

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
11 July 2019
Hinderclay Village Hall
19:30 – 21:15

COMMITTEE MEMBERS		Attendance	Apologies
John Davie-Thornhill	Chairman		X
David Emerton	Vice-chairman	X	
Brian Brinkley	Councillor	X	
Karen Calton	Councillor	X	
Lindsey Aves	Councillor	X	
Michael Bishop	Councillor	X	
Paul Rose	Councillor	X	
In attendance			
Matthew Larkin	Parish Clerk		

ACTION

1. Apologies and approval of absences

John Davie-Thornhill's absence approved - all in favour.

2. To receive Councillor's Declarations of Interest in any item on the Agenda

Michael Bishop declared an interest in the Village Hall because he is on the Village Hall Committee.

3. To consider requests for dispensations

Michael Bishop was granted a dispensation to stay in the meeting but was prohibited from voting on the Village Hall Committee's request for a grant – all in favour.

4. To adopt Code of Conduct

Code of conduct adopted – all in favour.

5. Councillors to populate and sign Register of Members' Interests

Completed by those present.

6. To appoint the Responsible Financial Officer

Matthew Larkin, the Clerk to Hinderclay Parish Council, was appointed as the Responsible Financial Officer – all in favour.

7. To confirm and sign minutes of:

i. The Annual Parish Council Meeting of 9th May 2019

Minutes accepted and signed – all in favour.

ii. The Extraordinary Parish Council Meeting of 4th June 2019

Minutes accepted and signed – all in favour.

8. To receive feedback on actions raised at previous meetings

David Emerton has spoken with the Head Teacher at St Botolph's who is happy to provide a written report for the annual meeting.

Gifts and donations PC allowed to make covered in the budget

Standing and Financial Orders reviewed and tabled on the agenda for adoption.

GDPR Policy reviewed and tabled on the agenda for adoption.

The hedges encroaching on the pavement relating to Orchard House and Appledown Cottage have been reported to Suffolk Highways and the occupiers have been written letters requesting that they address the issue.

The following clarification was given on the questions raised on the 4th June 2019 regarding the Suffolk Highways Community Self-Help Scheme:

Once the Parish Council takes responsibility for a verge does it keep that responsibility?

No – the maintenance of highway verges will continue to be Suffolk Highways' responsibility, regardless of any additional work carried out by the Parish Council.

Does the Parish Council take on the public liability for a verge if it requests the permission to maintain it?

For information on public liability and insurance, I'd advise that you review section five of the attached Community Self-Help documentation, which includes the following guidance:

“Provided the local council carries out works in accordance with this agreement then any accidental damage to third party property or injury to a third party will be covered by Suffolk County Council's public liability insurance.

In the event that the local council carries out works that are outside this agreement then the local council will be liable for any third-party injury or damage to property. In such circumstances, the local council will indemnify Suffolk County Council against any claims made against it, or any payments made by Suffolk County Council in consequence.

Suffolk County Council will not be liable for any damage to property belonging to or injury to any Highways Rangers or Highways Volunteers working on behalf of the local council, whether in a volunteering capacity or otherwise in carrying out works within the scope of this agreement.

The local council agrees to take out and maintain suitable public liability insurance cover to a minimum value of £5 million with an insurer reasonably acceptable to Suffolk County Council on terms that are sufficient to indemnify Suffolk County Council in accordance with paragraph 5.2 above and will allow Suffolk County Council to inspect the insurance certificate.”

Is there any funding available to cover the costs of maintaining the verges?

Suffolk County Council has committed £100,000 to the Community Self-Help Scheme's first year, taken from the £9.67 million additional funding allocated to Suffolk Highways in the Budget last October. This investment will help fund training for community volunteers, traffic management services, PPE, tools and equipment.

Is there any grant funding available to cover the costs of maintaining the verges?

I am not aware of any grant funding that has been made available to cover the cost of Community Self-Help related maintenance, however I will look into this further and update you accordingly.

Is there a protocol that can be followed regarding the scheme?

Further information on Suffolk's Community Self-Help Scheme and how the Parish Council can get involved can be found on our dedicated webpage, available via the following link: www.suffolk.gov.uk/communityselfhelp.

