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|  **HEPWORTH PARISH COUNCIL DRAFT MINUTES 15/18** |

A meeting of the Hepworth Parish Council took place on Thursday 6th September 2018 at the village hall where the following items were discussed.

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| **Attendees** | Mr D Stannard (Chairman) | Cllr Carol Bull |
|  | Cllr J Spicer | Mrs N Yorke |
|  | Ms L Robinson |  |
|  | Mrs Sue Yeomans (Parish Clerk) |  |
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| **Members of the Public:** | There were three members of the public present |
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| **1.** | **Apologies**Mr A Yorke (Vice Chairman), Mrs M MacPherson, Mrs R Vernon, Mr G Bloomfield | **Action** |
| **2.** | **Declarations of Interest**There were none |  |
| **3.**  | **Minutes of previous meetings**The minutes of the Meeting 5th July 2018 and Extraordinary Meetings of 2nd August 2018 and 24th August 2018 were agreed and signed. |  |
| **4.** | **Matters arising from previous meetings**Trees at Willow Green – information awaited from residents |  |
| **5.** | **Receive reports and hear from members of the public present****Report from Cllr Spicer**Flooding – not top priority for County Council, properties at risk of flooding top priority. It is on the list to be done. Meanwhile as an interim measure it is suggested CC supply, on loan, 4 Flood Warning Boards to be put out when flooding occurs, and removed when there is no flooding. This was agreed and Cllr Stannard will store them and put them out when necessary.The CC has agreed to replace the 40 mph VAS on the A143.The Public Enquiry Footpaths took place on 14th August. The decision is pending.Footpath Market Weston Road – Highways Engineer has inspected the site and the CC will give permission for volunteers to work on the highways and clear the path. A list of the volunteers to be available. Cllrs Yorke and Stannard to organise. There may be a small grant available towards costs. Installation of a bin to be discussed further now costs are available. JS to find out how frequently the bin would be emptied. Cllr Spicer will look into the possibility of somehow extending the footpath from the bus shelter to towards Market Weston Road once path clearance work is undertaken. She warned that there would be no funds available for this.**Report from Cllr Bull** Funds are available to support the Parish Council ‘Battles Over’ event on November 11th if required.Following the creation of the new West Suffolk Council in April 2019, notification has been received that after 2021 the council may be charged for Playground Inspections, which are currently free of charge.A parishioner has complained that after her regular voluntary litter picks the black bags, placed beside the litter bin at the A143 end of The Street are not collected. Cllr Bull to investigate and request collection.Complaints have been received about Diversion and Road Closed signs, left at the junction at the bottom of Church Lane where it joins The Street, have not being collected after completion of works 3 months ago. Clerk to email Cllr Spicer and Highways with complaint.**Members of the Public**The Editor of the Hepworth Herald ask to speak with regard to Editorial restrictions on the content of the magazine. He requested some leeway be given as it was always necessary to jiggle content before publishing, in order to fill all the pages. Agreement was given in principal.A request to be sent to Cllr Bull for £100 to assist with setting up costs.The Chairman thanked Ms Clare Jones-Davies for her regular volunteer litter picks at the A143 end of the village.  | **DS****AY/DS****JS****AY****CB****Clerk****Clerk** |
| **6.** | **Finance**The following accounts for payment were agreed: -Hepworth Herald £200 donation (Local Government Act 1982, S. 142)Clerk’s expenses Jul/Aug 18 £50.00Came & Company, Insurance Renewal £323.90HMRC Q1 July 18 £18.20Receipts – 9 Aug 2018 - £180 from St Edmunds Borough Council CIL S106 (for Tree Planting Scheme)The forthcoming budget was discussed. Clerk recommended the following items be considered –5 hrs at £20 p/h for IT Support. Extra funds for training and travel expenses. Clerk’s expenses increased from £25.00 to £30.00 per month (covers print cartridges, paper, stationery generally, telephone calls etc.). A contingency for unexpected expenses. All recommendations were agreed.It was agreed that the vandalised Notice Board would be repaired for the time being.Replacement of Grit Bins was discussed. To be B/F to next year. An increased amount of funds to be included in the Budget for costs. | **16/18****DS****Clerk** |
| **7.** | **Insurance Policy Renewal**Renewal was agreed at £323.90, including insurance premium tax (IPT) in line with the Council’s long-term (3 yr fixed rate) agreement which expires on 30th September 2019. | **Clerk** |
| **8.** | **Review and approve updated Financial Standing Orders and Model Standing Orders.**Model Standing Orders – updates agreed.Financial Standing Orders – updated using NALC Financial Regulations 2016, Legal Topic Note 87 Procurement was considered. Internal Audit recommendation. Updates agreed. |  |
| **9.** | **Review and approve updated Privacy Notices**The existing Privacy Notice was updated with a General Privacy Notice, reviewed and agreed. Clerk to upload to website.An additional Privacy Notice (for staff, councillors and Role Holders) was created. This was reviewed and agreed. Clerk to circulate to all relevant parties. | **Clerk****Clerk** |
| **10.** | **Clerk’s/RFO Report**1. Bank Balances @ 17 August 2018

