

**MINUTES OF MEETING OF HASKETON PARISH COUNCIL
HELD ON THURSDAY 14th July 2016, at 6.30pm in THE VICTORY HALL, HASKETON**

Present: A. McWhirter (Chairman), Cllrs S. Butters, S. Batley, I. Whyte, & Suffolk Coastal District Cllr Geoff Holdcroft; Mrs I. Clark (Parish Clerk)

- 1. Chairman A McWhirter opened the meeting at 6.30pm** and reminded everyone about fire exits and recording the meeting.
- 2. Apologies for Absence:** Cllrs P. Hunter & A. Nightingale were absent due to holidays, and P. Strugnell due to ill health.
- 3. Minutes of previous meeting:** Minutes of 12 May 2016 had been circulated beforehand and were taken as read. There were no corrections or matters arising and it was agreed that the Minutes be approved a true record.
- 5. Report: County Councillor:** Chairman A. McWhirter reported that following the by-election on 7th July, Mr Robin Vickery (Conservative) had been elected as new District Councillor.
- 6. Report: District Councillor:** Chairman A. McWhirter welcomed Suffolk Coastal District Councillor Geoff Holdcroft to the meeting. His report of July 16 had been circulated beforehand. Cllr Holdcroft reported that Suffolk Coastal District Council had voted on 20 June in favour of the principal of Devolution, and confirmed that it could proceed without the four Norfolk authorities. If implemented it would probably result in directly elected mayors. He confirmed that the public consultation period ends on 23 August. Cllr Holdcroft also confirmed that the consultations on the merger of Suffolk Coastal and Waveney District Councils would conclude at end of July. This would result in significant savings, though Suffolk Coastal Council would still not charge for emptying of brown bins at least until end of this financial year. The District Council would have to be self-sufficient from business rates only as centrally funded grants would cease.
Referring to Agenda item 11.ii District Councillor Holdcroft confirmed that he and District Councillor Patti Mulcahy had been allocated increased funds for their Community Enabling Budget from £5.5k this year to £6.5 next year. He therefore recommended that Hasketon Parish Council should apply for contributions (on basis of 3rd each from himself and DC Mulcahy's budgets and 3rd from the parish council) for the proposed installation of a community defibrillator at the Victory Hall, and the **clerk** confirmed this would be followed up. He also confirmed that the parish council would be unlikely to receive funds for the repairs to the Five-Aside Goal mouth. Chairman A. McWhirter thanked Cllr Holdcroft for attending and he left the meeting.
- 6. Report: WB & District Safer Neighbourhood District Team.** No member of the Safer Neighbourhood Team was available, and there was no report to consider. However, the Clerk had circulated letter from Scott Cullen of Suffolk Constabulary clarifying the current community engagement and neighbouring priority setting processes envisaged for the S.E Suffolk Area, plus communication from Woodbridge & District SNT concerning a schedule of visits from the SNT with a marked police vehicle, June to December 2016. Not all parishes, including Hasketon, will have a visit but the nearest central point visit will be Woodbridge Thoroughfare on 7th September and 30th November 12.00 to 13.30 hrs.
- 7. Finance:**
 - i) Summary of Accounts since 12th May 16 :** A report, Appendix A, was previously circulated to members of parish council & the Clerk outlined the balances of Savings and Current accounts and monies received and payments made since last meeting on 12 May. Cllr Batley proposed and Cllr Whyte seconded that the report be accepted and all agreed.
 - ii) Approval of Invoices:** The Clerk noted that the invoice from Suffolk Coastal Norse for grass cutting Jan – June 16 had been paid, but despite being sent reminders, we were still waiting receipt of quote for 2016/17 contract. The **Clerk** was instructed to advise Suffolk Coastal Norse again. It was noted that there were a number of outstanding payments to be made, but following receipt of VAT refund there

were sufficient funds in the current account to meet current needs, so no transfers need be made. Cllr S. Batley proposed and Cllr I. Whyte seconded that the report be accepted and all agreed.

