

LIDGATE PARISH COUNCIL
Minutes of the meeting held on Thursday 10th March 2016

Councillors present: Chris Bliss (Chairman), Chris Morley, John Whitefield, Linda Gilmour and Steve Child

Also present: Joanne Kirk (clerk) and Borough Councillor Clive Pollington

1. Acceptance of apologies for absence

Apologies were received from Sue Sage. County Councillor Mary Evans also sent her apologies.

2. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

3. Approval of the minutes of meeting held on Thursday 14th January 2016

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

4. Written report from County Councillor Mary Evans

- The deer sign will be replaced on 17th March. She has no firm date for the replacement of the Lidgate sign but it will be replaced soon.
- The Speedcam hatchback is now in operation.
- Information about the next phase of the rollout of Broadband should be received soon.
- The recent OFSTED inspection of Children's Services which was rated 'good'.
- Suffolk County Council has agreed to take in one Syrian unaccompanied child asylum seeker a week.
- Changes to Fostering services
- The current Highways contract. The new Assistant Director for Highways is looking at ways to make the Highways contract more efficient.

It was resolved that the clerk would contact Mary Evans about the following Highways issues:

- The white lines on the bridge at the entrance to Lidgate
- Brackets for the VAS
- Surface water come down the Belt
- The possibility of a meeting with Highways
- The street light opposite Cobbolds view which has been removed. When will it be replaced?

5. District Councillor's Report

Clive Pollington spoke about the following:

- The West Suffolk Operational Hub survey is ongoing with the data now being analysed. The favourite sites seem to be Rougham Hill and Hollow Farm.
- The Eastern Relief road, which will connect the Moreton Hall Estate in Bury St Edmunds and junction 45 of the A14, has been given the go ahead
- The Borough Council element of the Council Tax will increase by 2%.
- Charging for brown bins will begin in April. The brown bins will not be removed

6. Police issues

There were no local police issues which the Parish Council wished to report.

7. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

8. Finance

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

It was resolved that the following electronic payments would be approved:

- LCPAS - annual subscription - LGA 1972, s11 - **£80.00**
- HMRC - PAYE - LGA 1972, S111 - **£128.00**
- J P Kirk - to reimburse the pension contribution for February 2016 as direct debits for February were not collected from the clerk or any of the parish councils she works for due to clerk's name change. Fidelity have requested a single top-up by cheque to cover the missed payments which the clerk will pay - LGA 1972, s111 - **£15.00**.
- J P Kirk - expenses - LGA 1972, S111 - **£17.24**

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

b) Approval of the record of online payments made since the last meeting

It was resolved that the record of online payments would be approved. Chris Morley then signed it.

c) Checklist of Internal Controls

Chris Morley completed the checklist of internal controls.

d) **Statement of receipts and payments made since the last meeting**

It was resolved that the statement of receipts and payments was correct.

e) **Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2016-17**

It was resolved the following regular payments would continue to be paid in 2016 - 17:

Payment	2015/16	2016/17	Notes
S137			
Lidgate PCC	£150	£150	
Insurance:			
Community Action Suffolk	£743	£743	
Subscriptions:			
LCPAS	£80	£80	
Community Action Suffolk	£25	£25	
Total:			
Village Hall			
Annual donation	£500	£100	
Services			
Ousden PC - rental of storage in fireproof safe	£20	£20	
Churchyard maintenance			
Friends of Lidgate Churchyard	£150	£150	
Clerk's salary (paid electronically monthly)	£171	£171	Amount may vary slightly depending on amount of PAYE to be paid
HMRC - PAYE	£515	£515	
Fidelity Funds Network - pension costs	£180	£180	
Risby Parish Council - phone costs	£19	£19	
Adkin - playing field rent	£100	£100	

f) **Review of the income and expenditure for 2015/16 against the budget and the level of reserves for general and earmarked expenditure**

Councillors reviewed the income and expenditure for 2015/16 against the budget. The Council was within budget with a small surplus of approximately £378. At year end, the estimated bank balance will be £2,420 and the balance of the reserve account will be £3,058 less allocated funds of £ 848 as detailed below. Predicted reserve: £4,630. BDO LLP recommends that reserves should be at least 50% of the Council's annual precept request of £5,964 so the Council has a good reserve.

