

Minutes of the Parish Council meeting held on March 27th 2018 at Sutton St Edmund Village Hall commencing at 7.045 pm.

Cllr M Coleman in the Chair.

In Attendance Cllr C Hunns, Cllr Russell, Cllr Bowman, County Cllr N Pepper and Mrs Ripley Parish Clerk.

1. 7.18 Apologies for absence and reasons given

District Cllr Seymour sent his apologies

2. 8.18 To receive declarations of interest in accordance with the Localism Act 2011 and to consider any applications for dispensation.

None

3. 9.18 Notes of last meeting held on 8/2/18 to be approved as minutes

The Notes were taken as read, approved as minutes and signed by the Vice Chairman.

4. 10.18 To Resolve on applications for co-option to Parish Council

None

5. 11.18 To Elect Vice Chairman

Deferred to May meeting

6. 12.18 Police matters

No report from the Police at this time.

a. Speedwatch (Cllr Coleman)

This item was discussed at length, the project would need parish support and participation.

It was proposed that Cllr Coleman would contact Gedney Hill Parish Council, who run this a Speedwatch interactive sign, to see if Sutton St Edmund could piggyback on their scheme.

Cllr Hunns left the meeting at 8.10pm

7. 13.18 Clerks report on outstanding matters

The Clerk reported the following:

- All correspondence from the November meeting has been dealt with
- Precept request was submitted in December

The Clerk handed out an updated Budget and copies of LALC training available for 2018

8. 14.18 Finance:

a. Items under sec 137: None

b. Payments for approval

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
13/12/17	J Heanes	T26	Install Defibrillator		£175.00	£35.00	£210.00
18/12/17	Topknot	T27	Phone Kiosk Maint		£160.00		£160.00
28/12/17	SLCC	T28	2018 Subscription		£65.00		£65.00
28/12/17	Mrs J Ripley	T29	Wages Dec		£217.80		£217.80
8/1/18	HMRC	T30	PAYE		£163.20		£163.20
28/1/18	Mrs Ripley	T31	Wages Jan		£217.60		£217.60
28/2/18	Mrs Ripley	T32	Wages Feb		£217.80		£217.80
27/3/18	Mrs J Spriggs		War Memorial maintenance	100819	£90.00		£90.00
27/3/18	SSE Village Hall		Rent 2017	100820	£40.00		£40.00
27/3/18	LALC	T33	Subscription 2018		£222.79	£44.56	£267.35
27/3/18	Mrs J Ripley	T34	Expenses		£212.55		£212.55
27/3/18	Mrs McKinnon		Litter collection	100821	£72.00		£72.00
27/3/18	Mrs Ripley	T35	Wages March		£217.80		£217.80
27/3/18	Maples	T36	Allotment Rent		£400.00		£400.00

27/3/18	Longstaff	T37	Survey Village Hall		£550.00	£110.00	£660.00

Council RESOLVED to pay accounts as put before them

c. Money In: £550.00 Grant from SHDC for Survey

d. Bank reconciliation and spend against budget for 3rd quarter to end December 2017

Cllr Coleman checked Bank reconciliation against Bank statements and signed both.

9. 15.18 Correspondence

- a. Cllr Winch - Resignation
- b. SHDC – Electoral register
- c. Barclays Bank – Statements
- d. County Cllr Pepper – Newsletter (circulated)
- e. John Hayes MP – Confirm receipt of Councils letter
- f. ICO – Certificate of registration
- g. EMAS – Confirmation of Defibrillator registration
- h. Application for co-option to Council
- i. SHDC – Parish percept request
- j. LALC – GDPR update (item 15)
- k. John Hayes MP _ reply to Councils letter
- l. LALC – 2018 training programme
- m. SHDC- Consultation on Budget (circulated)
- n. HMRC – PAYE instructions
- o. Cllr Pepper – Newsletter (circulated)
- p. SSE Village Hall Committee – reply to Councils letter
- q. LCC Highways –Notification of temporary Footpath closure (item – 11b)
- r. LCC - Highways- Walkabout invite (circulated)
- s. Items of Correspondence from Mr M Hill, Councils Solicitor (item-16)
- t. Items of correspondence from Longstaff – Re- Survey (item – 16)
- u. NALC – GDPR Tool Kit (circulated)
- v. LALC – update on DPO (circulated)
- w. Came & Co – Ice and snow information (Circulated)
- x. SHDC – Sports Assessment Survey
- y. Longstaff – Terms of engagement
- z. SSE Village Hall – notification of new committee
- aa. HMRC – Finishing Tax Year
- bb. Streetscape – products and services
- cc. Cllr Pepper – Newsletter (circulated)
- dd. Longstaff – Condition Survey for Village Hall
- ee. Solicitor – Information on Village Hall (item 16)

