

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

Councillors present: Adrian Lee (Vice-Chairman), Martin Hurst, Jonathan Masefield and Debbie Gates

Also present: Joanne Kirk (Clerk), County Councillor Mary Evans and one member of public

In the absence of the Chairman, Adrian Lee chaired the meeting

Open Forum

The following issues were raised during the Open Forum:

- A request was made for an additional grit bin for the Highpoint Estate.
- 1. Acceptance of apologies for absence**
 Ady Swift, Robert Deeks and Ian Hutchinson 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 8th January 2018**
 It was resolved that the minutes were correct. The chairman then signed them.
 - 4. Borough Councillor's report**
 Borough Councillor Mary Evans spoke about the following:
 - There will be no increase in the Borough Council's element of the Council Tax. She investigated whether villages will receive income from recycling credits if they install a new bottle bank but confirmed that this is no longer the case.
 - There will be a consultation about the new ward arrangements once Forest Heath District Council and St Edmundsbury Borough Council merge to form West Suffolk.
 - Locality funding, which is available for village events
 - 5. County Councillor's Report**
 Mary Evans spoke about the following:
 - Suffolk County Council's share of the Council Tax will be increased by 1.9%
 - A review of Highway's response to the recent bad weather
 - Potholes have been particularly bad recently but Highways has said that they will be fixed.
 - 6. Update on list of actions agreed at the last meeting**
 There were no outstanding councillor actions.
 - 7. Police issues**
 There were no police issues to report.
 - 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 - **£130.60**
 - J P Kirk - expenses - LGA 1972, s111 - **£35.44**
 - DS Pest Control - Mole control - Open Spaces Act 1906, ss 9 & 10 - **£170.00**
 Jonathan Masefield and Debbie Gates checked the invoices and signed the Schedule of Payments. The chairman then countersigned it.
 - b) Approval of payments authorised between meetings**
 One payment was authorised between meetings – Dancover UK -marquee for the playing field as agreed at the last meeting, following receipt of locality funding of £545.61 from Borough Councillor Mary Evans to cover the cost of £648.43 including VAT (to be reclaimed).
 - c) Statement of receipts and payments made since the last meeting (including online payments)**

Receipts		Details		Amount
09/01/18		Transfer from reserve account		£500.00
12/02/18		SEBC locality funding for a marquee		£545.61

Payments	Minute reference	Details	Method	Amount
09/01/18	165/7a	Clerk's expenses	Online	£10.73
09/01/18	165/7a	HMRC - PAYE 3rd quarter	Online	£174.18
10/01/18	149/8h	Fidelity Funds Network	D/D	£15.00
30/01/18	149/8g & h	Clerk's salary	Online	£174.18
12/02/18	165/8b	Alexander Services	Online	£191.04
14/02/18	166/9d and authorisation slip 003	Dancover – marquee for playing field	Online	£648.43
28/02/18	149/8g & h	Clerk's salary	Online	£174.18

d) **Checklist of Internal Controls**

Jonathan Masfield completed the checklist of internal controls.

e) **Statement of receipts for the financial year 2017/18**

The following amounts were received in 2017/19 which included three grants (highlighted):

Date	Details of receipts - current account	Amount
10/04/16	St Edmundsbury Borough Council - RIGS grant for playing field	£7,500.00
27/04/17	SEBC - precept payment	£6,373.00
03/05/17	SALC Transparency Code funding	£448.08
03/05/17	HMRC - VAT refund 2016/17	£356.40
30/08/17	Tickets for afternoon tea	£15.00
30/08/17	Suffolk County Council Locality funding for opening ceremony	£150.00
30/08/17	Cash donation to cover the cost of the refreshments for the opening ceremony	£150.00
14/09/17	Tickets for afternoon tea	£10.00
07/11/17	Donation for playing field	£150.00
12/02/18	Locality funding from Borough Councillor Mary Evans	£545.61
	Total received	£15,698.09
	Transfers from reserve account to current account	
22/05/17	Transfer from reserve account	£10,000.00
09/01/18	Transfer from reserve account	£500.00
		£10,500.00
Date	Details of receipts - reserve account	Amount
17/06/17	Interest received	£1.56
17/09/17	Interest received	£0.88
17/12/17	Interest received	£1.00
	Total received	£3.44

f) **Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2018-19**

It was resolved the following regular payments would continue to be paid in 2018 - 19:

Payment	2017/18	2018/19	Notes
Community Action Suffolk - Insurance	£475	£475	
Subscriptions:			
LCPAS	£80	£80	
Risby Parish Council - phone costs	£27	£27	
CAS Ltd - website hosting fee	£60	£60	
Adrian Lee Contract Services Ltd - grass and hedge cutting	£1,100	£1,100	Variable amount depending on weather conditions
HMRC - PAYE	£639	£523	Quarterly payment, amount may vary slightly

Clerk's salary	£2,091	£2,091	Monthly payment, amount may vary slightly
Fidelity Funds Network - contribution to clerk's workplace pension	£180	£180	
ICO - data protection registration	£35	£55	

