

## LIDGATE PARISH COUNCIL

Minutes of the meeting held on Thursday 8<sup>th</sup> March 2018

**Councillors present: John Whitefield (Chairman), Sue Sage, Chris Stembridge, James Wreathall, Stuart Crosby and Chris Bliss**

**Also present: Joanne Kirk (Clerk) and three members of the public. Borough Councillor Clive Pollington arrived at 7.45pm. County Councillor Mary Evans arrived at 8.15pm.**

**1. Acceptance of apologies for absence**

Apologies were received from Steve Child.

**2. Declaration of Interest in items on the agenda**

James Wreathall declared an interest in item 9 on the agenda, planning application DC/18/0301/TCA.

**3. Approval of minutes of the meeting held on Thursday 11<sup>th</sup> January 2018**

It was resolved that the minutes were correct. The chairman then signed them.

**4. Police issues**

There were no police issues to report.

**5. Update on list of actions agreed at the last meeting**

There was one outstanding councillor action. The loose matting on the zip wire has now been fixed. The clerk was asked to write a thank you letter to the resident who repaired the matting.

**6. Borough Councillor's Report**

Clive Pollington spoke about the following:

- The proposed new ward boundaries once Forest Heath District Council and St Edmundsbury Borough Council. Lidgate will be in the Chedburgh and Chevington Ward along with Dalham, Depden, Hargrave and Ousden.
- He has locality funding available

**7. Finance**

**a) Approval of payments and signing of the Schedule of Payments**

It was resolved that the following payments would be approved:

- LCPAS - annual subscription - LGA 1972, s111 - **£80.00**
- HMRC - PAYE - LGA 1972, s111 - **£130.60**
- Clerk's expenses - LGA 1972, s111 - **£27.34**

Chris Bliss and Chris Stembridge signed the Schedule of Payments and John Whitefield countersigned it.

**b) Approval of payments authorised between meetings**

No payments were authorised between meetings

**c) To receive a statement of receipts and payments (including online payments) made since the last meeting**

Receipts		Details		Amount	
Payments		Minute reference	Details	Method	Amount
12/01/18	191/8a	Clerk's expenses	Online	£12.53	
12/01/18	191/8a	HMRC - PAYE	Online	£130.80	
16/01/18	192/13f	Beaumont Electrical Services	Online	£260.00	
30/01/18	176/8g & h	Clerk's salary	Online	£174.38	
12/02/18	176/8h	Fidelity Funds Network	D/D	£15.00	
28/02/18	176/8g & h	Clerk's salary	Online	£174.18	
01/03/18	191/8a	Adkin - playing field rent	Online	£105.00	

**d) To receive a statement of receipts for the financial year 2017/18**

Date	Details of receipts - current account	Amount
16/04/17	Donations - defibrillator	£200.00
18/04/17	Donations - defibrillator	£200.00
27/04/17	SEBC - precept payment	£5,798.00
04/05/17	Donation - defibrillator	£15.00
03/05/17	HMRC - VAT refund 2017/18	£279.36
05/05/17	SALC - Transparency Fund grant	£448.08
16/05/17	Donation - defibrillator	£25.00
19/05/17	Havebury Housing Partnership - grant for swings - 1st payment	£437.50
27/06/17	Suffolk County Council - locality funding for swings	£900.00
28/07/17	Donations - defibrillator	£70.00
11/08/17	Donation - defibrillator	£300.00
15/08/17	Donation - defibrillator	£800.00
06/09/17	Donation - defibrillator	£400.00
08/09/17	CAS Ltd - insurance refund	£113.83
08/09/17	Lidgate Village Hall Management Committee - donation towards the defibrillator	£500.00
11/09/17	Havebury Housing Partnership - grant for swings - 2nd payment	£437.50
27/09/17	Suffolk County Council - locality funding for defibrillator	£300.00
		<b>£11,224.27</b>
	<b>Details of receipts - reserve account</b>	
01/04/17	Interest received	£0.26
01/05/17	Interest received	£0.25
01/06/17	Interest received	£0.26
01/07/17	Interest received	£0.25
01/08/17	Interest received	£0.26
01/09/17	Interest received	£0.26
02/10/17	Interest received	£0.25
01/11/17	Interest received	£0.26
01/12/17	Interest received	£0.25
01/01/18	Interest received	£0.77
		<b>£3.07</b>

e) **Checklist of Internal Controls**

Chris Bliss completed the checklist of internal controls.

g) **Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2018-19**

It was resolved the following regular payments would continue to be paid in 2018 - 19:

Payment	2017/18	2018/19	Notes
<b>Community Action Suffolk - Insurance</b>	£827	£827	
<b>Subscriptions:</b>			
LCPAS	£80	£80	
<b>Risby Parish Council - phone costs</b>	£27	£27	
<b>CAS Ltd - website hosting fee</b>	£60	£60	
<b>HMRC - PAYE</b>	£524	£524	Quarterly payment, amount may vary slightly
<b>Clerk's salary</b>	£2,091	£2,091	Monthly payment, amount may vary slightly
<b>Fidelity Funds Network - contribution to clerk's workplace pension</b>	£180	£180	
<b>Adkin - rent for playing field</b>	£105	£105	
<b>ICO - data protection registration</b>	£35	£55	

