

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

A Parish Council Meeting was held on Wednesday 13th March 2019 and commenced at 7.30pm in the village hall. The Chairman, Mr. Arthey welcomed the following Parish Cllrs. to the meeting – R Corcoran, M Hainsworth, Mrs R Howe, Mrs F Moore, A Sturgeon and D Waldron to the meeting. Also present were County Cllr. J. Finch (in part); District Cllr. B. Hurren (in part); 1 member of the public (Alan Ferguson) 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. APOLOGIES OF ABSENCE
 - i. There were no applicable apologies of absence.
2. DECLARATIONS OF INTEREST:
 - i. There were no 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.
3. MINUTES OF PREVIOUS MEETINGS:
Minutes of the Parish Council Meeting of 16th January 2019 and extra-ordinary Parish Council Meeting of 13th February 2019 were approved by all as true and accurate records and signed as such by the Chairman.
4. PARISH MATTERS: to receive updates on items raised at previous meetings
 - i. Kersey Crossroads – it was confirmed by County Cllr. Finch that Suffolk County Council (SCC) Highways have indicated that further work is not required and that there was no support from the County Cllr. for the area, County Cllr. Robert Lindsay. It was agreed that the next stage was for a face to face meeting with Mark Wedgewood, Head of Environmental Management at SCC Highways. Cllr. Arthey agreed to attend such a meeting alongside County Cllr. Finch. Although it was also noted that the area has been described as being an accident black spot, SCC Highways have stated that they will only take notice of police reports or incidents that are reported to the police.
Cllr. Arthey made the meeting aware that he had recently attended a speed watch meeting in Monks Eleigh in which statistics were given relating to car speed, reaction speed and the distance required for stopping, all of which made the Kersey Crossroads junction even more dangerous given the distance needed to ensure such an accident did not take place.
5. PUBLIC FORUM
 - i. To receive a report from County Councillor James Finch – Cllr. Finch was invited to submit his report – a copy of which can be found at Appendix A – the following points were noted:
 - Noted that the Care Quality Commission (CQC) had issued a poor report on a home supported by SCC. As a direct result, more funding had been sourced by SCC to deal with the issues raised within the report.
 - When asked whether climate change features in the County Council’s budget, it was confirmed that this was a challenge, but SCC was trying to be as green as possible e.g. heat exchanges; solar panels and trying to recycle where possible.
 - ii. To receive a report from District Councillor Bryn Hurren – Cllr. Hurren was invited to submit his report and commented on the following:
 - Budget - £85 increase on a Band D budget – noting police has increased by 12%.
 - Angel Court planning permission for low cost housing – 22 approved - all for rent.
 - Planning decision on the old HQ of BDC coming up soon – proposal is for 58 houses for the open market.

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- Recycling – gate fees are £50 a tonne for recycled refuse; back bin £90 a tonne – which all goes into the Energy from Waste plant. Landfill costs are £120 per tonne for rubbish that cannot go into the Energy from Waste plant.
 - Serial fly tipper prosecuted – hefty fine and time in gaol.
 - Local farm on borders between Monks Eleigh and Groton had a large number of tyres (500) dumped on a hard-standing area. It was noted that Lindsey has also suffered from a number of fly tipping incidences recently.
 - Elections – please encourage all to register to vote. Deadline for registration is 12th April 2019.
 - Local Plan further delayed and will not be in place for a further couple of years.
 - CABS – for every £1 that goes into it is worth about £10 for the work carried out. BDC are continuing to assist with funding the local CABS - one in Ipswich and one in Sudbury.
 - This is his last meeting as the District Cllr. for Lindsey. Enjoyed the 16 years that he has been the Councillor for Lindsey. Will hope to remain friends with the parish.
 - When asked, he confirmed that he would be pleased to write an article about recycling for the next newsletter and include the financial costs of recycling.
 - Glass – if a Babergh bottle bank money can be donated direct to a nominated charity – noted that the same principle can be applied to bottle banks that are housed on private land.
- iii. To receive comments from the public present on agenda items – the member of the public present introduced himself as the District Cllr. for the current South Cosford Ward. He confirmed that, following the restructuring of the boundary commission, the current ward he represents will become an eight-parish ward - an increase from the current six – and will be renamed Cosford East. Lindsey and Chelsworth will be part of that new ward. He confirmed that he would be standing as the Conservative Councillor for the new ward at the elections on 2nd May 2019.
- iv. To receive comments from the public present on any other issues concerning the village – there were none raised.

