

Minutes

Ringshall Parish Council Meeting

26/03/2019

7.30-9.30pm

Ringshall Village Hall

Present

Councillors:

*Cllr Phoenix (Chair), Cllr Hitchcock (Vice Chair), Cllr Free,
Cllr Last, Cllr Jones, Cllr H Williams, Cllr A Williams*

In attendance:

*D Smith – Clerk
Cllr Oakes (present for some of meeting only)
No members of the public*

RPC/2019/03/ 01

To receive apologies and consider approval of any absences

None

02

To receive any declarations of interest

RA(DPI)R 2012
Suffolk Local Code
of Conduct

*Cllr Hitchcock – RPC/2019/03/8hi & RPC/2019/03/8hii
Cllr Free - RPC/2019/03/8f*

03

To consider any dispensation requests

LA2012 s33

*Dispensations received from Cllrs Hitchcock and Free.
The Council **resolved** to accept both dispensations.*

RESOLUTION

04

To resolve that the minutes of the meeting of the Council held on Tuesday 22nd January 2019 are a true and correct record.

*The Council **resolved** to approve the minutes as a true and correct record, and they were duly signed by the Chair.*

RESOLUTION

05

To receive Progress Reports for information:

a

Parish Clerk

i

handover

The Clerk reported that most of the handover from the previous Clerk has been completed, with the following notable outstanding issues:

- 1. Banking changes not complete*
- 2. Any Pension regulator updates not started*
- 3. Confirmation that insurance has been amended such that it still covers the office equipment.*

ii

General work, including actions from last meeting, and urgent action taken

Urgent actions taken:

1. Creation of a new email id for the Chair
2. Purchase of an USB memory stick for backups
3. Creation of an access list to be kept by Chair, thus enabling access to Council systems if the Clerk is indisposed. This list to be kept secure and unopened until required.

General work:

1. March defibrillator report done
2. Website updated
3. Reported an incident of dog fouling to RHVMC, without response
4. GDPR audit reviewed – see RPC/2019/03/11
5. Reviewed all Council's documentation, and noted that there are a number of notable missing documents.

Clerk **advised** Council that these missing documents should be created and reviewed & approved at the AGM. ADVICE

- b Cllr A Jones on response from informing VHMC of agenda item 8 of the meeting RPC Tuesday 22nd January 2019, and of correspondence about dog fouling.

No updates.

- c Cllr H Williams on contacting with the Mix

Cllr H Williams reported that the Mix could provide a number of activities for a small cost, and that she was continuing to work RVHMC to determine suitable dates and secure the RVH car park as a venue.

06 Public participation session to include Police, District and County Councillors' Reports

SNT Newsletter was presented to Council.

DECISION

*Chair **decided** that as Cllr Oakes was expected, but not yet present, that their report could be deferred until she was present.*

07 To consider and approve creation of a Personnel Committee with delegated powers to manage all employment matters

*The Council **resolved** to not approve the creation of Personnel Committee.*

RESOLUTION

The Council felt that as a quorum is three, that it is just as easy to use the full Council to act on Personnel matters.

08 Financial

- a To receive and approve financial report

- i Bank Reconciliation

Community Account: £2049.95

This was different than expected by -£180.

[After meeting update – this was reported as £200 at the time, an on the fly calculation error on the Clerk's part. However, consideration after the meeting showed the discrepancy to be £180. It is likely this is due to a cheque issued November 2018 that had only recently been presented.]

Business Saver Account: £12675.73 includes £4210.58 CIL monies.

[After meeting update – CiL was reported as £2105.29 due to previously unreported second CiL payment.]

ii Budget To Actual

Due to the Clerk's lack of access to the bank accounts this was not reported upon.

iii Receipts and payments since last meeting

No known receipts.

£123.60 payment made for Clerk Course.

b To authorise payments as listing below:

i Expenses for previous Clerk totalling £25 as follows:

LGA 1972 s112

- Wreath - £20
- Telephone Calls - £5

*The Council **resolved** to approve the expenses, and a cheque was duly signed.*

RESOLUTION

ii Expenses for current Clerk totalling £37.27 as follows:

LGA 1972 s112

- Advent USB Mouse - £4.99
- Sandisk 32GB USB Stick – £9.99
- Printer paper - £4.29
- Use of home as office: Feb - £18

*The Council **resolved** to approve the expenses, and a cheque was duly signed.*

RESOLUTION

iii Salary for new Clerk for February and March totalling: £280.50

LGA 1972 s112

The Clerk informed Council of a post agenda update from the payroll service which adjusted this figure to £350.50.