<b>Ousden Parish Council - rental of fireproof safe</b>	£20	£20	
<b>AS Pest Control Services - mole control</b>	£360	£360	

- h) Review of the clerk's salary for 2018/19 and approval of online payment**  
The clerk's hourly rate remains the same at £12.56 in line with the NALC national salary award for 2017/18. It was resolved that payments would continue to be made online.
- i) To check the PAYE details and tax code for the clerk's salary**  
Chris Bliss reviewed the clerk's Confidential Cashbook and confirmed that the PAYE details and tax code were correct.
- j) Review of the income and expenditure for 2017/18 against the budget and the level of reserves for general and earmarked expenditure**  
At the end of 2017/18 there was a budget deficit of approximately £651. This was due to additional admin costs, mole control, footpath leaflets and replacement posts near the pond which had not been anticipated. The remainder was part of the Parish Council's contribution to the swings.  
  
At year end the estimated reserves will be £4,764 which includes allocated funds of £1,334. The recommended general reserve is no more than precept request so Lidgate Parish Council is within this limit
- i) Review the register of fixed assets and insurance values**  
Councillors reviewed the assets register. Three new assets were added in 2017/18 - a double flat swing, a defibrillator and cabinet.
- j) Review of the Council's Risk Assessment**  
It was resolved that no amendments were necessary. The Chairman then signed it.
- k) Liability insurance**  
The Council has the following levels of liability cover:
- Public liability cover: £10,000,000
  - Personal accident: £25,000
  - Employee dishonesty: £25,000
  - Employer's liability (clerk only) £10,000,000
- l) Review of the Council's Financial Regulations to ensure that they are being complied with**  
It was resolved that the Council's Financial Regulations were being complied with. The Chairman then signed them.
- m) Appointment of an internal auditor to check the Council's system of internal controls and review of the effectiveness of the internal audit. The internal auditor must be independent from the Parish Council.**  
It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £65 would be paid. The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met for the following reasons:
- Does the internal audit sufficiently cover all aspects of the financial controls relevant to the council (for example risk management, detection of fraud, internal controls) and are terms of reference in place and approved? Yes, new Financial Regulations were approved in May 2014 to introduce procedures to detect fraud once electronic banking was introduced. A checklist of internal controls is completed by an account signatory at every meeting to verify payments on bank statements against actual payments as listed in the accounts to ensure that there are no discrepancies.
  - Is the internal auditor independent (i.e. does not have any role within the Council)? Yes. The internal auditor does not have a role within the Council.
  - Is the internal auditor competent to carry out their work ethically, with integrity and objectivity? Is there any evidence to suggest that this may not be the case? Yes, she is a parish council clerk and RFO for Newmarket Town Council. There is no evidence to suggest that she will not carry out the work ethically, with integrity and objectivity.
  - Is the Responsible Officer consulted in the internal audit plan? Yes.
  - Are the responsibilities of members of the Council understood and has the necessary training been undertaken? Yes

- Is there a plan in place for when the internal audit will be undertaken and does the plan properly take account of corporate risk? The internal audit will take place in April 2018 prior to the accounts being approved at the Annual Meeting on 8<sup>th</sup> May 2018. The internal auditor's report will be presented to the Parish Council at this meeting and any issues raised by the internal auditor will be discussed at the meeting and an action plan produced.

**n) To review the effectiveness of the Council's internal controls**

The following internal controls are in place:

- At each meeting a councillor checks bank statements against the Parish Council's accounts to ensure that transactions correspond and that the bank reconciliation agrees with the bank statement
- Where possible payments are approved at meetings and a Schedule of Payments is prepared which is checked by two councillors. Corresponding invoices are checked and signed by two councillors at the same time.
- Regular payments are approved at the March meeting and the invoices paid when they are received. These invoices are checked and signed by two councillors at the next meeting after they have been paid.
- The chairman rules off and signs the Schedule of Payments so that no amendments can be made after the meeting.
- Cheques must be signed by two signatories along with the corresponding invoice.
- A record of online payments is kept and checked at each meeting.
- If a supplier changes their bank details, the supplier must supply a written hard copy notifying the change.

It was resolved that these controls are adequate and are working well.

**o) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2018 and complete the inspection checklist.**

It was resolved that Sue Sage would inspect the Council's property.

**p) Review the Council's Standing Orders**

The Council's Standing Orders were reviewed. No changes were made.

**8. County Councillor's Report**

Mary Evans spoke about the following:

- The proposed new ward boundaries once Forest Heath District Council and St Edmundsbury Borough Council amalgamate. Lidgate will be in the Chedburgh and Chevington Ward and she would no longer be the County Councillor for Lidgate.
- The consultation on home/school transport has now ended.
- She is arranging GDPR training for charities.
- A review of Highways' response to the recent bad weather
- Potholes have been particularly bad recently but Highways has said that they will all be fixed.