6. CORRESPONDENCE to receive and consider correspondence as itemised:

- i. Letter requesting support and participation in the resurrection of the ROUNDABOUT magazine – Council agreed that the editors of Roundabout were already in contact with those who run the Lindsey Newsletter and that relevant information would be passed on if it was felt that it might be of interest. Council agreed that it was not willing to provide financial support in the form of an initial sponsorship amount of £150 in order that the magazine could start up again from scratch.
- ii. Babergh Alliance of Parish & Town Councils - Report on Meetings with Babergh DC – the meeting noted the previously circulated documents as items of interest only.
- iii. SALC - Pre-election period (purdah) – Council was made aware of the period of moratorium and the type of publicity that should be avoided during this period.
- iv. British Red Cross – to note the bucket collection day for the Sudbury Area is Thursday 9th May at Tesco Superstore between 9am-5pm.
- v. Connecting Communities - English National Concessionary Travel Scheme – Council noted the circular from Suffolk County Council noting that as of 1 April 2019 all Connecting Communities passengers will be charged fares, and free bus passes would no longer to be accepted.

7. CLERK'S REPORT

- i. To consider schedule of receipts received since the last meeting – the meeting noted that a VAT reclaim had been received since the last meeting in the sum of £140.00.
- ii. To consider and approve the verified items awaiting authorization as per the schedule submitted – Council was in agreement that those items identified should be paid. A full list can be found at the end of these minutes.
- iii. To consider and receive the bank reconciliation to date – the bank balance showed £329.67 in credit and it was anticipated that this figure would not change prior to the year-end assuming all cheques raised were presented prior to the year-end. The meeting accepted the low balance anticipated at the end of the year but agreed that it should be noted that Council is taking steps to put its reserves on an

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equal footing. The anticipated income versus expenditure budget analysis report for the period ending 31st March 2019 was presented to Council and it was noted that, excluding the beacon brazier project which had been fully funded by donations, the year would end with an underspend in the sum of £221 overall.

- iv. To consider the costs involved in the moving of the Village Sign to the grassed triangle opposite the Village Hall – this would be suspended until the new council meets later in May.
- v. To review and approve the Council's Asset Register – Council reviewed the Asset Register and agreed that it was a fair description of the assets held by the Parish Council and noted that all assets named on the asset register were covered under All Risks within the Council's Insurance Document. It was noted that there was one addition to the asset register of the beacon brazier which is to be permanently situated on the land owned by a local landowner. The Clerk confirmed that the Council can insure an asset on a 3rd parties land. It was noted and reconfirmed that responsibility for the beacon rests with the Parish Council and that the Parish Council has a duty to ensure that it is properly maintained and insured.
- vi. To review the Council's Financial Risk Assessment – Council reviewed the Council's Financial Risk Assessment and General Risk Assessment Documents and found them to be an accurate assessment of the risks facing the Council in carrying out its duties and being responsible for public finances.
- vii. To review the effectiveness of the internal control and the scope of internal audit – Council reviewed the Internal Controls Document and agreed that the measures undertaken by the Council to safeguard public finances were appropriate for a parish the size of Lindsey. The completed Internal Control Document for the year ending 31st March 2019 was presented to all and approved by the meeting. Council was also in agreement that the audit terms of reference and audit plan were appropriate for a parish the size of Lindsey.
- viii. To confirm the appointment of the Council's Independent Internal Auditor – whilst it was noted yahoo was not a secure email address, it was agreed that Mr. Brown was independent, competent and the work he would be carrying out was appropriate for a parish the size of Lindsey. The Council agreed to confirm his appointment, aif.
- ix. To review the Council's Standing Orders and Financial Regulations – Council reviewed both its Standing Orders (SO) and Financial Regulations (FR) and agreed changes to SO 11 (Management of Information); SO 20 (Responsibilities to provide information) & SO 21 (Responsibilities under Data Protection Legislation) as per the NALC Model Standing Orders 2018 and to FR 9.1 and 9.2 (Order Books / Orders), aif.
- x. To review the Council's Policies and Procedures – the meeting was in agreement that the following policies should be reviewed in their entirety and the proposed amendments were approved: Complaints Procedure Policy; Dispensation Policy; Grant Awarding Policy Grievance Disciplinary Procedure; Reimbursement of Expenses Procedure and Training Policy. The Clerk would send a link to the documents reviewed so that all were aware of the changes.
- xi. To consider any items that may be forthcoming – it was noted that Barclays Bank was still unwilling to change the address for correspondence and statements despite 2 letters sent requesting such a move and both being signed by authorized signatories. Council approved the request for Cllr. Corcoran (an authorized signatory) to contact the bank requesting such a change be actioned and asking for a mandate to be set up allowing the Clerk read only facilities for on-line banking, aif.