Details		Playground maintenance	Playground - moles	Village project	Election costs	Total
2014 - 2015	Budget allocation				£70	
2015 - 2016	Budget allocation	£300		£300	£70	
2015 - 2016	Election costs				-£22	
2015 - 2016	Budget allocation		£130			
		£300	£130	£300	£118	£848

g) **Review the register of fixed assets and insurance values**

Councillors reviewed the assets register. No new assets have been added. It was resolved that no amendments were necessary and that the insurance values were adequate.

h) **Review of the Council's Risk Assessment**

It was resolved that no amendments were necessary. The Chairman then signed it.

i) **Liability insurance**

The Council has the following levels of liability cover:

Public liability cover: £6,000,000

Personal accident: £25,000

Fidelity guarantee: £25,000

Employer's liability (clerk only) £10,000,000

- j) **Review of the Council's Financial Regulations to ensure that they are being complied with**
It was resolved that the new Financial Regulations were working well so far and that regular checks are carried out to ensure that electronic payments are monitored. The Chairmen then signed them.
- k) **Appointment of a councillor to check the accounts and complete the checklist of internal controls including salary details and PAYE tax codings**
It was resolved that Steve Child would check the Council's accounts this year.
- l) **Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2016 and complete the inspection checklist.**
It was resolved that Chris Bliss would inspect the Council's property.
- m) **Appointment of an internal auditor to complete section 3 of the annual return**
It was resolved that Ian Radford would be appointed as internal auditor again this year.
- n) **Review of the effectiveness of the internal audit**
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.
- o) **Review the Council's Standing Orders**
The Council's Standing Orders were reviewed. One change has been made. The Council's new Financial Regulations were adopted on 10th July 2014.
- p) **Precept request**
No precept information has been received yet.
- q) **Pensions update**
Lidgate Parish Council has received a letter from the Pensions Regulator notifying them that it must complete a Declaration of Compliance notifying them of how many employees are eligible for automatic enrolment into a pension scheme. As the clerk's salary is below the threshold for auto-enrolment of £833, Lidgate Parish Council does not have to automatically enrol her, therefore the clerk has submitted a Declaration of Compliance confirming that Lidgate Parish Council does not have any eligible employees. Chris Morley checked the form and confirmed that the details were correct.
- r) **Revised Direct Debit form for Fidelity**
Due to the clerk's change of name, the direct debit for the clerk's pension was cancelled by Fidelity and a revised form sent. It was resolved that the revised direct debit would be approved. Chris Bliss and John Whitefield signed the form

9. Planning

DC/16/0378/TCA - Oak House, The Street, Lidgate - TCA notification - (i) remove a group of sycamore and hawthorn (ii) remove a dead apple tree (iii) remove 4 sycamore trunks.

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

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

a) Update on the progress of the VAS application

The VAS cannot be used until new brackets are purchased. It was resolved that the clerk would contact Mary Evans to find out if Lidgate Parish Council should order the bracket she has agreed to fund and that the clerk would order one additional bracket at a cost of £50 + VAT. Chris Bliss agreed to measure the post and let the clerk know the size.

b) Update on the progress of the footpath map

Ousden and Lidgate have both produced leaflets which are ready to be submitted to SCC. The next footpath meeting is on Wednesday 16th March when the Dalham leaflet will hopefully be ready as well. The proposal is to hold an inaugural walk of the 3 villages route on the last Bank Holiday in May.

c) Speed gun

The Parish Council has raised the following money for a new speed gun

- Working Together fund £500
- Lidgate Village Hall £100
- Lidgate Parish Council £300 allocated funds (2015-16)
- Lidgate Parish Council £500 allocated funds (2016-17)

Total: £1,750

An updated speed gun costs £2100 ex Vat, plus £260 for two signs and £84 for hi visibility jackets. A representative from Roadside Technologies is coming to Lidgate to show various devices on 23rd March. It was resolved that Chris Morley and Linda Gilmour would be authorised to order a speed gun provided it is in within the allocated budget of £1,750 + VAT.

11. To discuss the following playing field issues:

a) Play Inspection Report

The following issues were raised:

- The grass near the activity trail is overgrown
- There are molehills which need treating

John Whitefield confirmed that the mole hills have now been flattened.

b) E-mail from Janet Mitson about a bench for the playing field

The Council has received an e-mail from Janet Mitson about a memorial bench which was originally to be sited in St Mary's Churchyard. As there are three there already the suggestion was made to locate it on the playing field. It was resolved that the clerk would contact Janet Mitson to accept this kind offer.

12. Sports Relief mile

Plans are well underway. The course is mapped out and has been uploaded onto the village Facebook page.

13. Correspondence

a) E-mail from SEBC giving date of the next Parish Conference on Monday 11th April

No councillors were able to attend.

b) Letter from St Edmundsbury Newstalk requesting a donation

It was resolved that no donation would be made

c) Information from Suffolk County Council about a survey regarding Recycling Centre opening hours and the suggestion to close on a Wednesday and open for longer on Sundays, Bank Holidays and one day a week during summer hours

It was resolved that no response would be submitted.

There being no further business the meeting closed at 8.50pm.

Signed(Chairman) Dated