There are four Community Self-Help options on offer:

1. Buying in services from contractors
2. Using your own trained employee(s)
3. Using volunteers to undertake work
4. Buying additional services from Suffolk Highways

The four supporting documents that coincide with these options are all available to download directly from the website.

Does the scheme cover the cleaning of signs?

Yes – sign cleaning is a permitted task that can be carried out under the Community Self-Help Scheme.

With regard to the queries raised on the 9th of May 2019 relating to the community defibrillator:

The Clerk gave clarification from Andrew Barlow, the community defibrillator lead at the East of England Ambulance Service on the following points:

- The Cabinet Number and Postcode cells on the defibrillator box do not need populating. Each manufacturer has a different box design.
- The code for the box is not to be published as the Ambulance Service needs to know who has accessed the defibrillator. It cannot be open to the public.
- The defibrillator battery and pads need to be checked once a month by a designated person.
- The Ambulance Service does not supply defibrillator signs. They are available to purchase online.
- Members of the public do not have to take a mobile phone with them to the defibrillator as the Ambulance Service will give them the code for the box.

The British Heart Foundation has signs available to purchase but they provide information on how to use the defibrillator in an emergency rather than indicating where it is located.

9. Reports:

a) Fen & Fen Charity – Brian Brinkley

Got a copy of the charity's historical documents and the current constitution. The Chairman of the Trustees should be the Rector. The new Rector has shown an interest in the position. The Trustees will meet again in September. A fuller report will be provided following the meeting.

b) Trees – Karen Calton

In the process of making a record of the main trees in the village, mapping and measuring them. Considering encouraging villagers to plant more trees.

c) Gressingham Foods – Paul Rose

Struggling to get hold of the relevant contacts at Gressingham Foods.

d) Footpaths – Shirley Bishop

Damage to the brambles in Fen Lane has been tidied away.

e) Chairman's Update – John Davie-Thornhill

None provided.

10. Public participation

The branches of the oak tree on the village green are so low that they are obstructing the mowing of the grass. Can they be trimmed to help resolve this?

Can the grass be kept longer around the base of the tree to allow the bulbs to grow?

Can the base of the tree be protected by a small fence?

Clerk to identify whether it is the District or County Council that mow around the area.

ML

Clerk to table the issue for discussion at a future meeting.

ML

Chapel Road outside Pear Tree Farm has a large pothole. Clerk to report this to Suffolk Highways if this has not already been reported.

ML

Hedge on Town House Lane is encroaching on road. It was established that this is not within the parish boundary.

Clerk to provide link to Suffolk Highways reporting tool on the Parish Council website.

ML

Complaint about the large amount of heavy goods vehicles coming through the village.

11. Matters to be brought to the attention of the Council**12. Planning Applications – to receive any applications/decisions**

Application DC/19/02385 for Thripskin Farm, Weston Road, Hinderclay, Diss, Suffolk, IP22 1JL, was approved by Mid Suffolk District Council on the 9th of July 2019.

13. Finance:**a) To agree a budget for 2019/20**

The budget shown below was agreed - all in favour:

