

Minutes of the Parish Council meeting held on 23<sup>rd</sup> May 2015 at Sutton St Edmund Village hall commencing at 10.am.

Cllr S Morris in the Chair.

In Attendance, Cllr Coleman, Cllr M Morris and Mrs J Ripley, Parish Clerk.

1. **17.15 To Elect a Chairman**  
Cllr S Morris was proposed as Chairman, this was seconded with all in favour.
2. **18.15 Chairman's declaration of acceptance**  
Cllr S Morris signed his declaration
3. **19.15 To Elect Vice Chairman**  
Cllr Coleman was proposed, seconded and elected
4. **20.15 Apologies for absence and reasons given**  
Cllr Hunns sent her apologies and Council RESOLVED to accept her reasons.  
County Cllr Webb and District Cllr Seymour also sent apologies.
5. **21.15 To receive declarations of interest in accordance with the Localism Act 2011 and to consider any applications for dispensation**  
None
6. **22.15 Notes of last meeting held on 3/4/15 to be approved as minutes**  
The Notes were taken as read, approved and signed by the Chairman.
7. **23.15 Police matters**  
None
8. **24.15 To Discuss applications for co-option to Parish Council**  
Council had received one application from Mrs J Jarrett. It was proposed, seconded and RESOLVED to co-opt Mrs Jarrett onto the Council.
9. **25.15 To Adopt new Financial Regulations**  
Council RESOLVED to adopt the Financial Regulations as put before them.
10. **26.15 Review the following:**
  - a. Council representation on external bodies  
Cllr Coleman is on Poores and Education Charity  
Cllr Hunns is on Poores Charity  
i) Elect a council representative on Sutton St Edmund Poor's & Education Charity  
Cllr Hunns was elected to Education charity, vacancy on Poores deferred to next meeting.
  - b. Inventory of Council land and assets  
This was assessed and updated.
  - c. Insurance cover  
This was discussed and council RESOLVED to accept renewal from Came and Co which gave council more than adequate cover.
  - d. Councils and employees membership of other bodies  
Council is a member of LALC & the Clerk is a member of SLCC.
  - e. Council complaint procedure  
In place, reviewed and agreed.
  - f. Handling of requests made under Freedom of Information Act 2000  
In place, reviewed and agreed.
  - g. Council procedure for dealing with press/media  
As per Standing Orders.
  - h. Councils Risk Assessment Policies

These are due for updating, Cllr Morris to assess and complete.

- i. **Anti-Virus Software renewal**  
Due for renewal on 28<sup>th</sup> May, Council RESOLVED to use TREND this year.
- j. **Standing Orders and Financial regulations**  
Financial Regulations updated May 2015, Standing Orders 2013 to be reviewed later this year.
- k. **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.**  
Meetings set for:  
July 28<sup>th</sup> 2015  
November 26<sup>th</sup> 2015  
March 22<sup>nd</sup> 2016  
May 24<sup>th</sup> 2016

#### **11. 27.15 Clerks report on outstanding matters**

All requested correspondence from the March meeting has been dealt with.  
Allotment rents for April are in except for Mr Coles who has had a reminder sent.  
The two new dog bins have been installed.  
The Phone box is at present being repaired.  
The teenage shelter will be painted in the next few weeks.

The Clerk handed out Register of interest forms for Councillors to fill in and return as soon as they can.

#### **12. 28.15 Finance:**

Payments for approval

- a. Payments under section 137- None

##### **Accounts for Payment**

Date	Payee	Ref	Item	Chq No	Net	VAT	Gross
5/3/15	Mrs J Ripley	T30	Expenses March		£163.60		£163.60
28/3/15	Mrs J Ripley	T31	Wages March		£213.46		£213.46
4/4/15	Glasdon UK Ltd	T1	2x Dog bin+ fixing		£335.99	£67.19	£403.18
4/4/15	HM Rev & Cust	T2	PAYE		£160.00		£160.00
4/4/15	James Chadwick	T3	Install dog bins		£127.00		£127.00
28/4/15	Mrs J Ripley	T4	Wages April		£213.66		£213.66
19/5/15/15	Spalding Rect Feoffees	T5	Allotment rent		£400.00		£400.00
19/5/15	Mrs M Potter	T6	Internal Audit 2014/15		£45.00		£45.00
19/5/15	Mrs J Ripley	T7	Expenses		£87.20		£87.20
19/5/15	Came & Co	T8	Insurance		£265.00		£265.00
19/5/15	Mrs K McKinnon		Litter collection	100802	£72.00		£72.00

Council RESOLVED to pay accounts as put before them

##### Money In

SHDC: £5622.00 Precept & Grant SHDC £100 Grant (fix dog bin)

Allotment Rent for ½ year to 5<sup>th</sup> April: £529.00

- b. End of year reconciliation

Clerk handed out the end of year reconciliation & Cllr M Morris checked them against the bank statements.

