

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

The Annual (Parish) Council Meeting was held on Wednesday 9th May 2018 and commenced at 8.00pm in the village hall. The Chairman, Mr. Arthey welcomed the following Parish Cllrs. to the meeting – R Corcoran, M Hainsworth, Mrs R Howe, A Sturgeon and D Waldron to the meeting. Also present were District Cllr. B. Hurren (in part), PC 1294 Cristian Thomas (in Part) and Mrs V Waples (Clerk).

A statement was read out indicating that, in accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. *A full transcript of the statement is available from the Clerk upon request.*

1. ELECTION OF CHAIR

In accordance with the Local Government Act 1972, the first business on the agenda was the election of the Chair. Cllr. Arthey was nominated for the post which was approved by all present, aif. He duly completed his Declaration of Acceptance of Office which was countersigned by the Clerk to the Council.

2. APOLOGIES OF ABSENCE

- i. An apology of absence was received from Cllr. Moore due to a personal commitment.
- ii. Council consented to accept this apology.
- iii. Apologies for absence were noted from County Cllr. Finch.

3. DECLARATIONS OF INTEREST:

- i. Cllrs. Arthey and Waldron Local Non-Pecuniary Interest as members of the Village Hall Committee. There were no further declarations of interest for the agenda under discussion. There were also no declarations of gifts of hospitality received exceeding £25.
- ii. There were no requests for dispensations for the agenda under discussion.
- iii. The Council was reminded that all Councillors were required to monitor their Register of Interest and to notify changes within 28 days of the change occurring. The Councillors were asked to review their own Register of Interests and advise the Clerk of any changes.

4. MINUTES OF PREVIOUS MEETINGS:

Minutes of the Parish Council Meeting of 14th March 2018 were signed as true and accurate records, aif

5. TO RECEIVE UPDATES ON ITEMS RAISED AT THE LAST MEETING

- i. The meeting noted that the Clerk had submitted a response to the new draft recommendations on the new electoral arrangements for Babergh District Council. It was noted that Kersey Parish Council had been informed of the Parish Council's response, but it had considered that it wished to remain as it was and was pleased to see Lindsey joining it in that group should the proposal be accepted.

6. TO CONSIDER THE FOLLOWING MATTERS AS RAISED WITHIN THE PUBLIC FORUM:

There were no members of the public present.

7. CORRESPONDENCE: to receive and consider correspondence as itemized:

- i. BDC and MSDC Council report April 2018 and Appendices for CIL Expenditure – to note the attachments and the period for the submission of bids against the CIL Fund.
It was noted that the Village Hall is preparing to put a bid into the CIL plot for an electric charging point as an infrastructure need. The Parish Council was asked as the Custodian Trustee as to whether it would support such a bid as this was needed to demonstrate community support. 1st Bidding round is currently underway and finishes on 31st May 2018. It was confirmed that the Village Hall would be the applicant and agreement was forthcoming that the Parish Council would write a letter of support. It was also confirmed that the application had previously been discussed with the CIL Infrastructure Officers at BDC. Should this be successful the venue would be added to the Charging Network within Suffolk.

So signed by the Chairman at the meeting of 18th July 2018

- ii. BDC and MDC - One Council Project – working together as two sovereign councils – briefing sheet noted.
- iii. Babergh District Council Media Release - Future Plans for Corks Lane, Hadleigh to be displayed – noted.
- iv. To note the response to the recent consultation by the LGBC on the Electoral Review for Babergh – it was noted that the response as agreed had been submitted by the Clerk.

