

LIDGATE PARISH COUNCIL**Minutes of the meeting held on Thursday 9th March 2017**

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

Also present: Joanne Kirk (Clerk) and one member of the public. County Councillor Mary Evans and Borough Councillor Clive Pollington arrived at 8.10pm.

1. Acceptance of apologies for absence

Apologies were received from Steve Child.

2. Declaration of Interest in items on the agenda

John Whitefield declared an interest in item 9a on the agenda – planning application DC/17/0261/TCA.

3. Approval of minutes of the meeting held on Thursday 10th November 2016

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

4. County Councillor's Report

Mary Evans spoke about the following:

- The collection of VAS data
- A crime reduction event on Market Hill in Clare on Monday March 27th between 10am and 1pm.
- She is happy to be contacted in the event of an emergency, like the recent power cut.

The Parish Council spoke to Mary Evans about the flooding on The Belt. A drain is blocked and the water is flowing down the hill. The clerk was asked to email a photo to Mary Evans, who will pass it on to the drainage team.

5. Borough Councillor's Report

Clive Pollington presented the scrolls to give to residents for service to the community. He also spoke about the following:

- Borough councillors decided not to accept an increase in their expenses in the light of the current squeeze on budgets.
- His locality budget. He is happy to put £500 - £600 towards the cost of a defibrillator.

6. Police issues

There were no police issues to report.

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

- Chris Morley has tried to contact Chris Pettitt for a quote to put in two new wooden posts near the pond but without success. He agreed to try contacting him again.

8. 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 - **£129.40**
- J P Kirk - expenses - LGA 1972, s111 - **£13.00**

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

b) Regular payments made between meetings

It was resolved that the following payment would be approved:

10/02/17	Fidelity Funds Network	15.00
28/02/17	J P Kirk	172.63

c) 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.

d) Checklist of Internal Controls

Chris Morley completed the checklist of internal controls.

e) To decide whether Lidgate Parish Council should claim back website costs from the Transparency Fund

It was resolved that an application would be made to the Transparency Fund to claim back £448.08 to cover the website hosting fee of £50, staffing costs for setting up the website (10 hours), and one hour per month for maintaining the website.

f) To decide whether Lidgate Parish Council should transfer its website to the Suffolk Cloud

It was resolved that the website would be kept with One Suffolk for the time being.

g) To review the clerk's salary for 2017/18 and approve online payment.

It was resolved that the clerk's hourly rate would increase from £12.44 to £12.56 in April 2017 in line with the NALC national salary award for 2017/18 and that payments would continue to be made online.

h) 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 2017 - 18:

Payment	2016/17	2017/18	Notes
Community Action Suffolk - Insurance	£786	£786	
Subscriptions:			
LCPAS	£80	£80	
Community Action Suffolk	£30	£30	
BDO LLP Annual Audit	£0	£0	
Risby Parish Council - phone costs	£22	£30	
Internal audit	£0	£0	
CAS Ltd - website hosting fee	£60	£60	
HMRC - PAYE	£516	£516	Quarterly payment, amount may vary slightly
Clerk's salary	£2,071	£2,071	Monthly payment, amount may vary slightly
Fidelity funds Network - contribution to clerk's workplace pension	£180	£180	
Adkin - rent for playing field	£105	£105	

i) Review of the income and expenditure for 2016/17 against the budget and the level of reserves for general and earmarked expenditure

Councillors reviewed the income and expenditure for 2016/17 against the budget. At year-end Lidgate Parish Council will be approximately £520 over budget. This is because of some additional costs which were not anticipated –including hi vis jackets for Community Speedwatch and Happy Lidgate books. There are sufficient reserves to cover these additional costs.

At year end the estimated reserves will be £5,311 which includes allocated funds of £849 for future election costs and playground maintenance. BDO LLP recommends that reserves should be at least 50% of the Council's annual precept request of £6,103 so Lidgate Parish Council has a good reserve.

j) Review the register of fixed assets and insurance values

Councillors reviewed the assets register. The following new assets were added in 2016/17

- Unipar speed gun and signs - £1,249
- The bench on the playing field. The clerk was asked to add it to the insurance with a purchase value of £550.

k) Review of the Council's Risk Assessment

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

l) 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

- m) **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.
- n) **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.
- o) **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.
- p) **Appointment of an internal auditor to complete section 3 of the annual return**
 It was resolved that John Whitefield would ask Ian Radford if he would be willing to act as internal auditor again this year.
- q) **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.
- r) **Review the Council's Standing Orders**
 The Council's Standing Orders were reviewed. No changes have been made.
- s) **Precept request**
 No precept information has been received yet.

