

**LIDGATE PARISH COUNCIL****Minutes of the meeting held on Thursday 12th March 2015**

**Councillors present: C Bliss (Chairman), J Whitefield, S Sage, C Morley, C Wade and L Gilmour**

**Also present: Mrs J Ince (clerk), County Councillor Mary Evans, Clive Pollington, prospective Conservative candidate in the forthcoming Borough Council elections and one member of the public.**

**Open Forum:**

Clive Pollington introduced himself. Graham Flux spoke about a number of issues. The Ousden Estate will be providing a life ring for the pond. The Institute of Suffolk Archaeology will be visiting the Lidgate Castle site on 18th April. Everyone is welcome. Any problems with the Suffolk Hunt should be reported directly to the Hunt.

**1. Acceptance of apologies for absence**

Apologies were received from S Child. Borough Councillor Derek Redhead also sent his apologies.

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

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

**3. Report from Councillor Evans**

Councillor Evans spoke about the following:

- She has requested new white gates for the entrances to Lidgate. Gates have already been installed at the Dalham end of Lidgate but the village sign is missing.
- Surface dressing can now take place near the bridge at the Dalham entrance to Lidgate. White lines will be painted on the bridge at the same time.
- Work has been ordered to sort out the drainage on The Belt
- A new sign has been installed at the end of Bury Lane advising drivers that vehicles are not allowed along the track.
- Highway's new online reporting tool. Emergency repairs should still be reported by telephone.
- The meeting about the future of Clare Police station. 60 residents attended the meeting in Clare. The Officer in Charge would prefer the SNT to be based in Haverhill. They will have some space at the Fire Station for drop-ins. Residents were reassured that officers would not be taken away from the villages to work in Haverhill
- She has met the Broadband team

**4. Approval of minutes of the meeting held on Thursday 15th January 2015**

It was resolved that the minutes were correct. They were then approved by the Council and signed by the Chairman.

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

The following action was outstanding:

Speak to T Cox (CB)

**6. Finance****a) Payments made between meetings and approved by Chairman**

No payments were made between meetings

**b) Approval of any payments and signing of Schedule of Payments****Online payments**

- Local Council Public Advisory Service (LCPAS) - annual subscription - LGA 1972, S111 - **£80.00**
- HMRC PAYE - LGA 1972, s111 - **£130.40**
- J P Ince expenses and pay adjustment – LGA 1972, s111 – **£13.30**

It was also resolved that the clerk would be authorised to purchase the latest version of the website software used at a cost of approximately £50 and that Lidgate PC would pay one sixth of the cost.

J Whitefield and S Sage and verified the invoices and signed the schedule of payments.

**c) Checklist of Internal Controls**

C Morley completed and signed 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 would be approved.

**e) Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2015-16**

It was resolved the following regular payments would continue to be paid in 2015 - 16:

<b>Regular payments</b>	<b>2015- 2016</b>	<b>Frequency</b>
<b>GPC</b>		
Lidgate PCC	£150.00	Annually

<b>Insurance</b>	£706.00	Annually
<b>Subscriptions:</b>		
SALC	£0.00	Annually
Community Action Suffolk	£30.00	Annually
LCPAS	£80.00	Annually
<b>Services</b>		
Rental of storage in fireproof safe	£20.00	Annually
Churchyard maintenance (Friends of Lidgate Churchyard)	£150.00	Annually
<b>Adkin - Playing field rental (1 year)</b>	£100.00	Annually
<b>Audit</b>		
External audit (BDO LLP)	£120.00	Annually
<b>Clerk's phone</b>	£33.00	Annually
<b>Fidelity (clerk's workplace pension)</b>	£15.00	Monthly
<b>Clerk's salary</b>	£180.00	Monthly
<b>PAYE</b>	£135.00	Quarterly

