

A meeting of the Hepworth Parish Council took place on Thursday 5<sup>th</sup> September 2019 at the village hall where the following items were discussed.

<b>Attendees</b>	Ms L Robinson (Chairman)	Mrs N Yorke
	Mr A Yorke (Vice Chairman)	Mr G Bloomfield
	Mrs M Waterson	Cllr C Bull
	Mrs Sue Yeomans (Parish Clerk)	Mrs M MacPherson
	Cllr J Spicer	

**Members of the Public:** None

<b>1.</b>	<b>Apologies</b> There were no apologies	<b>Action</b>
<b>2.</b>	<b>Declarations of Interest</b> There were none	
<b>3.</b>	<b>Minutes of previous meetings</b> The minutes of the Meeting 4 <sup>th</sup> July 2019 were agreed and signed.	
<b>4.</b>	<p><b>Receive reports and hear from members of the public present</b></p> <p><b>Report from Cllr Bull</b> Blacksmiths Cottage – Cllr Bull asked to be kept updated, Enforcement have it in hand. Cllr Bull advised residents should be aware of Scam calls from a company claiming to be the Council calling about illegal loft insulation, these calls must be ignored. The Waste Department will be writing to residents outlining an analysis to take place relating to waste deposited in black bins. Chapmans lorries are still using Hepworth as a thoroughfare. They have been spoken to but are continuing to come through Hepworth, this will now be followed up more firmly. Bury St Edmunds road closures - work should be completed and roads opened up by mid Sept. Rural Task Force- members of the public are invited to sessions to discuss opportunities and issues in their area, you can also respond by completing a survey on <a href="http://www.westsuffolk.gov.uk/rural">www.westsuffolk.gov.uk/rural</a>. Clerk to put on notice board and distribute to local organisations. Local session at Stanton Village Hall, The Recreation Ground, Stanton on Wednesday 18<sup>th</sup> September 5.30 – 7.00pm.</p> <p><b>Report from Cllr Spicer</b> Suffolk Highways recently investigated the flooding at Reeves Hall. They were able to jet and camera along the pipe under the verge, as well as the pipe from the fully across the road, which outfalls into the same ditch. There was a small crack found in each, but nothing which might prevent the pipes from working efficiently. It may be that there was a blockage in the longer pipe, which the survey crew was able to jet out on the day. Any local view can be fed back to the team, via the Clerk. Cllr Spicer will send a response. Market Weston Road path clearance is planned for weekend of 26<sup>th</sup> and 27<sup>th</sup> October. (Clerk to send dates to Cllr Spicer). Clerk to send application to Cllr Spicer’s Locality Budget for digger hire of £230.00.</p> <p><b>Members of the Public -</b> There were no public comments</p>	<p><b>Clerk</b></p> <p><b>Clerk/JS</b></p> <p><b>Clerk</b></p>
<b>5.</b>	<p><b>Discussion about how we work together</b> The Chairman outlined a few changes to the way the meetings flow, which will hopefully speed up the decision making:- Matters arising to be removed AOB to be removed Items researched for decisions to be circulated to all members for reading and consideration prior to meetings A group ‘What’s App’ to be set up for Councillors to notify urgent items (all councillors to send mobile phone numbers to Cllr Waterson). Cllr Waterson to set up.</p>	<p><b>ALL</b></p> <p><b>MW</b></p>