- c. End year spend against Budget

Clerk handed out the figures. Council have kept within their budget.

- d. To sign off End of Year Accounts

It was proposed, seconded and RESOLVED for the Chairman to sign off the end of year accounts.

**13. 29.15 To consider reducing meetings to 1x annual and 3 others per year**

Following a discussion it was proposed to decrease the number of meetings per year to Annual meeting + 3 others. This was seconded and RESOLVED

**14. 30.15 Training requirements for year**

SHDC training events were offered to Council

LALC training event lists will be re-circulated.

**15. 31.15 To Review findings and effectiveness of Internal Audit**

Council reviewed their internal audit procedure and found it to be very effective.

It was proposed Council accept the findings of the internal audit, this was seconded and item RESOLVED

**16. 32.15 To Discuss sending letters to properties with Ragwort problems in the Parish**

Council RESOLVED to take no further action on this matter.

**17. 33.15 Correspondence**

- a) CPRE – Best Kept Village (circulated)
- b) LCC – Temporary traffic restrictions (circulated)
- c) H M Revenue & Customs – PAYE information
- d) Barclays – Bank Statement
- e) Grant Thornton – Audit Forms
- f) Department of Communities and Local Government – Smaller Authorities changes to audit and accountability (item 20)
- g) Barclays – End year Bank statements
- h) Grant Thornton – Council tax support grant
- i) LCC – Highways – traffic restrictions (circulated)
- j) Came & Co – Newsletter (Circulated)
- k) SHDC – Electors update
- l) SHDC – Notice of uncontested Election
- m) Longstaff – Rent memorandum (item 21)
- n) SHDC – Precept
- o) SHDC – Training
- p) Barclays – Bank Statement
- q) Lincolnshire Police – Notice
- r) LALC – News
- s) NALC – Letter (circulated)
- t) Came & Co – Insurance renewal
- u) Pension Registration – Clerk to be nominated contact – Item deferred to July meeting
- v) Local Government Boundaries Review
- w) Application for Co-option to Council
- x) Fenland Leisure – Quotation

**....18. 34.15 To discuss Playing Field**

**a. To discuss advertising for a playground inspector to carry out regular inspections.**

Cllr S Morris informed Council that following a phone conversation with Came & Co (Councils insurance brokers) he had been told that regular inspections were not needed by the Council as they are insured by Hiscox and not Aviva. They have a duty of care to keep eye on the area and equipment and inform the clerk of any problems or damage.

b. A revised quotation for the remedial work required at the play area has been received from Fenland Leisure, this is for the sum of £246.94, work to be carried out on Clerks instruction.

Council RESOLVED to accept this quotation and instructed Clerk to place an order for the work with Fenland Leisure.

**19. 35.15 Planning:**

**Consultation:**

H19-0254-15 Mr Rudgley, Westwards, 30 Lutingtongate (Circulated)

Replacement of flat roof garage with Pitched roof and conversion to living accommodation. Take down utility and build extension to the rear.

*Council Supported this application*

H19-0422-15 Mr & Mrs Proctor Ollards Farm, Hallgate

Demolition of existing dwelling and barn and erection of replacement dwelling

*Council supported this application*

**Approval**

H19-0254-15 Mr Rudgley, Westwards, 30 Lutingtongate (Circulated)

Replacement of flat roof garage with Pitched roof and conversion to living accommodation. Take down utility and build extension to the rear.

**Refusal:** None

**Enforcement Notices:** None

**Appeals:** None

**20. 36.15 To Resolve on Transparency for Small Councils**

This was discussed and Council RESOLVED to put all requirements in place as per set time scale.

**21. 37.15 Allotments**

Cllr S Morris is to chase the late payment by Mr Coles.

Rent review served on the Council by Landlords is now complete.

**22. 38.15 To discuss going to tender for Grass Maintenance contract**

Council RESOLVED to go to tender for Grass Maintenance.

**23. 39.15 Highways:**

- a. Update on outstanding matters : None
- b. New matters for report : None

**24. 40.15 To complete Annual Return Accounting and Governance Statement**

The Clerk read out the accounting statement and council RESOLVED to accept this.

The Chairman then signed the statement. The Clerk then went through the annual governance statement with council who RESOLVED to answer “yes “to each section.

The Chairman signed the statement.

**25. 41.15 Date of next meeting:**

Tuesday July 28<sup>th</sup> at Village Hall AT 7PM.

There being no further business the meeting was declared closed at 11am

Signed:

Chairman

Dated