8. **PLANNING APPLICATIONS:** (note planning applications not circulated prior to meeting).

- i. To consider the following planning applications: none had been received since the last meeting.
- ii. To note the following planning applications determined by BDC:
 - DC/19/000125 – planning permission for the erection of a porch extension, two storey side extension and a single storey rear extension @ Fair View, The Street, Lindsey.
- iii. DC/19/000230 & DC/19/000229 – conversion of 1 barn to 1 No. dwelling and the erection of a cart lodge – District Cllr. Hurren agreed to chase the planning officer for a status of these applications in particular the lack of plans for the stable block and why the planning officer had not responded to the parish council's request for further details regarding proposals for the stables.

9. **PARISH COUNCILLORS' REPORTS:** to receive reports on village issues from Councillors present –
- i. Kersey School – Ofsted Report – due to staffing issues the school was in a state of flux, but it was still disappointed with the poor report which stated that the school required improvement. Ofsted to be invited back in a year's time to reassess the situation but measures are in hand to tackle the issues raised. Current roll is 67. Everything is being done to ensure that the school is working towards a more positive outcome at the next inspection.
 - ii. Reverend Jackson has taken over as the Vicar for the benefice which includes Kersey, Aldham, Elmsett, and Chattisham. He has shown an interest in rededicating the shrine at St Mary's Kersey. Lindsey is linked to the Kersey shrine and it is hoped that this will have an impact on the Church at Lindsey. Noted that the benefice of Bildeston and Monks Eleigh still do not have a vicar in place.
 - iii. Reverend Jackson has offered to do a 3 o'clock service on Easter Day which will be a family orientated service.
 - iv. Hedge / verge cutting again this year in early Summer – it was agreed that this cost should be expended in Lindsey in accordance with the budget set. Formal approval would be brought back to the Council at the next meeting.
 - v. Care Quality Commission (CQC) has recently carried out inspections on the two local Health Centres - Hadleigh Boxford Group had achieved outstanding in the category of responsiveness however both Hadleigh Boxford Group and Bildeston had overall dropped from outstanding to good.

There being no other business the Chairman declared the meeting closed at 9.15pm.

DATE OF NEXT MEETINGS

Annual Parish Meeting on Wednesday 15th May 2019 commencing at 7.00pm followed by the Annual Parish Council Meeting, both to be held in the Village Hall, Church Road, Lindsey.

