

# MINUTES OF THE MEETING OF NEWBOURNE PARISH COUNCIL

Held on 6<sup>th</sup> October 2014

**Present:** Peter Waller (Chair), Jim Wicks, Michael Frost, Jan Carlton, Sue Pollard, Peter Smyth

**In attendance:** Colin Moore (Clerk), Cllr Veronica Falconer.

Public question time. There being no members of the public in attendance the Chair duly opened the meeting at 19.30 hrs.

1. **Apologies for absence:** Lionel Scott, Carrie Risdale, Cllr Patricia O'Brien, PCSO Bown
2. **Declarations of disclosable pecuniary interest:** None
3. **Minutes of the Parish Council Meeting 1<sup>st</sup> September 2014.** The minutes were **approved** without amendment and signed by the Chair.
4. **Suffolk Police update.** The September police report had been received and distributed to Councillors. The report was **noted**. An open letter from the Police & Crime Commissioner, Tim Passmore, advising increased activity in relation to speeding offences across the county was also **noted**.
5. **County and District councillor's reports.** Patricia O'Brien (County Councillor) had tendered her apologies and her written report had been circulated to councillors. Veronica Falconer (District Councillor) referred to her previously circulated written report and drew attention to a District Council consultation on the Community Infrastructure Levy (CIL). She also commented favourably on the submission made by the parish council regarding the application for an anaerobic digester and supported the concerns raised over potential traffic issues.
6. **Action points.** None outstanding
7. **Planning**

**DC/14/1972/FUL – Installation of a farm anaerobic digester plant Walk Barn Farm.** The clerk reported that an amendment had been submitted by the applicant which, whilst it provided a more suitable access to the proposed plant, did nothing to address the issues raised by the parish council. Determination by SCDC is still awaited. **Noted**.

**DC/14/2938/FUL – Two storey rear extension 2A Ipswich Road, Newbourne.** The council had **no comment** in relation to this application.
8. **Finance**
  - a) Clearance of cheques for payment. Payment of all pending expenditure transactions (list attached to these minutes) **agreed** and cheques signed.
  - b) Budget and reconciliation update. The clerk produced an updated budget schedule which was **noted**. The Clerk advised that it had not been necessary for a transfer of funds from the savings account to support the insurance payment as the company had been prepared to await payment beyond receipt of the 2<sup>nd</sup> stage precept payment. This was **noted**. The clerk also advised that The Chair and Vice Chair had carried out the full 6 monthly accounts reconciliation to their satisfaction. This was also **noted**.
  - c) Review of current (2014/15) budget. The Chair produced a schedule (attached) outlining the budget agreed at the beginning of the financial year and likely outturn. It demonstrated that expenditure was exceeding expectations by up to 50%. He explained that whilst the effect would

be limited to a manageable reduction in the reserves at the end of the year it was necessary to consider whether there was any capacity for in-year reductions in expenditure. Further it would be necessary to consider what action was needed for 2015/16 in terms of levels of service provision; a possible increase in precept; or a further reduction in the reserves. The Chair presented a paper (attached) which outlined the issues and requested councillors to give the matters full consideration and to be prepared to discuss in detail at the November meeting. The Chair agreed to a request to identify the 'one-off' costs which had contributed to the overall overspend.

- d) 2014/2015 Insurance premium contribution to village hall. The Clerk advised that the current budget allowed for a £400 contribution to the village hall premium which had increased significantly owing to a revaluation for insurance purposes. It was **agreed** that a decision on the grant would be taken at the November meeting once the budget overspend had been discussed.
- e) Clerk's role and budget impact. The Chair produced a schedule of the Clerk's duties which indicated that he was working significantly more hours than those anticipated through the job description when he was employed in October 2013. The clerk indicated that he was not seeking any additional remuneration but felt that it was important that the role was properly assessed and weighted when appointing a replacement clerk at some point in the future. The Chair had added the issue to his discussion paper and it was agreed that the potential budget impact would be discussed with the other budget issues in November.

## 9. Clerks report and correspondence

- a) **Financial Regulations Review.** The Clerk advised that NALC had published a revised model financial regulations document which increased the current, adopted, version from 8 to 20 pages and imposed a greater level of detail on policies and procedures. The reason for doing so was principally to encompass electronic banking. He had taken advice and was advised that as the currently adopted model met the parish council's current practice and procedures it would not be necessary to adopt the new model. It was **agreed** that having reviewed the financial regulations they would not be amended for the current year and would be further reviewed in 2015.
- b) **Formal suspension of standing order 3L (replaced by photographic/filming/etc policy adopted July 2014).** The Clerk informed the meeting that NALC had advised suspension of standing order 3L as new legislation now permitted filming/photographing etc. of parish meetings. The council had adopted a policy in July 2014 which gave practical application to the new legislation and introduced procedures to manage the process. It was **agreed** that the relevant standing order be suspended forward.
- c) **Standing orders review.** It was agreed that no further amendment to our standing orders was required this year. The standing orders generally would be further reviewed in 2015.
- d) **Risk assessment review.** The Clerk advised that the annual review of our risk assessment was due and distributed a copy of the current risk assessment with a request that councillors conducted their own review prior to the November meeting. The risk assessment would then be formally reviewed and re-adopted with any amendments considered necessary by the meeting.
- e) **SALC AGM invitation.** An invitation to councillors had been received and the clerk requested any councillor wishing to attend to please let him know.

## 10. Revelry

- a) Zip wire ride refit update. The Clerk advised that the refit was in hand and that the contractor was currently taking further advice from the manufacturer, Playdale.
- b) H&S Inspection regime. The clerk had now undertaken RoSPA training in relation to H&S inspections and could provide support and training if required. In the meantime the contractor was expected to implement a formal inspection regime from November 2014.
- c) Signage update. The clerk advised that the size and wording for the new play space signage had now been agreed by Carrie Risdale and production by a local company was now in hand.

It was agreed that a quotation for cutting the hedge to side of the play space and the front of the village hall/play space be obtained from our contractor. Clerk to action.

11. **Web Site Update.** Peter Smyth requested that he be supplied with up to date copy for the site to ensure that it attracted interest on an ongoing basis. It was important that it was used as a source of information beyond the agendas and minutes of parish meetings. It was suggested that a schedule of planning applications be added to the website in addition to village hall material, including hire rates. Local pictures were also requested by Peter. **Clerk to action the planning schedule.**
12. **Village Hall report.** Sue Pollard advised that the repairs had now been completed and a refurbishment of the toilets was in hand. Invoices for both pieces of work were given to the Clerk to facilitate the claiming of the locality budget offer from Cllr O'Brien (approx. £400 towards the overall costs) and Cllr Falconer indicated that the village hall committee should make a request for funding from the community enabling fund. She was hopeful that some money could be found to further help with the refurbishment costs. The village hall committee had produced a 'wish list' which included new urinals, toilet floor covering, sanding the hall floor, provision of a path around the hall and car parking hard standing. All of these needs would require funding.

There being no further business the meeting closed at 21.30.

**Chair, 3rd November 2014**