	Non-attendance at meetings – a valid reason to be supplied	<b>ALL 15/19</b>
<b>6.</b>	<p><b>Highways</b></p> <p>The Chairman has identified 4 of our 7 grit bins need repair. The application forms for replacements have been filled in and will be submitted to Highways.</p> <p>It was agreed to provide residents agreeing to spread grit from grit bins with High Viz Jackets, Cllr N Yorke to purchase 10 sleeveless High Viz Jackets in ex large size.</p> <p>Clerk has created a list of volunteers agreeing to spread grit, as per Highways Grit Bin Procedure.</p>	<p><b>Clerk</b></p> <p><b>NY</b></p>
<b>7.</b>	<p><b>Village Litter Pick</b></p> <p>A voluntary ‘Litter Pick’ will take place on Saturday 2<sup>nd</sup> November 2019. Cllr Bloomfield to arrange equipment and place advertisement in the Herald requesting volunteers.</p>	<b>GB</b>
<b>8.</b>	<p><b>Planning Applications</b></p> <p>There were no planning applications</p>	
<b>9.</b>	<p><b>Clerks/RFO Report</b></p> <ol style="list-style-type: none"> <li>Bank Balances @ 19<sup>th</sup> Aug 2019 <ul style="list-style-type: none"> <li>Community (current) account £8,787.36</li> <li>Business Saver account £1,834.03</li> </ul> </li> <li>Speedwatch Update <ul style="list-style-type: none"> <li>JULY: 11/07/19: 6 vehicles logged, Max speed 39 mph, 31/07/19: 7 vehicles logged, Max speed 41 mph</li> <li>AUGUST: 20/08/19: 6 vehicles logged, Max speed 44 mph, 29/08/19: 2 vehicles logged, Max speed 37 mph</li> </ul> </li> <li>Clerk has tendered her resignation effective one month from 1<sup>st</sup> September 2019</li> <li>Another enquiry had been received about allotments. A parishioner has offered a piece of land to be used for allotments. He is currently looking into Tenancy Agreements etc with the Allotment Association</li> </ol>	
<b>10.</b>	<p><b>Finance</b></p> <p>The following accounts for payment were agreed: -</p> <p>Chq 949 – SALC 6 mths payroll provision to 31 Mar 19 - £27.00</p> <p>Chq 950 – Clerk Salary Jun-Jul 19 - £617.97</p> <p>Chq 951 – SALC Chairmanship and Leadership Skills Course, L Robinson - £132.00</p> <p>Chq 952 – L Robinson, Travel Expenses Course – £45.00</p> <p>Chq 953 – Nicola Yorke, purchase of bulbs - £38.50</p> <p>Chq 954 – Clerk Expenses Jul-Aug 19 -£60.00</p> <p>Expenditure against Budget was reviewed, see attached appendix. Check Clerk’s contract to see if end of service payment is due, if so, add to budget.</p> <p>Review of Internal Auditing – action points to be addressed – Audit/Impact Assessment; Subject Access Requests; Data Breaches; Data Retention and Display Policies</p> <p>‘Slow Down’ stickers for bins, it was decided to obtain ‘Slow Down’ signs in preference to bin stickers. Cllr Robinson to get prices</p> <p>Financing replacement village sign – b/f to November meeting to discuss further, fund raising to commence when design and costings finalised. Cllr A Yorke to speak to West Suffolk College to offer to students as a project.</p> <p>Insurance renewal – 3 quotes have been obtained. Quote from Inspire at £263.16 + Insurance Premium Tax £31.58 + £50.00 admin fee agreed upon, Clerk to query the £50.00 admin fee and ask for reduction.</p> <p>Purchase of Trees in Remembrance and Commemorative Plaques – Trees - Tree Warden to be asked to purchase trees, stakes and protection as approved at July meeting. Clerk to apply to CIL for funding. Commemorative Plaques – Cllr MacPherson handed out pack with various options for plaques and costings. Plaque size of 150 x 100 cm was agreed upon. All to look through suggestions, decision on plaque and wording at November meeting</p> <p>Purchase of bulbs has been made at cost of £38.50. Clerk has requested monies (already agreed) from Cllr Spicer’s Locality Budget.</p> <p>Repair to Parish Council Notice Board (recently vandalised). Quote for a replacement door is £290.00 + VAT. It was decided to see if the door can be repaired before a replacement is</p>	<p><b>Clerk</b></p> <p><b>MW</b></p> <p><b>LR</b></p> <p><b>Clerk</b></p> <p><b>AY</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>ALL</b></p> <p><b>Clerk</b></p>

	purchased, Cllr A Yorke to have a look at it.	<b>AY 16/19</b>
<b>11.</b>	<p><b>Councillor Vacancies</b></p> <p>A resignation was received from Cllr R Vernon on 3<sup>rd</sup> August 2019. The Chairman asked the Clerk to write to Mrs Vernon and thank her for her contribution to the Parish Council during her 8 years of service.</p> <p>There are currently 2 vacancies, 1 vacancy arising from elections and 1 from a resignation. The vacancies have been advertised and applicants will be invited to meet the Parish Council.</p>	<b>Clerk</b>
<b>12.</b>	<p><b>Questions to the Chair</b></p> <p>Setting up of a dedicated Facebook Page to be added to Nov Agenda</p>	<b>Clerk/MW</b>
	<b>The meeting closed at 10.20pm</b>	

**Next meeting is on Thursday 7<sup>th</sup> November 2019**

**Meeting dates for 2020 – 2<sup>nd</sup> Jan, 5<sup>th</sup> Mar, 2<sup>nd</sup> Apr, 7 May, 2<sup>nd</sup> Jul, 3<sup>rd</sup> Sep, 5<sup>th</sup> Nov**

**HEPWORTH PARISH COUNCIL - EXPENDITURE AGAINST BUDGET SEP 2019**

<b>Expenditure</b>	<b>2018/19 Budget</b>	<b>2018/19 Predicted @ year end</b>	<b>2019/20 Budget</b>	<b>Expenditure @ Sep 19</b>	<b>2019/20 Predicted @ year end</b>	
Clerk's Salary & PAYE	£2,800	£2,485	£2,680.00	£1,487.00	£2,789	
Clerk's Expenses	£380	£375	£400.00	£127.00	£500	New Clerk travel for training
Training	£200	£210	£350.00	£146.00	£500	2 x Councillors/1 x Clerk
Reimbursement of Expenses (Cllrs)	£120	£100	£100.00	£45.00	£140	
Insurance	£318	£324	£360.00		£345	
Audit Costs SALC	£342	£142	£170.00	£145.00	£145	
Payroll Services SALC	£90	£90	£90.00	£23.00	£46	
Maintenance & Repairs	£200	£200	£250.00	£-00	£150	Repair notice board
Village Tidy Up - R Goldsmith	£-	£-	£-00	£-00	£-	
Room Hire	£100	£130	£150.00	£-	£200	Includes hire for last year, not yet invoiced
Subscriptions SALC/Suff Presv Scty/ICO	£248	£250	£280.00	£289.00	£289	
<b>Donations and S137 **</b>	£300	£650	£800.00	£200.00	£400	
Capital Expenditure	£750	£750	£750.00		£750	4 x grit bins
IT Support	£12	£50	£150.00	£20.00	£100	
Other Expenses	£-	£250	£300.00	£59.00	£150	
Election Expenses			£375.00	£375.00	£375	
	<b>£5,860</b>	<b>£6,006</b>	<b>£7,205.00</b>	<b>£2,916.00</b>	<b>£6,879</b>	