

A meeting of the Hepworth Parish Council took place on Thursday 7<sup>th</sup> July 2016 at the village hall where the following items were discussed.

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

**1. Apologies**  
 Mrs M MacPherson, Mr John Beales, Police Representative

**Action**

**2. Declarations of Interest**  
 There were no Declarations of Interest

**3. Minutes of previous meetings**  
 The minutes of the Annual Parish Meeting and Annual General Meeting held 19<sup>th</sup> May 2016 and the Extraordinary Meeting held 7<sup>th</sup> June 2016 were agreed and signed as a true record.

**4. Suspension of meeting to receive reports and hear from members of the public present**  
 There was one member of the public present, Mr Perry Penn

Mr Stannard welcomed Mr Penn, who has taken over as Tree Warden, to the meeting. Mr Penn’s duties were outlined. It was agreed more trees would be planted in the village, Dunhill Lane was suggested as a suitable site. The County Council to be contacted about trees they offer, free of charge, believed to be in the autumn. Cllr Shearer to speak to Mr Kemp the previous Tree Warden for any other information.

**Clerk/  
 KS**

**Report from Cllr Spicer**  
 We are next in line to produce a ‘Footpath Leaflet’. Cllr Spicer suggested a meeting be set up to discuss, probably in September, with several councillors. Cllr Shearer to approach Mr Kemp to be involved as he has done a great deal of preparation on this. Mr Hinton was suggested as a volunteer as he has Ordinance Survey experience and is familiar with local walks, Clerk to speak to him.

**Clerk/  
 KS**

The requested sign for the Goldsmith Way turning on the A143 has been ordered.

**Clerk/  
 KS**

The Community Transport scheme has been coordinated and is now up and running. Notice with contact details to be displayed on the Notice Board and Website. Cllr Bull asked for any feedback from residents using the scheme, which would be very helpful.

Hopton Surgery closure – No news, the planned meeting for next week may have to be cancelled and an email update sent

out due to lack of progress.

There has been progress by the Police on the spate of crimes in Stanton. An open meeting was held on 27<sup>th</sup> May, no Hepworth councillors were in attendance.

#### **Report from Cllr Bull**

19/16

There is funding available from the Locality Budget (for small scale activities carried out by community groups), Community Chest (one off grants or revenue funds for services) and Rural Initiatives Grant (one off match funding grant scheme for capital projects up to £10,000).

Cllr Yorke enquired if the historic footpath on the Market Weston Road could be improved under the Locality Budget. It was decided to discuss this further during the Footpath Leaflet meeting.

#### **Joint report on Willow Green from Cllr Spicer and Cllr Bull**

A site meeting was held on 15<sup>th</sup> June. In attendance were Cllr J Beales, J Feveyear from Havebury Housing Association, Cllr Spicer, H Abbots and several residents. The grass verge belongs to the County Council. In principal they have no objection to the Parish Council providing one or two parking spaces, however they would not pay for them. A quote is being prepared but it is thought it will be very expensive. They would not support it being tarmaced because of the flooding issues in this area. J Feveyear confirmed that the parking at the rear is going ahead and is with the Survey Contractors, it will then go to planning. It is hoped it will be completed before the bad weather.

#### **Report from the Police**

No report available.

### **5. Finance**

The following accounts for payment were agreed:-

Clerks Expenses Apr-May and Jun –Jul totalling £103.06

HMRC - £68.60

Parochial Church Council - £200.00

Hepworth WI - £50.00

The Hepworth Magazine - £320.00

Social Club - £250.00

The Audit Report was discussed and the following points made:-

Item 2 – s.137 column has been introduced in the cashbook.

Item 3 - Standing Orders – to be amended as recommended – action Clerk

Item 5 – Clerk confirmed that insurers have been paid and cover applies

Item 6 – budget papers to be published on website. Clerk is working significantly over her hours and budgetary controls should be reviewed. Clerk clarified that extra hours are currently unpaid but record is being kept to ascertain if hours budgeted are sufficient. To be addressed in next budget.

