kirk (Clerk) and one member of the public

Open Forum

The following issues were raised during the Open Forum:

- Two footpath signs are missing. One on Tally Ho corner towards Denston and a second at the top of Edmunds Hill. The clerk agreed to report them.
- The damage bollard on Stradishall Crossroads. This has already been reported but the clerk agreed to report it again.
- The 'Slow' sign on Home Farm corner has not been painted despite temporary markings being put on the road the clerk agreed to report this.
- The safety of Stradishall Crossroads following a recent spate of accidents some of which the Police were involved in. Mary Evans agreed to speak the Road Safety Team to see if any improvements can be made.
- The lack of a pavement from the church to Edmunds Hill. Could a 'No Footway' sign be installed? Mary Evans agreed to look into it.
- Was it made a condition of the Clopton Hall farm application to provide a pavement?

1. Acceptance of apologies for absence

Debbie Gates and Jonathan Masefield sent their apologies.

2. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

3. Approval of minutes of the meeting held on Monday 9th January 2017 and the extraordinary meeting held on Monday 23rd January 2017

It was resolved that the minutes of the meeting on 9th January were correct. The chairman then signed them.

It was resolved that the minutes of the extraordinary meeting on 23rd January were also correct. The chairman then signed them.

4. Police issues

There were no police issues to report.

5. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

6. County Councillor's Report

Mary Evans spoke about the following:

- Suffolk County Council's suicide strategy has now been launched.
- There will be a 3% increase in SCC's element of the precept to raise more money for adult social care
- Highways have spoken to Stradishall Manor about their overhanging trees on the A143.

Councillors mentioned a number of highways issues which need reporting. The clerk agreed to report them but also email the details to Mary Evans.

A question was asked about two sunken trenches on Home Farm corner. Two trenches which were dug across the road and later filled in have now sunken below the level of the road posing a risk to vehicles, cyclists and pedestrians. There are now two sunken trenches across the road. Who is responsible for this? Mary Evans agreed to look into this and the clerk agreed to report it. The clerk was also asked to report the flooding in Mill Lane.

7. Borough Councillor's report

No report was received as Jeremy Farthing did not attend the meeting.

8. Finance

a) Approval of payments and signing of the Schedule of Payments

It was resolved that the following payments would be approved:

- LCPAS - annual subscription - LGA 1972, s11 - **£80.00**
- HMRC - PAYE - LGA 1972 , s111 - **£129.40**
- J P Kirk - expenses - LGA 1972 , s111 - **£29.70**

Ian Hutchinson and Robert Deeks signed the Schedule of Payments. The chairman then countersigned it.

b) Regular payments made between meetings

The following regular payments were made between meetings:

10/01/17	Fidelity Funds Network	D/D	15.00
10/01/17	HMRC - PAYE	Online	129.40
30/01/17	J P Kirk	Online	172.43
28/02/17	J P Kirk	Online	172.63

c) Approval of the record of online payments made since the last meeting

It was resolved that the record of online payments would be approved.

d) Checklist of Internal Controls

Ian Hutchinson completed the checklist of internal controls.

e) To decide whether Stradishall Parish Council should claim back website costs from the Transparency Fund

It was resolved that an application would be made to the Transparency Fund to claim back £448.08 to cover the website hosting fee of £50, staffing costs for setting up the website (10 hours), and one hour per month for maintaining the website.

f) To decide whether Stradishall Parish Council should transfer its website to the Suffolk Cloud

It was resolved that the website would be kept with One Suffolk for the time being.

g) To review the clerk's salary for 2017/18 and approve online payment.

It was resolved that the clerk's hourly rate would increase from £12.44 to £12.56 in April 2017 in line with the NALC national salary award for 2017/18 and that payments would continue to be made online.

h) Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2016-17

It was resolved the following regular payments would continue to be paid in 2017 - 18:

Community Action Suffolk - Insurance	£464	£464	
Subscriptions:			
LCPAS	£80	£80	
Community Action Suffolk	£30	£30	
BDO LLP Annual Audit	£0	£120	
Risby Parish Council - phone costs	£22	£30	
Internal audit	£65	£65	
CAS Ltd - website hosting fee	£60	£60	
Grass and hedge cutting	£1,100	£1,100	Variable amount depending on weather conditions
HMRC - PAYE	£516	£516	Quarterly payment, amount may vary slightly
Clerk's salary	£2,071	£2,071	Monthly payment, amount may vary slightly
Fidelity funds Network - contribution to clerk's workplace pension	£180	£180	

i) Review of the income and expenditure for 2016/17 against the budget and the level of reserves for general and earmarked expenditure

Councillors reviewed the income and expenditure for 2016/17 against the budget. At year-end Stradishall Parish Council will be approximately £408 over budget. This is because of the following unexpected payments: the playing field valuation, website costs, and playground maintenance. There are sufficient reserves to cover these additional costs.

