|  |
| --- |
|  **HEPWORTH PARISH COUNCIL DRAFT MINUTES 10/18** |

A meeting of the Hepworth Parish Council took place on Thursday 5th July 2018 at the village hall where the following items were discussed.

|  |  |  |
| --- | --- | --- |
| **Attendees** | Mr A Yorke (Vice Chairman) | Mr Garry Bloomfield |
|  | Cllr J Spicer | Mrs N Yorke |
|  | Ms L Robinson | Mrs R Vernon |
|  | Mrs Sue Yeomans (Parish Clerk) |  |
| The meeting was chaired by Mr A Yorke (Vice Chairman) in the absence of the Chairman |
| **Members of the Public:** | There were two members of the public present |
|  |  |  |
| **1.** | **Apologies**Mr D Stannard (Chairman), Mrs M MacPherson, Mrs C Bull | **Action** |
| **2.** | **Declarations of Interest**There were none |  |
| **3.**  | **Minutes of previous meetings**The minutes of the Extraordinary Meetings of 31st May 2018 and 22nd June 2018 were agreed and signed. |  |
| **4.** | **Matters arising from previous meetings**Neighbourhood Watch Scheme – there was no response to the advert in the Herald for interested parties to come forward therefore no further action taken at this time. |  |
| **5.** | **Receive reports and hear from members of the public present****Report from Cllr Spicer**It has been agreed to replace the Speed Indicator Device on the A143, which is no longer operating. Work to take place probably in the autumn.The flood at Reeves Hall – although investigation into the cause will take place shortly, repairs will not be carried out in this financial year. As yet the cause is not clear.Market Weston Road footpath – still pending an engineer’s visitThe Public Local Inquiry into footpaths, cancelled due to the snow, will now take place in the Pavilion on 14th August at 10am. All welcome to attend.Development at Shepherds Grove, Stanton – no further updateSchool Transport – option 2 of the proposed policy has been approved subject to Judicial Process. In summary, transport provided only to nearest school, implementation won’t take place for 1 year and will be phased in over 7 years. There may/may not be support for siblings. Post-16 transport will not be abolished but will be chargeable. Free transport for rising 5s. **Report from Cllr Bull (circulated and read in her absence)**The Local Government Boundary Commission has published their draft recommendations for the new West Suffolk Council which they are consulting on until 31 August 2018. View recommendations at <http://lgbce.org.uk/all-reviews/eastern/suffolk/west-suffolk>You are encouraged to respond at <https://consultation.lgbce.org.uk/node/13251> There are no changes recommended for the Barningham Ward.There was discussion at a previous meeting about dog litter bins. The Borough now provide a combined dog and litter bin at £279 each. Cost for collection is £2.90 per bin per empty. B/f to next meeting.A working party, which I Chair, set up to look at Civic leadership in the new WSC next year, had its first meeting this week. The new council will automatically be a District Council and the working party will be consulting widely to find out people’s views on whether or not the new council should apply for Borough status and should have a Chairman or a Mayor. Information on the consultation will be available shortly.Mill House development – I can find no recent planning applications. However, it could be that recent work has been done under permitted development. Item 6 on your agenda relates to 11th November commemoration, I would be happy to help with funding.There are a number of projects which came in through your suggestion box and I may be able to help with some of the smaller items from my Locality Budget, like the notice board and internet in the pavilion. Match funding may be available for larger projects like extending the Pavilion.**Members of the Public**Two parishioners complained about the height of 4 trees planted on Willow Green, in front of the bungalows, about 10/15 years ago. They feel they are too high, one property has had to have it’s TV ariel moved as the signal was impaired by the trees. They both felt the trees were shading the solar panel on the roofs and the light into their rooms. The land belongs to Havebury who have been contacted by the parishioners, Havebury say they did not plant the trees so are not responsible for them. The Tree Warden has been to inspect the site but did not feel there was a problem currently but the trees should be monitored. The parishioners also complained that since Havebury changed contractors the grass cutting program on Willow Green has been unsatisfactory. Clerk to write to Havebury asking for the 4 trees to be cut down to 6ft high, and to address the issue of grass cutting on the green.Concerns were also raised about the piece of barren land next to the bungalows which is so overgrown, and the vegetation so high, it is causing visibility issues when exiting the car park belonging to the bungalows. Clerk to check who owns the land. Concerns were also raised about the hedge around Fairholme causing lack of visibility. This complaint has been ongoing for several years.A query was raised as to whether the ditch adjacent to the bungalows, which is blocked, could have a knock-on effect on the flooding at Reeves Hall. JS to view site. | **Clerk****11/18****Clerk****Clerk****JS** |
| **6.** | **Finance**The following accounts for payment were agreed: -Mr P Penn, Tree Warden, Tree Planting Project £54.00Clerk’s expenses (including £40.00 registration ICO) £112.50Suffolk Accident and Rescue Service Donation £50.00 (S137 Local Gov Act 1972)Hepworth and District WI Donation £50.00 (S137 Local Gov Act 1972)Hepworth Parochial Church Council Donation £200.00 (S137 Local Gov Act 1972)Request for donation of £200.00 for Hepworth Herald was agreed. It was felt that only village organisations and events should be included in the Herald free of charge.It was agreed to pay £43.20 to print double sided A4 colour leaflet explaining use of defibrillator, to be included as loose leaflet in next Hepworth Herald issue.Bank reconciliation at 5th July 2018 was agreed and approved (see attached) The Internal Audit Report recommendations were discussed and the following items noted:Item 2 – Financial Regulations and Standing Orders not reviewed in 2018/18. Recommendation – to be reviewed each financial year, Council to consider Legal Topic Note 87, Procurement.Item 3 – Payment controls S137 – Council to ensure all records consistent and correct powers used.Item 4 – no minute reference to review of insurance policy. Ensure annual review carried out and minuted. Current insurance is on 3 year price contract so no change, discussed but not clearly minuted.Item 5 – Budgetary controls – Precept agreed but amount not minuted, recommendation Precept amount minuted.Item 11 – Year End Procedures. Dormant account funds recovered by Clerk but recorded incorrectly as income and not as transfer between accounts. Recommend Annual Return correctly completed.Item 12 – Recommendations from previous year audit. ICO registration outstanding. Clerk had recommended registration on several occasions but it was not passed. Registration now completed.Clerks Salary was discussed. Annual increment plus increase of 3 Spinal Column Points on salary scale agreed, from SCP19 TO SCP22. One for each year of office. Increase backdated to 1st April 2018. Inform payroll. | **Clerk****Clerk****Clerk****Clerk****Clerk****Clerk** |
| **7.** | **Review and approve updated record of Assets and Liabilities**Update dated 31 March 2018 agreed and approved. Insurance company already notified of new equipment. |  |
| **8.** | **Website Maintenance**Discussed and agreed that Mrs N Yorke and Clerk be added to administer. | **12/18** |
| **9.** | **Clerk’s/RFO Report**1. Bank Balances @ 19 June 2018