- iii) Adoption of Report from Internal Auditors at SALC:** SALC's report had been circulated to the finance working party before the meeting & several recommendations were noted as follows: **2. Payment controls:** *Recommendation: to ensure that all payments made are within its powers and that it is not acting outside of its legal power, a reference as to the power being used should be identified in either the minutes or the cashbook.* After discussion it was agreed that this was not necessary at the present time. **3. Financial Regulations/Standing Orders:** *Recommendation: That standing orders are reviewed/adopted with reference to the NALC Legal Briefing L05-15 (with particular reference to Procurement of Contracts) and The Openness of Local Government Bodies Regulations 2014 (with particular reference to Standing Order 3l)and minuted during the next financial year. + Recommendation: that financial regulations are reviewed /adopted with reference to NALC Financial Briefing F01E-16 and minuted during the next financial year.* Chairman **A. McWhirter** agreed to review/update these and report back at next meeting. **4. Budgetry Controls:** *Recommendation: Council should consider implementing the reporting of quarterly reviews of both income/expenditure against budget in accordance with its own Standing Order 17c and ensure that Financial Regulations are followed with regards to approving expenditure outside of or in excess of the budget.* Since the Clerk produces full Finance Reports for each of six bi-monthly meeting it was agreed that it was not necessary. **9. Bank Reconciliation:** *Council should note that guidance from the external auditors states that a bank reconciliation between the bank statement balances and the cashbook should be as at 31st March 2016.* The Clerk confirmed that the bank provides monthly statements which are issued at last working day of each month. It had been confirmed to the auditors that no transactions had taken place between 27th February and 31st March 2016, as evidenced by the bank statement supplied for April 2016. **14. Additional Comments:** *As a Data Handler, Council should review LTN38 (available from SALC) with regards to the requirement for ICO registration.* It was agreed to ask **Cllr A. Nightingale** to investigate further about requirements and report back at next meeting. Cllr S. Butters proposed and Cllr I. Whyte seconded the proposal to adopt the report from the Internal Auditors. The Clerk confirmed that completed papers for the External Audit had been sent to BDO on 4/7/16 and the public notices re public inspection of the end of year accounts had been displayed on the village notice board as required.
- iv) Review of Reserves & Forward Budget Planning:** It was agreed to fix a date for meeting of Finance Working Party (**Clerk/AM/An/PH**) to be confirmed at September meeting.
- v) Review & Adoption of Standing Orders, Financial Regulations & Code of Conduct:** See above. The **Clerk** was requested to obtain hard copies from SALC of their recently re-issued update edition of *The Good Councillor's Guide*.
- vi) Review of Registering parish council with ICO** – see Agenda item 7.iii) above.
- vii) Clerk's Annual appraisal/salary review:** Chairman A. McWhirter reported that after consulting with members of the parish council for feedback he had carried out the Clerk's annual appraisal in July. This proved to be satisfactory and he recommended that the Clerk be awarded an annual rise in pay scale as recommended by SALC, from May which was anniversary of her appointment. He also noted that the recommended hourly pay rate for p/t staff had risen in January 2016, and so a nominal amount of unpaid back pay also be awarded to the clerk. Chairman A. McWhirter proposed and Cllr S. Batley seconded the proposal to accept this recommendations and all agreed.

8. Insurance: All present confirmed they had read and agreed with clarification sent by Cllr A. Nightingale's email_1/7/16.

9. Highways:

- i) **Speed reduction B1079 update:** There had been no new developments.

ii) Obstructions on verges/grass cutting:

It appears that Highways Dept are behind with their published schedule of works for cutting verges due to excessive growth clogging up machinery, but work would be carried out as soon as possible. It was also noted that a number of residents had installed obstacles on the edge of verges alongside the public highway and the Clerk confirmed she had checked and been informed that such installations would officially be viewed as “an obstruction” and may be removed. The **Clerk** was instructed to mention this in next issue of the parish magazine. Chairman A. McWhirter also reported that he had reported a leaking water main pipe at junction of B1079 and Shrubbery Road and this had been dealt with.