Community (current) account £6,934.35 Business Saver account £1,830.391. Speed Watch Sessions - July 2018:  26/07/18 = 4

August 2018: no sessionsThe Speedwatch Team are struggling to get volunteers to enable them to do more sessions. Clerk has put appeal for volunteers on the Community Facebook Page.  1. Clerk requests 3 weeks holiday from 1 Oct to 21 Oct 2018. Discuss cover.
2. Clerk requested funds from St Eds Borough Council CIL S16 fund to donate to the Community Bus Scheme, suggested at the last PC Meeting, however this is not eligible. Funds are available generally for open space, play, sport or community buildings.
3. Clerk has completed a Data Audit.
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| **11.** | **Appointment of new councillor**Michelle Waterson was co-opted onto the Parish Council. The Chairman welcomed Cllr Waterson. Clerk to write and confirm. | **Clerk** |
| **12.** | **Planning Applications**There were no planning applications. |  |
| **13.** | **Footpaths**See Cllr Spicer’s report, item 5. |  |
| **14.** | **Highways**See Cllr Spicer’s report, item 5. |  |
| **15.** | **Battles Over – 11 November 2018**Meeting on 14th August to make final preparations. Insurance Company informed of event and bonfire, file note made by them. | **ALL** |
| **16.** | **Update on ideas collected from ‘Post-it Suggestion Board’ at Annual Parish Meeting 2018**Update on ‘Post-It Suggestions’ from Annual Parish Meeting April 181. Internet in Pavilion – no telephone line. Pursue installation of telephone mast on church and use mobile signal for internet. B/F
2. More storage facilities in the Pavilion. Existing shed being cleared 22nd September and storage space offered to clubs and societies
3. Pathway down Market Weston Road for walkers and dogs and litter bin installation - work in progress. Litter bin installation and emptying costs obtained
4. Centrally placed Notice Board to advertise village events – possibilities being considered
5. New play equipment. Clerk to ascertain the number of under 12’s in the village.
6. Path/walkway from bus shelter to Market Weston Road. No funds available. Request volunteers for a working party to help create. B/F after Market Weston Road footpath has been cleared

7. Extend and renovate the Pavilion – under review by Recreation Ground Committee. B/F8. Allotments – 5 interested parties responded to the advert in the Hepworth Herald. B/F  next meeting. 9. Cut the trees behind the Pavilion to give light to the playground – quotes being sought by  Recreation Ground Committee. B/F next meeting10. More flowers along verges. B/F next meeting and consider in budget11. Mobile phone mast on church – awaiting update. B/F next meeting | **17/18****MM****DS/GB****AY/DS****ALL****Clerk****Clerk****Clerk****Clerk****Clerk****Clerk****MM/Clerk** |
| **17.** | **Annual Parish Meeting 4th April 2019**Suggestions for speakers or demonstrators, and content to Clerk. | **ALL** |
| **18.** | **Correspondence**Complaint received about a large cherry tree at Church Close being overgrown and scraping cars. Clerk to write complaint to HighwaysQuery received about Insurance Cover for ‘Battles Over’ event. Insurance company contacted -insurance cover is in place and event noted on their file. | **Clerk** |
| **19.** | **Questions to the Chair**There were no questions  |  |
| **20.** | **Any other business**Cllr N Yorke suggested a cap on length of meetings, or alternatively meeting monthly instead of bi-monthly. B/F to next meeting.Mr and Mrs J Beales requested a donation of £250.00 towards the Over 60’s Christmas Dinner in December 2018. B/F to next meeting. | **Clerk****Clerk** |
|  | **The meeting closed at 9.50pm** |  |

**The next meeting is 1st November 2018.**