- f) **Review of the income and expenditure for 2014/15 against the budget and discuss the level of reserves for general and earmarked expenditure**  
Councillors reviewed the income and expenditure for 2014/15 against the budget. The Council had a budget deficit of approximately £448.00. This was because of the cost of the play inspection, new signs and playing field rent.
- g) **Review of the Council's Financial Regulations Orders to ensure that they are being complied with**  
New Financial Regulations based on the NALC model to introduce procedures to allow for electronic banking were introduced on 10th July 2014. These are working well so far.
- h) **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 C Morley would check the Council's accounts this year.
- i) **Approval of the revised risk assessment based on the model provided by BDO LLP**  
It was resolved that the revised risk assessment would be approved. The Chairman then signed it.
- j) **Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2015 and complete the inspection checklist.**  
It was resolved that C Bliss would inspect the Council's property.
- k) **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
- l) **Review the register of fixed assets and insurance values**  
Councillors reviewed the assets register. It was resolved that no amendments were necessary and that the insurance values were adequate.
- m) **Appointment of an internal auditor to complete section 3 of the annual return**  
It was resolved that I 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 and updated on 13th November 2014 to add in changes brought in by Openness of Local Government Bodies Regulations 2014 Act (filming at meetings).
- p) **Precept request**  
No precept information has been received yet.
- q) **Reserves**  
At year end, the estimated bank balance is £909 and the balance of the reserve account will be £3,046, less allocated funds of £70 for election expenses. **Predicted reserve: £3,885.** BDO LLP recommends that reserves should be at least 50% of the Council's annual precept request of £5,788 so Council has adequate reserves.

7. **Planning**  
FHDC and SEBC's Joint Development Management Policies Local Plan Document has now been adopted. This supersedes some of the policies in the St Ed Replacement Local Plan 2016 (a full list is available online)
8. **Parish Council elections on 7th May**
- a) **Nomination forms -**  
6 councillors completed their nomination forms.
  - b) **E-mail from SEBC re cost of a contested election**  
Lidgate Parish Council will be expected to pay approximately £200 for a non-contested election and between £500 and £666 if contested.
  - c) **Letter from SEBC about their next Community Governance Review and asking if there are any issues in Lidgate (future development/parish boundary) which will have an impact on Lidgate.**  
It was resolved that there are no issues in Lidgate at present.
9. **Playing field issues**
- a) **Rota for cutting the playing field**  
C Bliss and C Wade agreed to join the rota for cutting the grass on the playing field. They will approach other parents whose children use the playing field to ask if they would be willing to help.
  - b) **Play inspection reports**  
Play inspection reports are now being sent by St Edmundsbury Borough Council. In the latest report there were no findings, so no action is required.
10. **Approval of a Data Protection Policy for the Council**  
It was resolved that the Data Protection Policy would be approved. The Chairman signed and dated it.
11. **Highways/Rights of Way/Tree/Transport issues:**
- a) **Any Highways and Rights of Way issues**  
Suffolk County Council has a new online tool for reporting Highways issues. It was resolved that details would be included in the next newsletter.
  - b) **Notice of a road closure**  
The Belt will be closed from 23rd - 26th March for the installation of a gully and ditching works.
  - c) **Vehicle Activated Signs**  
It was resolved that the Council would investigate the possibility of purchasing a Vehicle Activated Sign for the village. L Gilmour agreed to meet A Smith from Suffolk County Council to find out more about VAS. The clerk was asked to produce an article about VAS for the newsletter to find out the views of residents. It was also resolved that VAS and further development of the playing field would be included on the agenda of the Annual Parish Meeting.
12. **Update on the progress of the village housing questionnaire**  
It was resolved that the amended questionnaire would be approved and that the clerk would e-mail it to Kevin Marshall with a view to having the finished questionnaire in time for the Annual Parish Meeting.
13. **Update on the war memorial**  
Discussions are ongoing.
14. **Correspondence**
- a) **E-mail from SEBC re the Parish Conference which will take place on Thursday 26th March at 6pm in Honington Village Hall. Items on the agenda include highways issues and speeding**  
L Gilmour and J Ince agreed to attend.
  - b) **Letter from SCC re their Education and Learning Infrastructure Plan**  
The letter was circulated to councillors.
  - c) **Letter from the Department for Transport in response to the Council's letter about the East Anglia Rail Passenger Franchise consultation - for information only**
  - d) **E-mail from Newstalk requesting a donation**  
It was resolved that no donation would be made.
  - e) **E-mail from the Spinal Injuries Association asking the Parish Council to help advertise their fund raising event the Great British Fish and Chip Supper 2015 on Friday 15th May 2015**  
The e-mail was circulated to councillors.
  - f) **E-mail from Simon Pickering re youth provision in Lidgate**  
It was resolved that the clerk would respond to his request for information and that the Council would be willing to advertise any activities set up.

**There being no further business the meeting closed at 9pm.**

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