Appendix A – A Summary Report for Lindsey Parish Council Meeting on 13th March 2019

From James Finch – County Councillor for the Stour Valley

- Suffolk County Council 2019/20 budget approved - On 14 February, Suffolk County Council concluded its budget setting process for this coming financial year (2019/2020). From 1 April 2019 to 31 March 2020, Suffolk County Council will spend almost £10 million a week across all its services following approval of this budget of £519.3 million. Over the period 2011-12 to 2018-19 the Council has made over £260 million of savings in response to reductions in funding from Central Government and increasing demand for services. For 2019/20 the Council has proposed a range of savings totalling around £13 million. These savings are required to help balance the budget - something that the Council must do by law. Recognising the unrelenting rise in demand and the complexity of support required by vulnerable children and adults in Suffolk, the Council are significantly increasing spending in these two top priority areas. The net budget for Adult and Community Services (ACS) will rise to £243m and the net budget for Health, Wellbeing and Children's Services (HWCS) will rise to £147m. This is an increase of just over £14 million for ACS and HWCS. ACS and HWCS will account for 75% of the total spend in 2019/2020 – three in every four pounds the Council spends. General council tax will rise by 2.99% this year. The Council are also applying the final 1% of the six per cent Social Care precept allowed over the years 2017/18 to 2019/20. The overall increase in council tax is one per cent less than for 2018/19. The four-year investment in surface-dressing our roads continues into its third year and the Council will treat 1,000 miles of Suffolk's roads by the end of 2020 as promised. The Council has also maintained Suffolk Fire and Rescue's budget and protected Suffolk's Library services. The Council is looking to maximise the financial contribution from its medium-term programmes, which focus on transforming how the Council delivers its services and works with other authorities and public sector partners. The Council's transformation programmes have saved over £12 million in 2018/19 and £12-£13 million of savings are planned for 2019/20.
- Funding agreed for Citizens Advice in Suffolk - On 11 February, it was reported that Citizens Advice in Suffolk will no longer see any difference in their funding for 2019/20. This is due to a collaboration between Suffolk County Council, NHS Ipswich and East Suffolk Clinical Commissioning Group and NHS West Suffolk Clinical Commissioning Group. Suffolk County Council proposes to reduce the funding given to Citizens Advice by 50% (£187k), in 2019/20. Under the joint agreement now in place with the CCGs, a total of £187k will be provided by NHS Ipswich and East Suffolk and NHS West Suffolk CCGs. So, funding for Citizens Advice in 2019/20 will remain the same as the previous year (£374k).
- Have your say on the future of the Suffolk Fire and Rescue Service - Suffolk Fire and Rescue Service is asking the public for views on how it manages the risks it faces across the county, as well as five different areas of its work, from how it responds to automatic fire alarms, to firefighters' shift patterns. This eight-week consultation is part of a statutory process, with information feeding into the fire service's Integrated Risk Management Plan (IRMP) for the next three years (2019 to 2022); essentially a plan for how it provides its services. The fire service regularly assesses all foreseeable risks that could affect its operations. This includes considering one-off type events such as countywide flooding and terrorist attacks, in addition to the more usual responses to fires, animal rescues and road traffic collisions. A key part of this review is to invite the public to share their views through this consultation and at a number of events around the county. The particular areas which the fire service is seeking feedback on are:
 - Automatic Fire Alarms and Unwanted Fire Signals
 - Response to Road Traffic Collisions
 - Shift Patterns
 - Specialist Rescue Capabilities
 - Speed of Response to Emergency Incidents – Performance Measures.
 The consultation will run from Monday 11 February to Sunday 7 April 2019. The draft IRMP, supporting documents and online consultation are available at www.suffolk.gov.uk
- Important Information: Suffolk School Travel Changes from September 2019 - Suffolk County Council (SCC) is implementing changes to its School Travel Policy from September 2019. The Council has already written to all schools and Town and Parish Councils with information about the policy changes and how they may affect families in their area.