- g) **To review the clerk's salary for 2018/19 and approve online payment.**
It was resolved that the clerk's hourly rate would in line with the NALC national salary award for 2017/18 and that payments would continue to be made online.
- h) **PAYE details and tax code for the clerk's salary**
Jonathan Masfield reviewed the clerk's Confidential Cashbook and confirmed that the PAYE details and tax code were correct.
- i) **Review of the income and expenditure for 2017/18 against the budget and the level of reserves for general and earmarked expenditure**
Councillors reviewed the income and expenditure for 2017/18 against the budget. At year-end Stradishall Parish Council will be approximately £1,957 over budget. This is due to the purchase of the playing field and is covered by the Council's reserves, some of which were earmarked to be used for the purchase of the playing field.

Estimated reserve as of 31/03/18: £8,584 which includes allocated funds of £1,810. The general reserve is within the guidelines of no more than one year's annual precept.
- j) **Review the register of fixed assets and insurance values**
Councillors reviewed the assets register. The following new assets were added in 2017/18:
- Three new assets were purchased in 2017/18 – The playing field which is insured for a nominal value and two grit bins. The new grit bins have been added to the insurance for no additional fee until renewal.
- k) **Review of the Council's Risk Assessment**
It was resolved that no amendments were necessary. The Chairman then signed it. Councillors discussed whether they should carry out a tree survey on the playing field but agreed that it would not be necessary at this stage as there are no large trees around the perimeter.
- l) **Liability insurance**
The Council has the following levels of liability cover:
- Public liability cover: £10,000,000
 - Employee dishonesty: £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 an internal auditor to complete the Internal Audit Report in the Annual Governance and Accountability Return 2017/18 and review of the effectiveness of the internal audit**
It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £65 would be paid. 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 for the following reasons:
- Does the internal audit sufficiently cover all aspects of the financial controls relevant to the council (for example risk management, detection of fraud, internal controls) and are terms of reference in place and approved? Yes. New Financial Regulations were adopted on 1st May 2014 to introduce procedures to detect fraud when using electronic banking. A checklist of internal controls is completed by a councillor at every meeting to verify payments on bank statements against actual payments as listed in the accounts to ensure that there are no discrepancies.
 - Is the internal auditor independent (i.e. does not have any role within the Council)? Yes. The internal auditor does not have a role within the Council.
 - Is the internal auditor competent to carry out their work ethically, with integrity and objectivity? Is there any evidence to suggest that this may not be the case? Yes, she is a parish council clerk

and RFO for Newmarket Town Council. There is no evidence to suggest that she will not carry out the work ethically, with integrity and objectivity.

- Is the Responsible Officer consulted in the internal audit plan? Yes.
- Are the responsibilities of members of the Council understood and has the necessary training been undertaken? Yes
- Is there a plan in place for when the internal audit will be undertaken and does the plan properly take account of corporate risk? The internal audit will take place in April 2018 prior to the accounts being approved at the Annual Meeting on 3rd May 2018. The internal auditor's report will be presented to the Parish Council at this meeting and any issues raised by the internal auditor will be discussed at the meeting and an action plan produced.

o) To review the effectiveness of the Council's internal controls

The following internal controls are in place:

- At each meeting a councillor checks bank statements against the Parish Council's accounts to ensure that transactions correspond and that the bank reconciliation agrees with the bank statement
- Where possible payments are approved at meetings and a Schedule of Payments is prepared which is checked by two councillors. Corresponding invoices are checked and signed by two councillors at the same time.
- Regular payments are approved at the March meeting and the invoices paid when they are received. These invoices are checked and signed by two councillors at the next meeting after they have been paid.
- The chairman rules off and signs the Schedule of Payments so that no amendments can be made after the meeting.
- Cheques must be signed by two signatories along with the corresponding invoice.
- A record of online payments is kept and checked at each meeting.
- If a supplier changes their bank details, the supplier must supply a written hard copy notifying the change.

It was resolved that these controls are adequate and are working well.

p) Review the Council's Standing Orders

The Council's Standing Orders were reviewed. No changes have been made:

q) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2018 and complete the inspection checklist.

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

r) NALC pay scales for 2018-19

NALC has published the pay scales for 2018-19. The rate for SCP 27 is £12.815 with effect from 1st from 2018. It was resolved that the clerk would be paid the new rate backdated to 1st April 2018.

9. Planning

a) DC/18/0383/TCA - Fell two maples

The Council has an interest in this application as the trees are on Council land.

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

a) Email from SCC Highways re its Community Self Help Survey

The survey asks if communities are willing to carry out things that Highways does not have the funding for and how they would do this (volunteers, own funds). Councillors agreed that the Parish Council does not have the resources to fund any additional Highways work itself.

b) Parking in front of the bus stop on the Highpoint Estate

Mary Evans agreed to speak to the governor of HMP Highpoint.

c) Request for an additional grit bin for the Highpoint Estate

It was resolved that the Council would purchase an additional grit bin at a cost of £68.88 including VAT and that the clerk would be authorised to make the payment.