**9. Planning**

**a) DC/18/0301/TCA - The Old Rectory, The Street, Lidgate - Fell 20 yew trees, 1 box and 1 yew hedge –**

It was resolved that no objections would be made to this application.

**10. Highways/rights of way matters/tree or transport issues:**

**a) Email from SCC Highways re its Community Self Help Survey**

The survey asks if communities are willing to carry out things that Highways does not have the funding for and how they would do this (volunteers, own funds). Councillors agreed that the Parish Council does not have the resources to fund any additional Highways work itself.

**b) Three Villages Walk and the incorrect placement of the two marker posts**

It was confirmed that the marker posts are actually in the correct position. The proposal is to hold a Three Villages Walk on 28<sup>th</sup> May 2018.

**c) Flooding on The Belt**

Steve Child met the local farmer who confirmed that the drains along the edge of The Belt need clearing out. It was resolved that the clerk would report the drains to Highways and ask for them to be cleared.

**11. Update on preparations for GDPR****a) Risk assessment**

Councillors reviewed the new GDPR risk assessment and agreed that systems are being put in place to protect personal data. It was resolved that the risk assessment would be adopted.

**b) Security of data and measures we need to take to protect data**

It was resolved that the following measures would be taken to protect personal data:

- Hard copy documents will be kept at the clerk's home. It was resolved that the Council would purchase a new lock for the clerk's home office with the cost split between the clerk's six councils.
- Sensitive documents such as the electoral roll are stored in a fireproof safe or in the clerk's home office.
- The clerk has installed CLAM XAV anti-virus software for Mac on her laptop as part of a free trial. It was resolved that the Council would pay the one-off subscription of £19.99 with the cost split between the clerk's six councils.
- Emails are already protected on the server as the Yahoo server is encrypted. Copies on the clerk's laptop are password protected.
- Documents on the clerk's laptop are password protected

**c) GDPR checklist for councillors**

It is a requirement of GDPR that councillors are made aware of their own individual responsibilities to protect personal data. Each councillor read and signed a checklist explaining the measures they would need to take to ensure that they comply with GDPR. It was resolved that where possible all email correspondence would be directed through the clerk.

**d) Insurance cover if there is a data breach**

The Council's existing insurance policy already provides cover in respect of claims relating to the Data Protection Act. The insurer will cover the Council or any employee in respect of legal costs and expenses incurred in the defence of any prosecution brought against the council for a data breach (subject to a number of conditions), but it will not cover the cost of any fines.

The clerk is still awaiting clarification about whether this cover will extend to GDPR

**12. Playing field issues****a) Latest playing field inspection report**

There was one finding – the loose matting on the zip wire which has now been fixed.

**13. Village issues****a) Update on the Fit Villages Course**

The Council has received a letter of complaint from a resident about the way the course was run. It was resolved that the Council send a letter responding to the complaint based on the information they have about the events leading up to the time when the problem occurred.

**b) Sports Relief Mile**

This will not take place in Lidgate this year, but the hope that it will take place again next year.

**c) Next village project**

The suggestion was made to clear a section of The Street which is overgrown. It was resolved that this would be discussed at the Annual Parish Meeting along with any other suggestions. James Wreathall agreed to speak to landowner to find out if he would be happy for the land to be cleared.

**d) Update on the defibrillator training**

The training was very successful. It was resolved that the Council would set up a VET Scheme and that this would be explained at the Annual Parish Meeting. Stuart Crosby agreed to be the Parish Council representative involved with setting up and running the scheme. The clerk agreed to produce consent forms.

**e) Possible removal of the phone box now that the telephony has been removed**

It was resolved that the clerk would contact BT to ask them to remove the phone box

**f) Village Litter pick**

The clerk was asked to contact SEBC to arrange for the bags of litter to be picked up from the corner of road to Upend off the B1063.

**14. Correspondence:**

- a) **Email from Suffolk Neighbourhood Watch Association requesting a one-off donation of £50 to help them run the scheme now that they have taken over responsibility for the scheme from Suffolk Police and asking if Lidgate would be interested in joining the scheme**

It was resolved that this would be discussed at the Annual Parish Meeting to see if there is sufficient interest to set up a scheme.

- b) **Email from Community Payback asking if there are any village projects they can help with**

There are no projects at the moment.

- c) **Email from Team Big Things about a TV show which will be funding numerous public art projects around the country and asking if Lidgate residents would like to nominate their own village to win the chance of creating a new landmark for their community**

It was resolved that no action would be taken as the Parish Council is focusing on other projects at the moment.

- d) **Consultation on the proposed ward boundaries following the merger of Forest Heath District Council and St Edmundsbury Borough Council**

It was resolved that the Council is happy with the proposed boundaries.

**There being no further business the meeting closed at 9.20pm**

Signed ..... (Chairman) Dated .....