<u>RECEIPTS</u>	Actual <u>2017/2018</u>	Actual <u>2018/2019</u>	Budget <u>2019/2020</u>	Forecast <u>2020/21</u>	Forecast <u>2021/22</u>	Forecast <u>2022/23</u>
Precept (S41)	£4,500	£4,500	£5,000	£5,100	£5,202	£5,306
Bank Interest/deposit	£3	£8	£0	£0	£0	£0
Cleansing Grant	£612	£391	£391	£391	£391	£391
Other receipts	£1,345	£816	£0			
VAT	£0	£0	£487	£40	£41	£42
	£6,460	£5,716	£5,878	£5,531	£5,634	£5,739
<u>PAYMENTS</u>	Actual <u>2017/2018</u>	Actual <u>2018/2019</u>	Budget <u>2019/2020</u>	Forecast <u>2020/21</u>	Forecast <u>2021/22</u>	Forecast <u>2022/23</u>
Clerk's salary / expenses (S112)	£1,805	£1,704	£1,888	£1,916	£1,945	£1,974
Chairman's expenses	£0	£0	£0	£0	£0	£0
Councillors expenses	£65	£0	£0	£0	£0	£0
Defibrillator (S234)	£0	£1,955	£0	£0	£0	£0
Election costs	£0	£0	£0	£0	£0	£0
Insurance (S101)	£185	£192	£196	£200	£204	£208
Administration expense	£199	£139	£142	£145	£148	£151
Audit fees	£66	£650	£663	£400	£408	£416
Bus Shelter maintenance (S4)	£520	£530	£530	£530	£530	£530
Annual Subs	£221	£231	£235	£240	£245	£250
Recreation field (S19)	£0	£0	£250	£250	£250	£250
Village Hall (S133)	£0	£0	£3,500	£0	£0	£0
Coronation Green / Village maintenance (S164)	£135	£397	£397	£405	£413	£421
Grants (S137)	£1,200	£1,300	£650	£650	£650	£650
VAT	£37	£487	£40	£41	£42	£42
	£4,432	£7,586	£8,492	£4,777	£4,834	£4,893
Net Movement	£2,028	(£1,870)	(£2,613)	£755	£800	£846
Closing Balance	£10,634	£8,763	£6,150	£6,904	£7,704	£8,551

b) To determine a response to the Village Hall Committee's request for a grant

£3,500 was awarded to the Village Hall Committee specifically for the refurbishment work on the hall's concrete posts and entrance door - all in favour.

c) Cheques to be issued

The following cheques were signed – all in favour:

Item	Amount
Suffolk Association of Local Councils	£132.00
Suffolk Association of Local Councils	£174.00
Clerks & Councils Direct	£24.00
Clerk Mileage & Expenses	£95.34
Previous Clerk Expenses	£28.66
Brian Spooner	£90.00
Total	£544.00

14. Correspondence

The Rural Funding Digest has circulated a document that contains a Village Hall Improvement Grant Fund which is provided by Action with Communities in Rural England. The fund is providing grants of between £10,000 and £25,000 for works on village halls.

Suffolk County Council will no longer update the bus timetable cards from July 2019. There are three different options for the Council to consider.

15. Review of internal control arrangements

David Emerton was nominated to review the Council's internal control arrangements – all in favour.

16. To review and adopt Financial Regulations with reference to National Association of Local Councils Legal Topic Note 87

Section 5.2 of the Financial Regulations prompted a discussion on how the schedule of payments requiring authorisation should go in with the minutes – all in favour.

Section 6.13 of the Financial Regulations prompted a discussion on how backup files should be kept on a USB stick held by one of the Councillors – all in favour.

Clerk to suggest the frequency to update the backup files on the USB stick.

Grant policy to be developed.

Financial Regulations and Legal Topic Note 87 adopted – all in favour.

17. To review and adopt Standing Orders

Section 3 f should be amended to limit public participation to 15 minutes – all in favour.

Section 3 g should be amended to allow members of the public to not speak for more than 5 minutes each – all in favour.

Section 3 l of the Standing Orders should be amended to remove the obligation for individuals to stand when requesting to speak – all in favour.

ML

DE

Section 5 c should be amended to state that the annual meeting of the Council will take place at 7.30pm – all in favour.

Section 15 a should be amended to state that the Proper Officer shall only be the Clerk – all in favour.

Standing Orders adopted subject to the amendments discussed – all in favour.

18. To review and adopt a GDPR Policy

Section 6.3 should be amended to change enquirer to enquirers – all in favour.

Section 19 should be amended to remove the restrictions on the Councillors using their own devices for Council business.

GDPR policy adopted subject to the amendments discussed – all in favour.

19. Next meeting:

a) 12th September 2019

b) Items for the agenda of that meeting

- Clerk's contract of employment.
- Draft Grant Policy.
- Sourcing Clerk's laptop from locality budget.
- Discussion regarding footpath signage.
- Choosing location sign for the community defibrillator.
- Deciding upon who will check the battery and pads on the community defibrillator once per month.
- Establish where 30 mph stickers for the village's bins can be sourced from.
- Discussion regarding the provision of bus timetable cards.
- Discussion regarding the maintenance of the oak tree on the village green.