11. Update on the preparations for GDPR

a) Risk assessment

Councillors reviewed the new GDPR risk assessment and agreed that systems are being put in place to protect personal data. It was resolved that the risk assessment would be adopted.

b) Security of data and measures we need to take to protect data

It was resolved that the following measures would be taken to protect personal data:

- Hard copy documents will be kept at the clerk's home. It was resolved that the Council would purchase a new lock for the clerk's home office with the cost split between the clerk's six councils.
- Sensitive documents such as the electoral roll are stored in a fireproof safe or in the clerk's home office.
- The clerk has installed CLAM XAV anti-virus software for Mac on her laptop as part of a free trial. It was resolved that the Council would pay the one-off subscription of £19.99 with the cost split between the clerk's six councils.
- Emails are already protected on the server as the Yahoo server is already encrypted. Copies on the clerk's laptop are password protected.
- Documents on the clerk's laptop are password protected

c) GDPR checklist for councillors

It is a requirement of GDPR that councillors are made aware of their own individual responsibilities to protect personal data. Each councillor read and signed a checklist explaining the measures they would need to take to ensure that they comply with GDPR. It was resolved that where possible all email correspondence would be directed through the clerk.

d) Insurance cover if there is a data breach

The Council's existing insurance policy already provides cover in respect of claims relating to the Data Protection Act. The insurer will cover the Council or any employee in respect of legal costs and expenses incurred in the defence of any prosecution brought against the council for a data breach (subject to a number of conditions), but it will not cover the cost of any fines.

The clerk is still awaiting clarification about whether this cover will extend to GDPR

12. Playing Field issues

a) Playing field inspection report

No new issues were raised

b) Statutory Declaration from Fields in Trust which the Parish Council needs to sign to confirm that there are no restrictive covenants or rights reserved over any part of the land registered under Title Number SK123516 SK377920 to be dedicated that will in any way prevent, limit or inhibit the deed of dedication as proposed.

Adrian Lee signed the declaration on behalf of the Council.

c) To decide if a section of the playing field should be excluded from the Deed of Dedication to allow for the possibility of building a village hall and car parking area at some point in the future

It was resolved that a section near the entrance would be excluded from the Deed of Dedication with the provision that it can only be used for a community building and car parking.

d) Quotes for mole control

As the problem with the moles became worse after the last meeting and the playing field was becoming more and more dangerous, the clerk and Chairman agreed to ask DS Mole Control to come out. He confirmed that he has his own liability insurance and that the traps would be set underground to avoid any people using the playing field. It was resolved that the Council would contact DS Mole Control on an ad hoc basis in future should the problem recur at a cost of £30 a visit.

e) Dog fouling on the playing field

A complaint has been received about the amount of dog fouling on the playing field. Flyers have been delivered to residents in Stradishall Village reminding them to clear up after their dogs. It was resolved that the Council would monitor the situation and review it at the next meeting.

11. Village issues

a) Update on the village review meeting on 7th February

It was agreed that the long-term aim is to convert part of the church into a community room, similar to in Lackford. Before this can happen there is some essential work that needs doing which will cost

approximately £200,000. The aim is to apply for grant funding for the work and if necessary divide the work up into phases. The church will need to apply for a Faculty from the diocese first which can take up to a year.

It was agreed that the priority is to organise some social/fundraising events to get people together.

Suggestions for the coming year include:

- A 'Pudding evening' in April
- A village flower festival on the weekend of (30th June/1st July)
- A village 'Fun Day' on Saturday 1st September
- Asking older residents to recount their stories from the past and sharing them with the rest of the village. This could link in with the centenary of the Armistice in WW1.

Suggestions for the following year:

- Beer Festival/pop up pub
- A classic car show.

The Village welcome pack is going to be updated along with the village website to include village events and organisations. Links to other local websites and the village Facebook page will also be included.

b) Ideas for commemorating the Centenary of the Armistice on the Western Front in WW1

Councillors agreed that a small memorial garden area and plaque would be created on the playing field and that an article would be included in the newsletter asking for design ideas.

14. Correspondence

a) Email from Suffolk Neighbourhood Watch Association requesting a one-off donation of £50 to help them run the scheme now that they have taken over responsibility for the scheme from Suffolk Police and asking if Stradishall would be interested in joining the scheme.

As attempts have been made to set up Neighbourhood Watch in the past and failed due to lack of interest, it was resolved that no action would be taken at this stage.

b) Email from Community Payback asking if there are any village projects they can help with

There are no projects at the moment, but the information will be passed on to the PCC.

c) Email from Suffolk Accident Rescue Service requesting a donation

It was resolved that a donation of £50 would be made.

d) Email from Team Big Things about a TV show which will be funding numerous public art projects around the country and asking if Stradishall residents would like to nominate their own village to win the chance of creating a new landmark for their community

It was resolved that no action would be taken as the Parish Council is focusing on the project to improve the playing field.

There being no further business the meeting closed at 8.55pm

Signed (Chairman) Dated