As of 31/03/17 the estimated reserve will be £1,900 approximately, following the purchase of the playing field. BDO LLP recommends that reserves should be at least 50% of the Council's annual precept request of £6,575 so Stradishall Parish Council will need to build up its reserves again.

j) Review the register of fixed assets and insurance values

Councillors reviewed the assets register. The following new assets were added in 2016/17:
5 sets of litter picking equipment.

k) Review of the Council's Risk Assessment

It was resolved that no amendments were necessary. The Chairman then signed it.

l) Liability insurance

The Council has the following levels of liability cover:

Public liability cover: £6,000,000

Personal accident: £25,000

Fidelity guarantee: £25,000

Employer's liability (clerk only) £10,000,000

m) Review of the Council's Financial Regulations to ensure that they are being complied with

It was resolved that the Council's Financial Regulations were being complied with. The Chairman then signed them

n) Appointment of a councillor to check the accounts and complete the checklist of internal controls including salary details and PAYE tax codings

It was resolved that Ady Swift would check the Council's accounts this year.

o) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2016 and complete the inspection checklist.

It was resolved that Adrian Lee would inspect the Council's property.

p) Appointment of an internal auditor to complete section 3 of the annual return

It was resolved that E Taylor would be appointed as internal auditor again this year and that a fee of £65 would be paid.

q) Review of the effectiveness of the internal audit

The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met.

r) Review the Council's Standing Orders

The Council's Standing Orders were reviewed.

s) Precept request

No precept information has been received yet.

9. Planning

a) DC/17/0126/FUL - Happy Days Childcare, Lancaster Way, Stradishall - Single storey extension to south east elevation

It was resolved that no objections would be made to this application.

b) DC/16/2406/FUL - Yew Tree Farm, Farley Green, Stradishall

Application approved.

10. Highways/Rights of Way issues/tree/transport issues

a) Email from Suffolk County Council giving details of their new 'Report a flood in Suffolk' webpage on Suffolk County Council's website (www.suffolk.gov.uk/flooding) - for information only

b) Potholes in Water Lane between Water Lane Barn and White Cottage

The clerk was asked to report several potholes of different sizes along Water Lane.

11. Playing Field issues

a) Letter from SEBC re Public Space Protection Orders

St Edmundsbury Borough Council is proposing to adopt Public Space Protection Orders. A PSPO will require a dog walker to clear up after their dog in any public open space in the Borough and dog will be excluded from certain specific play areas and fenced football pitches. A breach of a PSPO will result in an £80, however SEBC will not be employing any additional staff to enforce these regulations as the number of reported incidence of dog fouling in the Borough remains low and the investment cannot be justified at the current time. The letter asks if the Parish Council would like to include the playing field on the Borough's Schedule of dog excluded sites at a cost of £100 to cover administration and signage.

It was resolved that Stradishall Parish Council would not join the scheme at this stage as it will be of little benefit to Stradishall without effective enforcement and due to the cost as the budget is stretched due to the purchase of the playing field.

b) Latest play inspection report

No new issues have been raised.

d) Damage to the cricket pavilion

Adrian Lee agreed to inspect the damage and report back at the next meeting.

e) Update on the possible purchase of the playing field

The clerk was asked to contact Greene King to find out if there were a need for an overage clause as the intention is to apply for a Deed of Trust which will preserve the field as a playing field in perpetuity.

The clerk was also asked to write to Chris Hollingsworth to update him and to follow up on the possibility of gifting the section of the playing field he owns to the Parish Council.

f) Proposal by John Harding to purchase the playing field with a view to developing it

The clerk was asked to notify John Harding of the Parish Council's intention to purchase the playing field.

11. To confirm the dates of meetings from May 2017 – March 2018

- Monday 8th May - Annual Meeting of the Parish Council followed by the Annual Parish Meeting – please note earlier start time of 7pm
- Monday 3rd July
- Monday 11th September (one week later)
- Monday 6th November
- Monday 8th January 2018
- Monday 5th March 2018

12. Village issues

a) Analysis of the village questionnaire and possible action plan

It was resolved that this item would be postponed until the next meeting.

b) Village litter pick

A date was set for Sunday 9th April at 10am. The clerk was asked to include details in the newsletter and prepare a poster for the notice board. She was also asked to request litter pickers and black bags from St Edmundsbury Borough Council and arrange for them to be delivered to 1 St Margaret's Place and the bags collected afterwards.

14. Correspondence

a) Public consultation about the Bury St Edmunds Town Centre Masterplan

Individual responses can be submitted online at www.westsuffolk.gov.uk/bsemasterplan

There being no further business the meeting closed at 9.10pm

Signed (Chairman) Dated