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- Statutory School Age School Travel Policy - Children living in Suffolk who will be starting at a new school in September 2019 will be eligible for SCC funded school travel when they are over 2 miles (under 8 years old) or 3 miles (aged 8 or over) walking distance from their nearest suitable school that would have had a place available for them. This would be whether or not an application was made for a place at that school. Full details about SCC funded school travel, including additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at www.suffolkonboard.com/schooltravel

New pupils - In the first year of change the new school travel policy will only impact on those starting or moving school with effect from September 2019. For those starting at secondary/upper schools, parents will be informed if their child is eligible by 30 April 2019. For those starting at primary/middle schools in September 2019, parents will be informed if their child is eligible for SCC funded travel by 14 May 2019. If parents do not hear from the Council by the date shown above and believe their child is eligible for SCC funded school travel, they should contact the Customer Service Team on 0345 606 6173 or email them at customer.services@suffolk.gov.uk. Information about those who are eligible to SCC funded travel will be provided to the child's current and receiving school.

Returning pupils - The new policy is being phased in. This means that children who receive SCC funded school travel in the 2018/2019 school year will continue to receive this whilst they continue to attend the same school, unless they turn 8 years of age and live between 2 and 3 miles from their current school or move to a new house - at which time eligibility would be reassessed.

To opt-in (apply) for SCC funded school travel - For transport in September 2019 and all future years, families whose child/ren are eligible for SCC funded school travel will need to opt-in to receive their transport. This is a change from previous years. The opt-in process for those pupils who are eligible for SCC funded school travel for the 2019/2020 school year opens on 1 March 2019 with a deadline of 31 May 2019. SCC will be using various communications channels to cascade the opt-in message to parents/families. This important change means that parents whose children are eligible will have to opt-in by 31 May each year for school travel to be provided in the following school year as this will no longer be provided automatically.

This includes:

- Those currently eligible and who have SCC funded school travel under the old policy arrangements because they will be in Year 1 to Year 6, or Year 8 to Year 11 in September 2019 (and have not moved address) or
- are eligible under the new travel policy.

Recent research has shown that some families, although eligible to SCC funded school travel, do not use their seat(s). Suffolk County Council consequently is funding seats which are unused and therefore, SCC are asking families to opt-in.

- Post-16 Travel Policy Statement for September 2019 - The Post-16 Policy has not changed other than agreed increases to the cost of a seat until the charge equals the average cost. For September 2019/2020 school year the charge will be £750 per annum. The financial contribution for students with SEND for 2019/2020 school year will be £690.
- Suffolk Brokerage Service: If any school or local community would like to access capacity building support to assist them in running travel arrangements themselves, they can contact customer.services@suffolk.gov.uk
- For more information on how Town and Parish Councils can get involved see the Sustainable Modes of Travel Strategy at www.suffolkonboard.com/smot
- Finally, another reminder for 25th March 2019 - Further to my reference to this subject last month, the drop-in sessions have now been confirmed in our locality as per below. The meetings so far have been very well received. The final session for this quarter is in Leavenheath on the 25th March.

Appendix B - Financial Report

So signed by the Chairman at the meeting of 15th May 2019

Items received since the last meeting

Income	Description	Nett	VAT	Gross	Ref	Power
March 2019	HMRC – VAT reclaim	140.00	0.00	140.00	Bacs	
	Total Income			£140.00		

Items to be Authorized for Payment

Expenditure	Description	Nett	VAT	Gross	Ref	Power
13.03.19	Clerk's Salary & Expenses	270.15	0.00	270.15	443	LGA 1972 s111 & s112
	HMRC – 3 & 4 Quarter	185.20	0.00	185.20	444	Income & Corp Taxes
				£455.35		

Financial Report

	Date	£
Opening Balance	16.01.19	645.02
Add Income Received	February – March	140.00
Less Expenditure Incurred	February – March	0.00
Less Expenditure from verified list	13.03.19	455.35
Closing Balance	13.03.19	329.67

Bank Reconciliation

Community Account	Statement – 28.09.18	2629.08
Less unlogged cheques	At 13.03.19	2439.41
Plus unaccredited income	At 13.03.19	140.00
Reconciled Total		329.67

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