Item 7 – General reserves – being reduced

Item 8 – Pension – regularly reviewed in relation to salary and income thresholds

Clerk

Item 9 – The Asset Register has been dated

Item 10 – Clerk to provide regular Bank reconciliations – action Clerk

Item 14 – Current budget to be reported quarterly. Register with ICO – action Clerk

Item 15 – Clerk to seek advice on presentation of Annual Parish Meeting Agenda. Period for exercise of the elector’s rights added to Annual Return – action Clerk

Bank reconciliation checked by Cllr Shearer, see attached.

Clerk’s salary increase from £9.551 to £9.647 per hour in line with NJC Salary Pay Scales for 2016-18, with effect from 1 April 2016, was agreed.

## 6. Clerk’s/RFO Report

No reply has been received from Bank of Scotland re signatories query on the account. I will chase.

Clerk’s contracted hours 16 May to 3 Jul - 24, hours worked - 32.45

Bank Balances at 7<sup>th</sup> July:-

Community (current account) £3,924.32

Business Saver Account £1,827.79 (interest received £0.23)

Bank of Scotland £2,062.24 (interest received £1.45)

Harry Read Charity £281.69

Annual Payment from St Edmundsbury Borough Council of £5,250.00 received 28 April 16

20/16

Community Speed Watch Sessions (Volunteers still required)

23 May – 2 car recorded speeding

9 Jun - 2 cars recorded speeding

## 7. Willow Green

Update given by Cllrs Spicer and Bull above

## 8. Planning Applications

### DC/16/1065/FUL

(i) 1no dwelling with access (ii) detached garage

Site Adjacent to Fairholme, North Common, Hepworth

Applicant – Messrs Amos, Matthew and Lewis Webb

**There were no objections but the following observation was made**

- i) **The council have concerns for visibility for vehicles coming from the Barningham direction.**

A planning application has been received from Duke of Marlborough, Bury Road, Hepworth and will be discussed at an Extraordinary Meeting of the Hepworth Parish Council on 19 July 2016, commencing at 7pm at the Village Hall.

## 9. Highways

Cllr MacPherson raised concerns that the warning sign as you

approach the sharp bend in North Common heading towards Stanton from Hepworth is completely obscured with foliage. Cllr Shearer to arrange for it to be cleared. **KS**

Cllr Vernon asked if there was a flood sign available for area in region of Reeve Hall in the village. To be discussed with Cllr Spicer at the next meeting.

**1 Fairholme, The Street**

0. Several letters have been sent from Highways to the owners expressing concern about the height of the hedge and the lack of visibility when exiting from North Common onto the Street. No response has been received to date.

**1 Transparency Code**

1. There is an expectation that certain financial information be published. It was agreed that all financial records, including budget, audit and accounts was placed on the website. The Clerk and Cllr Shearer to meet and implement. **Clerk/ KS**

**1 Correspondence**

2. A reminder letter has been received from Barclays Bank requesting Cllr Beales and Cllr MacPherson update their mandate information. **JB/MM**

Clerk has received Rural Vision 2031 and Local Plan Policies Map 2015 which are available for viewing.

**1 Questions to the Chair**

3. There were no questions to the chair.

**1 Any Other Business**

4. There was no other business.

**Date and time of next meeting**

The next meeting will take place on Thursday 1<sup>st</sup> September 2016 commencing at 7.30pm

**The meeting closed at 9.05pm**

**Bank Reconciliation at 7 July 2016**

Barclays Community Account	£3,924.32
Barclays Business Reserve Account	£1,827.79
Bank of Scotland Corporate Deposit Account	£2,062.24
Harry Read Charity	£281.69
	<b>£8,096.04</b>

**Barclays Community Account Statement 17 June 16**

*Less unrepresented cheques*

828 PCC	-£200.00
829 WI	-£50.00
830 J Beales, Hepworth Magazine	-£320.00
831 J Beales, Social Club	-£250.00
832 HMRC	-£68.60
833 Mrs S Yeomans expenses	-£154.54

*Less uncleared cheques*

825 ARO Parlimentary Elections

-£21.34

**Balance @ 7 July 2016**

**£3,924.32**