

A meeting of the Hepworth Parish Council took place on Thursday 3rd November 2016 at the village hall where the following items were discussed.

Attendees	Mr David Stannard (Chairman)	Mrs R Vernon
	Cllr J Spicer	Mr A Yorke
	Mrs M Beales	Mrs K Shearer
	Mrs Sue Yeomans (Parish Clerk)	Mrs M MacPherson
	Cllr C Bull	

1. Apologies **Action**
Mr John Beales, Mr Garry Bloomfield

2. Declarations of Interest
There were no Declarations of Interest

3. Minutes of previous meetings
The minutes of the Hepworth Parish Council meeting of 1st September 2016 and the Extraordinary Meeting held 11th October 2016 were agreed and signed as a true record.

Matters arising from previous meeting 1st September 2016

Cllr Shearer gave an update on the water lying in the road by Green Acres. Many years ago the council put in a drainage pipe (which was felt at the time to be too small for the job) and the ditch was filled in.

4. Suspension of meeting to receive reports and hear from members of the public present
There were no members of the public present.

Report from Cllr Spicer

Cllr Spicer advised that on the 4th May there are elections, therefore the May meeting is moved to Thursday 18th May.

Further updates from Cllr Spicer contained in the following agenda points.

Report from Cllr Bull

Update on Hopton Surgery – There is a meeting on Saturday 5th November to see if the Action Group should continue. The Prescription Delivery Service promised for 31st October has not happened. Hopton are still in negotiation with another doctor but nothing will be resolved in the short term. The NHS has apologised again and says they now have measures in place so to prevent this situation occurring again.

Willow Green – Cllr Spicer is still looking into the possibility of a lay-by. Cllr Bull will follow up on the planning application for parking at the rear as it would be preferable to have the work completed before the bad weather.

5. Finance

The following accounts for payment were agreed:-

Clerks Expenses Oct 2016 - £47.50

SALC (Invoice for 6 months payroll to 30 Sep 16) - £27.00

Clerks Salary to 30 Nov 16 was agreed and a cheque for £277.89 raised

Website hosting with Tsohost was agreed and a cheque for £14.99 was raised

R Goldsmith price increase for 2017 was discussed. It was agreed not to renew his contract. An advertisement for a replacement will be placed in the Hepworth Magazine, on the website and the notice board. It was agreed to initially advertise it for 1-2 hours per month @ £10.00 per

hour. Clerk to write to Mr Goldsmith with outcome and confirm when his contract ends.

The Bank Reconciliation (see attached) was checked by Cllr McPherson.

It was agreed to move the balance of £2,064.05 from Bank of Scotland to the Barclays Business Reserve Account. **Clerk**

The draft Budget for 2017/18 was discussed. Clerk to make amendments and circulate before the next meeting. **Clerk**

The Clerk requested her hours be increased by 1 hour per week. An Extraordinary Meeting to be arranged to discuss this without the Clerk present. **Clerk**

The Final Audit Report was reviewed.

6. Clerk's/RFO Report

1. 5 Sep – 30 Oct contracted hours 32, hours worked 30hr 45 min

Contracted hours for 6 months 2 May – 30 Oct (25 weeks x 4 hours) = 100 hrs.

Hours worked = 111.30 hrs; 11.30 hrs unpaid, averaging 45 min per week.

Holiday entitlement is 18 hrs; 8 hrs have been taken but struggling to fit in further 10 hrs.

2. Speed Watch sessions (More Volunteers needed)

Sep: 17th = 6

Oct: 4th = 5, 29th = 4

3. Bank Balances @ 19 Aug 2016

Community (Current) Account £2,671.55

Barclays Business Reserve Account £1,828.02 (Interest received £0.23)

Bank of Scotland Corporate Deposit Account £2,064.05 (Interest received £0.26)

Harry Read Charity £281.69

4. Registration with the ICO

Clerk spoke to the ICO office. Many Parish Councils do register. They agreed that the type of information we hold, i.e. Clerks details, Councillors details and Electoral Register do not generally require registration. However, if we received electronic information from parishioners with complaints, opinions etc. about other parishioners then we would be advised to register.