Community (current) account £7,696.88 Business Saver account £1,830.391. Receipts: 30 Apr 18 Precept - £5,848.00. 4 May 18 VAT refund of £612.27
2. Speed Watch Sessions - May 2018:  08/05/18 = 3

June 2018: 08/06/18 = 4,   26/06/18 = 3 1. Registration with the Information Commissioners Office has been completed on line and the fee of £40.00 (which has increased from £35.00) included in Clerk’s Expenses for May/Jun 2018.
2. The Notice of Public Rights period runs from 4 June – 13 July 2018 and was published from 1 June 2018.
3. The vacancy for a Parish Councillor has been advertised in the Hepworth Herald, on the website and notice board. Closing date for applications is 20th July 2018.
 | **Clerk** |
| **10.** | **Planning Applications**There were no planning applications |  |
| **11.** | **Footpaths**Market Weston Road – still awaiting engineer’s visitPublic Enquiry into footpaths – see Cllr Spicer’s report |  |
| **12.** | **Highways**Nothing to discuss |  |
| **13.** | **Battles over – 11 November 2018**Arrange planning meeting with Hepworth2Enjoy committee for mid-September. | **Clerk** |
| **14.** | **Discuss ideas collected from ‘Post-it Suggestions Board’ at Annual Parish Meeting**1. Internet in the Pavilion – no telephone line. Pursue installation of telephone mast on church and use mobile signal for internet2. More storage facilities in the Pavilion for clubs – explore possibility of extending outside storage shed and use of S106 monies to fund. B/f next meeting3.Pathway down Market Weston Road for walkers and dogs – work in progress by Parish Council. Possibly install dog litter bin. Bring forward to next meeting4. Centrally placed notice board to advertise village events – AY to look into5. New play equipment, but please keep swings – considered existing equipment adequate at the present time but keep under review6. A raised wooden walkway built over the stream by the bus shelter (Barningham end of The Street) to act as a safe place to walk off road – refer to Cllr Spicer7. Extend and renovate the Pavilion – b/f to September meeting8. Allotments – place advert in Hepworth Herald to find out number of interested parties9. Cut the trees behind the Pavilion to give light to the playground – Clerk to write to Recreation Ground Committee10. More flowers along verges – b/f to next meeting11. Mobile phone mast on church – has been referred to PCC via Cllr MacPherson | **MM****DS/Clerk****Clerk****AY****Clerk****Clerk****Clerk****Clerk****Clerk****MM** |
| **15.** | **Correspondence**Email from Matthew Hancock re Silver Sunday Oct 7th events – pass on to Hepworth2Enjoy committee  | **Clerk** |
|  | **Date and time of next meeting**The next meeting will take place on Thursday 6th September 2018 commencing at 7.30pm  |  |
|  | **The meeting closed at 10.00pm** |  |

|  |  |
| --- | --- |
| **Bank Reconciliation @ 5 July 2018** |  |
|  |  |
| Barclays Community Account at 19 June 2018 | £7,696.88 |
| Barclays Business Reserve Account at 19 June 2018 | £1,830.39 |
|  | **£9,527.27** |
|  |  |
| **Barclays Community Account**  | £7,696.88 |
| ***Less unpresented cheques*** |  |
| 902 Speedar - batteries | -£71.22 |
|  |  |
| ***Less unsigned cheques*** |  |
| 905 P Penn  | -£54.00 |
| 906 Clerk Exp May-Jun 18 | -£112.50 |
| 907 SARS Donation | -£50.00 |
| 908 Hepworth WI Donation | -£50.00 |
| 909 Hepworth PCC Donation | -£200.00 |
| **Balance @ 5 July 2018** | £7,159.16 |