8. FINANCIAL REPORT

- i. To receive and approve the Annual Internal Audit Report – Council approved the report as submitted by the Internal Auditor and noted that there were no recommendations contained within the report.
- ii. To receive and approve the Payments & Receipts Account for the year ending 31st March 2018 – Council approved the Account as submitted, aif. A copy of the Accounts can be found at Appendix B.
- iii. To note the Bank Reconciliation for the year ending 31st March 2018– Council noted and agreed the bank balances as stated for the year ended 31st March 2018.
- iv. To consider and approve the Annual Governance Statement for 2017/2018 as per Section 1 of the Annual Governance and Accountability Guide (AGAR) – Council agreed that there was a sound system of internal control, that Financial Regulations were in place and observed and that it could answer in the affirmative to all of the questions. Section 1 of the AGAR was duly confirmed with positive responses and signed by the Chair and Clerk.
- v. To consider and approve the Accounting Statements for 2017/2018 as per Section 2 of the AGAR – the Council’s Accounting Statements were approved by all and duly signed by the Chair and RFO.
- vi. To consider and approve the Certificate of Exemption from a Limited Assurance Review for the year 2017/2018 – as Council was a smaller authority with gross expenditure and income not exceeding £25,000 it was able to certify itself as exempt from a limited assurance review. As such the Certificate of Exemption was approved by all present and signed by the Chairman and the Clerk. The Clerk advised that she will submit the relevant papers to the external auditor (Certificate of Exemption; Contact Details and Periods for the Exercise of Public Rights) by the due date of 11th June 2018.
- vii. To consider and approved the increase to the Clerk’s payscale for 2018 – 2019 (effective 01.04.18) as per the National Joint Council for Local Government Services agreement on pay for local government employees – the Council agreed to implement the pay increase noting that it would be in the region of £80 for the year. This had been anticipated in the setting of the budget for 2018-2019.
- viii. To consider schedule of receipts received since the last meeting –noted and approved the receipts as shown at Appendix C.
- ix. To consider and approve the verified items awaiting authorization as per the schedule submitted – Council approved the payments due as shown at Appendix C, aif.
- x. To consider the Council’s financial position to date – Council noted the bank balances of £1669.50 as per Appendix C.
- xi. To receive an update on the production of the Beacon Brazier for the WW1 Beacons of Light Commemoration for 11th November 2018 – Cllr. Arthey agreed to liaise with Barking Forge for a progress report.
- xii. To consider the costs involved in the moving of the Village Sign to the grassed triangle opposite the Village Hall – it was noted that a cost was still to be ascertained and approved.
- xiii. SALC/NALC - Reform of Data Protection Legislation & introduction of the General Data Protection Legislation – to consider further information received from SALC on the Data Protection Officer and works required for compliance with reform of the Data Protection Regulations – the Clerk advised that she was working towards ensuring that the Council was compliant with the Regulations and advised that an Impact Assessment had now been carried out and that the legal basis for holding and processing personal data had been identified. A number of policies were agreed to be adopted retrospectively: Data and Electronic Retention Policy 2018; Data and Information Security Policy;

Privacy Policy; Subject Access Policy and Subject Access Procedure. A Privacy Statement would be uploaded to the website and Privacy Notices would be sent to Councillors and relevant persons. Cllr.

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Hainsworth advised that email consent forms would need to be sent to all for whom an email address is held.

- xiv. Storage of parish council files – it was noted that storage was needed for archive files held by the Parish Council in a lockable filing cabinet. Cllr. Hainsworth offered storage, which could be accessed, at the Health Centre in Bildeston. Council was in agreement to accept this secure storage and the Clerk would liaise with Cllr. Hainsworth for the filing cabinet to be taken to the Centre, aif.
- xv. Verge Cutting – Council was in agreement that if wished to explore verge cutting at a local level as the one cut per season undertaken by Suffolk County Council was not appropriate. It was agreement that if the system of using local landowners works for verges and overgrown hedges then the Council could look at extending this to grip cutting. Cllr. Sturgeon agreed to ascertain more details vis-à-vis insurance and risk assessments and the work that would be covered by the hourly cost of £25.00. Agreement was forthcoming that once ascertained these would be circulated via email for Cllr. approval for 2 hours (£50.00 net) worth of verge cutting, aif.

9. **PLANNING APPLICATION:**

- i. To consider the following planning applications: none had been received for the Council to consider.
- ii. To note the planning applications determined by Babergh District Council as the Local Planning Authority: none had been received since the last meeting.

10. **PARISH COUNCILLOR'S REPORTS**

- i. Potholes – Church Road – could the Clerk obtain an explanation from Suffolk County Council as to why some had been filled and others left?

There being no other business the Chairman declared the meeting closed at 9.05pm.

DATE OF NEXT MEETING

Council Meeting on Wednesday 11th July commencing at 7.30pm in the Village Hall, Church Road, Lindsey.

Appendix A – A Summary Report for Lindsey Parish Council Meeting on 9th May 2018

From James Finch – County Councillor for the Stour Valley

- More than 97% of students receive their preferred Secondary School on National Offer Day

This year, Suffolk County Council received its highest number of applications from parents and carers indicating which secondary school they would prefer their child to be educated at from September 2018 in Year 7. The total was 7,447. Last year it was 7171. 91.61% of applicants received offers for their first preference school and 97.23% of applicants received an offer for one of their top three preferred schools. This percentage figure of 91.61% equates to a total of 6822 pupils. Families who applied online will be able to log on to the council's Online Service from today to see their school place offer, and will receive an email to confirm this offer. We will also send letters by second class post today (March 1), to all applicants, including those who made a paper application, to give more details about the next steps open to them. With the current extreme weather, some letters may be delayed by a day or two as the postal service works hard to maintain their services and schedules in this cold spell. Any parents or carers with children born between 1 September 2006 and 31 August 2007 and who have not yet applied for a school place should make an application immediately by downloading the CAF1 application form from the council's website: www.suffolk.gov.uk/admissions For further information, such as how to view your offer online, and for guidance on what to do if you have not received your preferred offer, please read our School admissions FAQ page.