10. 16.18 To discuss Playing Field

- a. Update Inspection Rota
Council RESOLVED as follows:
Cllr Hunns June Cllr Bowman May Cllr Russell April Cllr Coleman July.
The Clerk again reminded Councillors to send report sheets to her to action and file.
- b. To Resolve on enhancement and improvements to play equipment following feedback from parishioners
Clerk read updated response to poll from Council web site.
27 people had taken part in the poll and would all like to see improvements.
6 = Swings
15 = Adult Gym equipment
2 = Other
3 = General improvement
1= No improvements wanted

It was proposed to put request on Face Book and Council web site for all those interested to email or write to the clerk with their requests, this was seconded and RESOLVED.

It was RESOLVED to put together an outline plan for this project at the May meeting.

11. 17.18 Highways:

a, Update on outstanding matter.

None

c. New matters to report.

The Clerk reported the temporary closure of Footpath from South Eau Bank, for NLIDB repair work.

County Cllr Pepper left the meeting at 8.55pm

12. 18.18.17 Planning:

Consultation:

H19-1181-17 Mr E Ward, Kadona, 60 Guanockgate Rd
Proposed garages and workshop (domestic use) (Circulated)

H19-0136-18 Mr Broker, Coronation Ave, Throckenholt
3 bedroom dwelling (circulated)

Council had no objection to this application

H19-0256-18 Mr New, Station House, French Drove
Proposed storage building and extension of domestic curtilage

Council supported this application

Approval:

H19-0807-17 Mr Johnson & Miss Husband, 241 Broadgate
Proposed extension and alteration (circulated)

H19-1181-17 Mr E Ward, Kadona, 60 Guanockgate Rd
Proposed garages and workshop (domestic use)

Refusal:

Enforcement Notices: None

Appeals: None

13. 19.18 To Resolve on Parish Council representatives for Poores Charity and Village Hall

It was proposed for Cllr Bowman to be the new representative on the Poores Charity, this was seconded and RESOLVED. Village Hall deferred to next meeting.

14. 20.18 Defibrillator project

a. To Resolve on inspection rota

Council RSOLVED for Cllr Bowman to do the weekly inspection.

b. To Resolve on Parish Introduction & Training session

Council are actively seeking a qualified person to give an induction.

Chairman to discuss this with the Village Hall committee to work together

In organising a parishioner meeting.

15. 21.18 To Discuss Reform of Data Protection Legislation and Resolve accordingly

The Clerk updated Council on GDPR, she informed them that the Clerk can not be the Data Protection Officer and one will need to be in place by May 25th. The Clerk explained that the As Data Controller the Council would need to carry out a Data Audit,. It was proposed to do This at the May meeting, this was seconded and RESOLVED.

Council RESOLVED to adopt the two privacy notices put before them.

The Clerk handed each Councillor a staff privacy notice.

The Clerk explained to Council that her main concern was the introduction of a processing Log and that at this stage she was unclear as to exactly what this would involve in work/time.

16. 22.18 To discuss Village Hall Lease and Resolve accordingly

- a. Report on meeting with Village Hall Committee (Cllr Coleman)
Report attached
- b. Report on meeting with Mossop & Bowser Solicitors & Working Party meeting (Cllr Coleman)
Report attached

The clerk attended the Village Hall with Longstaff who carried out a very comprehensive Condition Survey on behalf of the Council. This survey was discussed at length.