9. Planning

- a) **DC/17/0261/TCA - Ransomes, Bury Lane, Lidgate - Remove 1 ash tree**
 It was resolved that no objections would be made to this application.
- b) **DC/17/0260/LB and DC/17/0259/HH - Phoenix Cottage, The Street, Lidgate - (i) two storey rear extension linking house to outbuilding and (ii) conversion of existing outbuilding to form utility room and associated alterations**
 It was resolved that no objections would be made to this application.
- c) **DC/17/0275/TCA - Wheelwrights, The Street, Lidgate - TCA notification fell (i) Crown reduce 1 apple tree by 1m (ii) 2 elms - reduce overhanging branches by 1m**
 It was resolved that no objections would be made to this application.
- d) **DC/17/0221/HH - The Forge, The Street, Lidgate - Vehicular access**
 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 Suffolk County Council giving details of their new 'Report a flood in Suffolk' webpage on Suffolk County Council's website (www.suffolk.gov.uk/flooding) - for information only**
- b) The clerk was asked to report some asbestos pipes in a ditch on side of road Upend Road. John Whitefield agreed to confirm the precise location.

11. Playing field issues

- a) **Letter from SEBC re Public Space Protection Orders (PSPO)**
 It was resolved that the Council would not apply for a PSPO as there is not a problem with dog fouling on the playing field.
- b) **Play inspection report January 2017 and February**
 There were no new findings.

12. Village issues

- a) **Possible Fit Villages course**
 A number of residents responded to the article in the newsletter. A few different courses were requested, the most popular being Pilates or some sort of light aerobic exercise. It was resolved that the Council would try to

organise a Pilates course on Tuesdays at 7pm. The clerk has spoken to the Fit Villages co-ordinator Hollie. She believes she should be able to find a Pilates instructor willing to travel to Lidgate. The initial cost will be subsidised for a taster session and an 8-week course but after that the cost would need to be negotiated with the instructor. The cost to hire the village hall will be £7 per hour. Chris Stembridge agreed to meet her when she visits the village. The clerk was also asked to find out if it would be possible to move on to a different course at a later stage.

c) Review of procedures for supporting vulnerable residents in the event of a power cut

Following on from a recent incident when a number of homes were without power for almost 48 hours, councillors discussed how they could respond to a similar emergency in the future and support vulnerable residents. The priority is to ensure that the Parish Council is aware of those residents who may need additional support and that all residents are aware of who to contact in an emergency.

It was resolved that:

- The Council would review its Emergency Plan to reflect the lessons learned.
- The Council would look into the possibility of setting up a 'buddy' system so that residents know who to contact if there is a problem.
- The Emergency Plan leaflet would be updated to include UK Power Networks new 105 number and the details of all the current parish councillors who can be contacted in an emergency. Details of what to do if residents cannot use their phones will also be added.
- The Council would look into ways to provide an alternative source of heat/electricity. Chris Bliss said that he had a new gas heater which he could make available at any time. Contact details for Mary Evans and Clive Pollington will also be added.
- The clerk would write to UK Power Networks expressing their disappointment to their response to the recent requests for help.

b) Possible new village project

It was resolved that the Parish Council would work with the Village Hall Committee on a joint project to purchase a defibrillator and that the Village Hall Committee would request £500 - £600 of locality funding from Clive Pollington. The clerk was asked to produce a flyer to give to residents requesting donations.

13. Dates of future meetings

- Thursday 11th May 2017 - Annual Meeting of the Parish Council followed by the Annual Parish Meeting
- Thursday 6th July 2017 (one week earlier)
- Thursday 14th September 2017
- Thursday 9th November 2018
- Thursday 11th January 2018
- Thursday 8th March 2018

14. Correspondence:

a) Public consultation about Bury St Edmunds Masterplan (for information only)

15. Any other business for noting or including on the next agenda

- Chris Morley resigned from the Parish Council. He will also stop producing the village newsletter.
- A litter pick has been organised on 19th March
- Welcome packs have been delivered to Suffolk House and West Wing (Lidgate Hall)

There being no further business the meeting closed at 9.35pm

Signed (Chairman) Dated