The meeting is still unsure registration is necessary. Clerk to discuss with SALC and get advice.

Clerk

7. Footpaths

Pavement Market Weston Road – Cllr Spicer gave an update. The County Council knew nothing about it. Cllr Yorke and Cllr Spicer to arrange a site meeting. **AY/JS**

Claimed Footpaths in the Parish of Hepworth – Cllr Spicer gave some historical background to the claim which had been rejected in the 1990s. The Rights of Way Committee will be considering this in January 2017 (Cllr Spicer to confirm the exact date). If the claim is upheld there will be a period for objection. If it is denied the Ramblers Association can take the claim to the Secretary of State. It was agreed the Parish Council would make no comment. Clerk to write and inform Suffolk County Council. **Clerk**

- 8. Planning Applications** **28/16**
No planning applications were received
- 9. Highways**
Obstructions on verges – complaints have been received about obstructions on verges outside properties in the village. Clerk to write to the County Council with details of properties concerned. **Clerk**
- Request for the addition of a ‘Village Hall’ sign on The Street at the junction with Church Lane – Clerk to write to Cllr Spicer with request **Clerk**
- Barningham PC approach for support for a 7.5 ton restriction through Hepworth from the A143 to the B1111 Barningham was discussed. It was agreed to offer our support, Clerk to write and confirm our decision, we would also support a request for ‘Unsuitable for HGV’s’ signs. **Clerk**
- Further complaints have been received from parishioners about the obstruction from hedge at Fairholme and the lack of visibility when exiting from North Common onto The Street. Cllr Spicer confirmed that the County Council has written to the owners requesting it be cut back on several occasions. Clerk to send Cllr Spicer the owner’s details. **Clerk**
- Complaints have been received from parishioners about the hedge surrounding the field at the Duke of Marlborough at the junction of The Street and the A143. Clerk to write to the owner requesting it be cut back. **Clerk**
- 10. Website**
The transfer of the OneSuffolk platform to alternate supplier following the introduction of a hosting fee, the service had previously been free of charge. Several options were discussed and it was agreed to transfer to Tsohost. A cheque for £14.99 was agreed and raised (see Finance). **Clerk**
- 11. Data Protection**
Registration with the ICO was discussed. See Clerk’s report.
- 12. Correspondence**
The invitation to join the United Benefice with Stanton Parish News was discussed. It was unanimously agreed it was too costly. Clerk to write and inform them of our decision. **Clerk**
- 13. Questions to the Chair**
Cllr Vernon reported that the signs are down along Beck Street at the junction with Dunhill Lane, and also outside Dormer Cottage. Cllr M Beales has reported it.
- 13. Any Other Business**
There was no other business

Date and time of next meeting

The next meeting will take place on Thursday 5th January 2017 commencing at 7.30pm

The meeting closed at 9.40pm

2017 Parish Council Meeting Dates

January 5th

March 2nd

May *18th AGM and Annual Parish Meeting (*please note date amended)

July 6th

September 7th

November 2nd

Bank Reconciliation at 19 October 2016

Barclays Community Account	£2,671.55
Barclays Business Reserve Account	£1,828.02
Bank of Scotland Corporate Deposit Account	£2,064.05
Harry Read Charity	£281.69
	<hr/>
	£6,845.31
	<hr/> <hr/>

Barclays Community Account Statement 19 October 2016	£2,766.20
<i>Less unpresented cheques</i>	
834 J Beales Electrical	-£20.15
 <i>Less uncleared cheques</i>	
840 Clerks Expenses	-£47.50
841 SALC Payroll Services	-£27.00
	<hr/>
Balance @ 19 October 2016	£2,671.55
	<hr/> <hr/>