It was proposed to put the following to the Village hall committee:

1. The VHC elect four trustees and update the Charity Commission accordingly, a new lease would be made with these four trustees.
2. The VHC seek independent legal advice.
3. The PC would pay for and have a new lease drawn up. They have also covered the cost of the Survey.
4. A time period for the completion of works to be negotiated and added as a clause in the lease (appendix for list of works)
5. PC would in future pay for the buildings insurance on the Village Hall (this would only be for buildings cover, the VH would need to have its own policy for contents, fidelity, indemnity etc)
6. The PC will set an annual rent to cover the legal costs, survey fees and insurance cost. This will be set at a level and term to be agreed. The rent will however continue for the term of the lease but will be periodically (every 5 years) reviewed. This money will then be ringfenced in PC accounts to cover future contingencies relating to the hall.
7. The PC propose a 25-year term for the lease. This term will be sufficient to allow for third party funding awards.
8. The new lease will be a standard lease with a small number of specific clauses added ie. A PC representative on the VHC, terms for completing repairs etc.
9. The VHC/Trustees would need to discuss its schedule with the Charity Commission as this would no longer be incorporated in the lease.
10. The PC would need the VHC agreement to the above and new trustees in place by 11/5/18 to enable resolutions to be made at their May meeting.

The above was RESOLVED, and the Clerk instructed to send these with a covering letter and copy of the Condition Survey to the Chairman prior to meeting on 5th April.

17. 23.18 Update on Parish Council Face Book Page – Cllr Coleman

The page will be updated shortly

18. 24.18 To adopt the following policies:

Equality and Diversity Policy
Safeguarding Policy
Council RESOLVED to adopt the above policies.

19. 25.18 To Resolve on Subscribing to LALC Training scheme for 2018

Council RESOLVED not to join the scheme this year.

20. 26.18 Date of next meeting: May 22nd 2018 at Village Hall

21. 27.18 To Resolve for the council to move into closed session for discussion of the following agenda items. Due to the confidential nature of the business to be transacted.

There were no items for closed session.

There being no more business to transact the meeting closed at 9.45pm.

Signed

Date

Chairman

Report to Council on informal meeting with current Sutton St Edmund Village Hall Committee 1/2/18
Present: Village Hall Committee, Cllr Coleman, Cllr Russell and Mrs Ripley, Clerk to Council.

(PC = Parish Council HC = Hall Committee)

Cllr Coleman congratulated the Committee on its achievements so far and read out the following:

- 1) The current Legal Structure. The lease agreement is between the PC and the Trustees of the SSE Village Hall Charity. Most of the trustees listed are no longer actively involved (some are deceased). An active, current set of Trustees is required.
- 2) A lawyer will be needed to advise on the best and simplest structure going forward and to draw up and execute the contracts. The PC think that the current contract could be simplified.
- 3) There will be costs involved for the legal work. Two (possibly more) options exist - either the HCl pays, and the PC continue a pepper corn rent - or each party pays their own fees and the PC recovers its costs by charging rent to the HC. It was noted at the meeting that the PC can recover VAT but the HC cannot.
- 4) The contents of the existing lease are convoluted and out dated. The old lease was for 40 years. It will be necessary to think about all the issues in the current lease and to consider what is needed for the new lease.
- 5) The PC propose to work closely with the HC in a joint working group. This will save time and money and lead to a better collaborative working arrangement in the future.
- 6) A timetable and detailed work plan will be needed which will include changes to the charity structure (potentially) as well as the new lease. Also repairs to dilapidations will need to be agreed and the works completed before the 10th of October.
- 7) A series of meeting will be needed over the coming months to compete all of this.

There followed a constructive and cordial discussion as follows:

- a. The HC said they did not have their copy of the lease documents to hand. The PC agreed to loan the original lease document to the HC who would photocopy, scan and distribute the copies and return the original to The PC clerk. The document was handed to Mrs K Powers.
 - b. The HC asked who the PC legal representative was, to which the PC answered Mossop& Bowser. The HC has not as yet consulted with a legal representative.
 - c. It was agreed by all that no decision could be reached until after the HC AGM
 - d. Cllr Russell made some further useful remarks. The clerk answered some further questions including giving the names of the original trustees.
5. A meeting was scheduled for 7.30pm on Thursday 5th April at the Parish Hall.

Working Party Meeting: Village Hall Lease 22/2/18

Present: Cllrs Coleman, Russell, Hunns & Bowman. Also, Mrs Ripley Parish Clerk.

The meeting with Mark Hills (Solicitor) was discussed and Council options on moving forward with Village Hall, the lease and its future were considered.

Council proposed that a survey of the halls condition be carried out to enable any future negotiation or decisions to be made (Quotation for £550 + VAT from Longstaff). This was classed as urgent, therefor Clerk was instructed to arrange for this using the powers as set in Council Standing Orders and Financial Regulations.

A proposal to put to the Village Hall committee at the next meeting on 5th April was discussed and will be resolved at the next full Council meeting.