- More than 94% of Suffolk children offered first choice of primary school

Suffolk's primary school admission figures released on 16 April show that 94.6% or 7,435 children have been offered a reception place for September 2018 at their parents' preferred school, with 98.8% offered one of their three preferences. 0.6% more children received their first preference this year than last year. Suffolk County Council received a total of 7,544 applications for a place in the Reception year from parents giving the preferences for their children to be educated at from September 2018. 98.4% of pupils moving to a junior school have secured their first preference place with 99.68% being offered one of their three choices. www.suffolk.gov.uk/children-families-and-learning/schools/school-places/school-admissions-faqs

- Proposal to change home to school travel policy

Further to my report last month, I have been asked to join a panel to review the feedback from this consultation which ended on 28th February. I will be reflecting the local feedback I have had from my parishes. The main requests are that youngsters do not have to change their existing schools where the choice of school was made and implemented before any change in policy. I am also concerned to ensure that those who do have financial challenges as a result of any revised school travel policy, there will be an opportunity for this cohort to apply for some financial support. All of the feedback gathered will be carefully and thoroughly considered by Suffolk County Council's Cabinet in June 2018 which I plan to attend. www.suffolk.gov.uk/schooltravel.

- Nicola Beach – the new Chief Executive for Suffolk County Council

Since the departure of Deborah Cadman's move to the West Midlands Combined Authority in September last year, SCC has been searching for her replacement. Since then, Sue Cook has very ably been our Interim Chief Executive. I am pleased to inform you that, following a unanimous recommendation by our Staff Appointments Committee, we have appointed Nicola Beach which was ratified at the Full County Council meeting. Nicola Beach, who is currently Executive Director of Infrastructure and Environment at Essex County Council, will join us this summer. During her time at Essex County Council, Nicola has led on the establishment of Transport East, a regional transport body of public and private sector partners to secure more investment in transport schemes in our region and worked with Ringway Jacobs – the company that maintains Essex's roads – to improve performance and customer experience. She also successfully delivered large savings programmes. Nicola was appointed due to the wealth of experience she has in local government, having been Chief Executive

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at Braintree District Council before joining Essex County Council and various other roles in authorities across the East of England. Nicola might be new to Suffolk County Council, but she's not new to Suffolk – having lived in Ipswich since 2005. She starts her new post this month.

- Call for “On-Call” firefighters

In Suffolk, part-time on-call firefighters make up 66% of the total fire service workforce and crew 86% of our fire engines. Suffolk has more than 400 on-call firefighters working at the 35 fire stations across the county, and they play a vital role in ensuring people are safe from fires and other incidents. They do a fantastic job and are highly regarded in their local communities. People interested in becoming an on-call firefighter must be 18 or older, and live or work ideally within five minutes or possibly up to ten minutes of a fire station. They'll need enthusiasm, willingness to work in a team environment, and a desire to support their local community. They will also need to get consent from their main employer to be available when they are working. They will earn about £5,000 per year for attending calls, any training undertaken, and for maintenance work carried out on the fire engine and at the station. More information on the role of on-call firefighters can be found at <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/working-and-volunteering-for-fire-and-rescue/how-to-become-an-on-call-firefighter/>

- Suffolk Highways Reporting and Responses

Suffolk Highways is continuing to see a heavy influx of customer reports through the online reporting tool, <https://highwaysreporting.suffolk.gov.uk/> and telephone contact centre, 0345 606 6171. Thank you to all those who are using it on a regular basis. In January 2018, 6,023 potholes and other defects were reported, which is more than double the amount received in the same period last year. During January 2,278 reactive works were ordered, 612 of which were emergencies requiring a 2-hour response time. The volume of reports coming into the team remains high with reports during February, March and April reaching approximately 5,000 per month. The team is continuing to prioritise work and are currently focused only on investigating and assessing pothole reports and emergencies. Response times for all other reports will be impacted and may take several weeks for less urgent reports to be assessed. We are working in different ways to clear the high volume of reports and moving resources to the areas of highest need; this is taking place in conjunction with continued dialogue with the public through the press and social media about how they can get the most out of the reporting mechanisms.