10. **Planning:** There had been no new applications since the last meeting.

- i) Referral DC/16/1691/FUL: (Vehicle Surgeon IP14 6HJ). The Clerk had received confirmation that this referral had resulted in the application being passed. Cllr S. Batley noted that the Planning Department do not seem to have taken in account our comments about referencing our request for consideration of reducing speed limit along this stretch of B1079.

11. **Village Amenities & Village Events:**

- i) Update on Astro turf for Goal Mouth on Tymmes Place: Cllr P. Hunter was absent but the Clerk confirmed that a cheque for 50% deposit was ready to be sent off when date for work to be carried out had been confirmed. **Clerk** to get update from Cllr Hunter on his return, and liaise with Victory Hall Committee, Bookings Secretary and grass cutting team to advise of date of work to be carried out.
- ii) Victory Hall Defibrillator: As reported above, the parish council would advise the Victory Hall Committee about applying for funds towards cost of installing defibrillator. It was agreed that the **Clerk** would liaise between District Cllr Patti Mulcahy and temporary Chairman of Victory Hall Committee to ensure they could progress their application as soon as possible.
- iii) Replacing Sandpit on village green: Chairman A. McWhirter reported that he had been asked by resident of Tymmes Place about replacing the old tyre arrangement with something more hygienic and appropriate for children’s play. It was agreed that members of the play group should be invited to investigate possible new alternatives to be considered at next meeting.
- iv) First Aiders/First Responders for village events: The Clerk had recently been made aware of the difficulties of finding suitably qualified first aiders to be in attendance at village community events. The **Clerk** was instructed to contact NHS E.England Ambulance Service to see if any village residents were listed as First Responders, and also if they could advise about suitable courses for training local First Aiders. It was agreed that the parish council could fund such a course.
- v) Car Parking: The Clerk reported receiving a request to allow members of local cycling club to park cars in Tymmes Place. She had responded that due to difficulties of residents parking in front of the village hall a more suitable venue might be found.
- vi) Fido Bins: The Clerk was still waiting for quotes from Suffolk Coastal Norse for providing and installing two bins in the village as agreed at last meeting. It was agreed that they should be red. The **Clerk** had received sample stickers from SCDC and she was asked to clarify the definition of “Designated Poop Scoop Area”, and where they could be positioned.
- vii) Allotments: Cllr S. Butters confirmed that she had contacted all the allotment holders, and it was agreed that a provisional date of Wed 31 August be booked at Victory hall for meeting with **Chairman A. McWhirter, herself and the Clerk** to discuss amendments to their tenancy agreements. It was hoped the new agreements would commence on 1st October, with any outstanding rents back-dated as appropriate.

- viii) BT Broadband: Following May meeting, Cllr S. Batley had instigated some tests with BT to establish actual local broadband speeds and had reported back to BT. **Cllr Batley** had arranged to meet with BT and would report back at next meeting.
- ix) Welcome pack for new residents: The Clerk had circulated a draft list of possible entries to such a pack. It was agreed that in the first instance **Cllr I. Whyte** would look at creating a dedicated page on the Hasketon.OneSuffolk.net website and **councillors** and others could submit copy for the proposed headings as appropriate. When completed these could be considered for downloading on paper for distribution for new residents if they wanted one, but a possible drawback would be keeping the information up to date. Progress to be reviewed at next meeting.

12. Adjournment for members of parish to address council on matters relating to Hasketon.

As there were no members of the parish in attendance, there was no adjournment.

13. Resumption of meeting.

14. Correspondence – see attached list.

15. A.O.B. The Clerk drew attention to email of 11/7/16 concerning Devolution Consultation which ends 23/8/16 and information just received to be circulated re AON new laws which come in effect of 12/8/16.

16. Date of next meetings: Thurs 8th Sept 2015, and **Close:** 8.45 pm

(nb: following dates confirmed: Nov 10th, Jan 12th 2017, Mar 9th, May 11th, July 13th 2017.

Signed:

Date:

26/7/16 : Prepared by Isabel Clark – Hasketon Parish Clerk

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