Appendix B – Accounting Statements for the year ending 31st March 2018

| Year ended 31.03.17 | | Year Ended 31.03.18 | | |
|------------------------|---------------------------------|------------------------|----------------------|----------|
| | <u>INCOME</u> | | | |
| 2221.00 | Precept | 2720.00 | | |
| 25.50 | LCTS Grant | 0.00 | | |
| 60.69 | Consols Dividend | 0.00 | | |
| 276.45 | Transparency Fund | 860.64 | | |
| 35.90 | VAT reclaim | 108.03 | | |
| | Donation | 200.00 | | |
| | Locality Budget | 500.00 | | |
| 2619.54 | <u>TOTAL INCOME</u> | 4388.67 | | |
| | <u>EXPENDITURE</u> | | | |
| 1592.21 | Clerk's Salary | 1737.53 | LGA 1972 | s112 |
| 105.60 | Audit Fee | 112.80 | LGA 1972 | s151 |
| 104.13 | Administation Costs | 307.20 | LGA 1972 | s111 |
| 159.73 | Council Insurance | 162.64 | LGA 1972 | s111 |
| 126.26 | Subscriptions | 129.91 | LGA1972 | s143 |
| 0.00 | Section 137 Payments | 50.00 | LGA 1972 | s137 |
| 70.00 | Hire of Village Hall | 90.00 | LGA 1972 | s111 |
| 0.00 | Training | 26.40 | LGA 1972 | s112 |
| 35.00 | Information Commissioner | 35.00 | Data. Prot Act 1998 | |
| 200.00 | Grant to St Peter's Church | 200.00 | LGA 1972 | s214 (6) |
| 200.00 | Grant to Village Hall Committee | 200.00 | LG (Misc Provisions) | |
| 100.00 | Village Event | 0.00 | LGA 1972 | s142 |
| 0.00 | Laptop & Software | 509.99 | LGA 1972 | s111 |
| 60.00 | LCAS Registration Fee | 0.00 | LGA 1972 | s111 |
| | Beacon Brazier | 210.00 | LGA 1972 | s144 |
| 2752.93 | <u>TOTAL EXPENDITURE</u> | 3771.47 | | |
| | <u>CUMULATIVE FUND BALANCE</u> | | | |
| 299.01 | Balance b/fwd from 01.04.17 | 165.62 | | |
| 2619.54 | Add total income | 4388.67 | | |
| 2918.55 | | 4554.29 | | |
| 2752.93 | Less total expenditure | 3771.47 | | |
| 165.62 | Balance as at 31 March 2018 | 782.82 | | |

THE ABOVE STATEMENTS REPRESENTS FAIRLY THE FINANCIAL POSITION OF THE COUNCIL AS AT 31 MARCH 2018 AND REFLECTS ITS RECEIPTS AND PAYMENTS DURING THE YEAR

So signed by the Chairman at the meeting of 18th July 2018

Appendix C - Financial Report

Items received since the last meeting

| Income | Description | Nett | VAT | Gross | Ref | Power |
|----------|--|---------|-----|---------|------|-------|
| 15.03.18 | Donation towards Beacon Brazier | 200.00 | | 200.00 | BACS | |
| 26.03.18 | SCC – Locality Award – Beacon Brazier | 500.00 | | 500.00 | BACS | |
| 10.04.18 | BDC – 1 st Payment of Precept | 1570.00 | | 1570.00 | BACS | |
| | Total Income | | | 2270.00 | | |

Items to be Authorized for Payment

| Expenditure | Description | Nett | VAT | Gross | Ref | Power |
|-------------|---------------------------------|--------|------|--------|-----|-------------------------|
| 09.05.18 | SALC – Subscription | 134.98 | 0.00 | 134.98 | 425 | LGA 1972 s143 |
| | Suffolk Cloud – website hosting | 100.00 | 0.00 | 100.00 | 426 | LGA 1972 s111 |
| | Trevor Brown – Internal Audit | 74.15 | 0.00 | 74.15 | 427 | Accts & Audit Regs 2015 |
| | Lindsey Village Hall – Hire | 80.00 | 0.00 | 80.00 | 428 | LGA 1972 s111 |
| | Clerk's Salary & Expenses | 284.19 | 0.00 | 284.19 | 429 | LGA 1972 s111 & s112 |
| | Total Expenditure | | | 863.32 | | |

Financial Report

| | Date | £ |
|-------------------------------------|-------------|----------------|
| Opening Balance | 14.03.18 | 82.82 |
| Add Income Received | March – May | 2270.00 |
| Less Expenditure Incurred | March – May | 0.00 |
| Less Expenditure from verified list | 09.05.18 | 863.32 |
| Closing Balance | 09.05.18 | 1669.50 |

Bank Reconciliation

| | | |
|--------------------------|---------------|----------------|
| Community Account | Statement 1 | 992.82 |
| Less unlogged cheques | At 09.05.2018 | 893.32 |
| Plus unaccredited income | At 09.05.2018 | 1570.00 |
| Reconciled Total | | 1669.50 |

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