RESOLUTION

*The Council **resolved** to approve payment of this revised figure and a cheque was duly issued.*

iv Final salary for previous Clerk totalling: £600

LGA 1972 s112

*The Council **resolved** to approve payment of this figure and a cheque was duly issued.*

RESOLUTION

v SALC Payroll services: £21.60

LGA 1972 s112

*The Council **resolved** to approve payment of this figure and a cheque was duly issued.*

RESOLUTION

d To consider acceptance of the following additional Clerking hours, and authorise requisite payment:

LGA 1972 s112

i Clerk's Course - 12 hours

*The Council **resolved** to accept these additional hours and approve payment.*

RESOLUTION

ii Handover hours - 10 hours

*The Council **resolved** to accept these additional hours and approve payment.*

RESOLUTION

e To consider purchase of the following books:

i Arnold-Baker on Local Council Administration
11th Edition at £129.99

LGA 1972 s137 1

Ringshall Parish Council

- The Council **resolved** to approve purchase of this book.* RESOLUTION
*Clerk to **action**.* ACTION
- ii Local Councils Explained at £14.99 + p&p (£5) LGA 1972 s137 1
*The Council **resolved** to approve purchase of this book.* RESOLUTION
*Clerk to **action**.* ACTION
- f To consider paying the difference between the cost of the long service award for the previous Clerk and the sum of the personal monies contributed by Councillors LGA 1972 s112
*The Council **resolved** to pay the difference of £30 and a cheque was duly signed.* RESOLUTION
- g To consider and approve the setting up of a standing order to pay the Clerk on a monthly basis LGA 1972 s112
*The Council **resolved** to approve a standing order to cover the Clerk's standard hours.* RESOLUTION
There was some discussion over whether the bank will actually allow such a standing order on the accounts the Council has.
*Clerk to **action**.* ACTION
- h i To retrospectively approve purchase of 10 litter picking hoops LGA 1972 s111
*The Council **resolved** to approve this purchase.* RESOLUTION
- ii To approve reimbursement for purchase of 10 litter picking hoops to the value of £77.90 LGA 1972 s111
*The Council **resolved** to approve this reimbursement and a cheque was duly signed.* RESOLUTION
- iii To approve seeking Locality Budget support for offsetting cost of litter picking hoops.
*The Council **resolved** to approve this.* RESOLUTION
*Clerk to **action**.* ACTION
- 09 Grant requests**
- a To consider a grant request for the Four Parishes Magazine as per correspondence LGA 1972 s137 1
*The Council **resolved** to approve this request to the value of £50. A cheque was duly signed.* RESOLUTION
- b To consider a grant request for Age UK Suffolk as per correspondence LGA 1972 s137 3a
*The Council **resolved** to approve this request to the value of £50. A cheque was duly signed.* RESOLUTION
- 10 To consider planning applications and approve any comments** TCPA 1990 s1p8
- a DC/19/00942
*The Council **resolved** that no comments require to be made.* RESOLUTION
No action to be taken.
- b DC/19/01032

Ringshall Parish Council

The Council **resolved** to show full support for this application.

RESOLUTION

Clerk to **action**.

ACTION

Cllr Oakes entered the meeting.

Chair invited Cllr Oakes to give their report.

Cllr Oakes had met with Peter Watson, and discussed the provision of Speedwatch signs, and the role of a Speedwatch team in managing them.

Cllr Oakes indicated that placement sites need to be nominated for approval, and indicated that the required information pack would be forwarded to the Clerk. Highways would install any needed poles. 4-6 poles is usual amount. Cllr Oakes indicated that some funding would be available from the Locality Budget for a VAS.

11 To receive a report on the Data Audit Questionnaire, and consider the approval of creation of the following policies:

- Data Protection Policy
- Data Retention Policy
- Freedom of Information Policy
- Data Privacy Notice (to be posted on web site)

Clerk explained that there are a number of issues hi-lighted by the data audit questionnaire, and that the above policies will mitigate all of these.

RESOLUTION

The Council **resolved** to approve their creation in draft form for approval at the next AGM.

Clerk to **action**.

ACTION

12 To receive the RVHMC report, and consider any issues raised therein

No issues.

13 To receive an update on the village sign maintenance, and consider if any subsequent actions should be considered.

LGA 1972 s137 1

Cllr Hitchcock reported that this is on going, and the chair agreed to place this item on the next meeting's agenda.

14 To receive an update on the phone box maintenance, and consider if any subsequent actions should be considered

LGA 1972 s137 1

Clerk reported that the previous Clerk is attempting to get the phone box fixed.

RESOLUTION

The Council **resolved** to let this run, and to reconsider any actions after a report at the next meeting.

15 To receive a report on the litter pick, and consider if any subsequent actions should be considered

LGA 1972 s137 1

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- There were about 19 people, including families, who turned up to help on the litter pick. No presence from Wattisham Airbase. Less litter was found than last year. A lot of litter was found on the road running past the memorial.* RESOLUTION
- The council **resolved** to allow borrowing of the litter picking kit during the year.*
- Clerk **actioned** to seek a resupply of litter bags.* ACTION
- 16 Correspondence for Consideration**
- a Neighbourhood Plan – To consider approval of delegates for this meeting at £20 a head
- The Council **resolved** not to send anyone on this course.* RESOLUTION
- b RSN Funding Digest – To consider investigation of funding opportunities
- Council **resolved** to let individual Councillors investigate funding opportunities if they so desired, and report back to Council.* RESOLUTION
- c A Christmas Carol On Tour – To consider supporting this tour
- The council considered this was more a matter for the RVHMC, and **resolved** that it should be passed to them for consideration.* RESOLUTION
- d UKTV Paranormal Series – To consider making the Parish aware of the opportunity.
- The council considered this was more a matter for the RVHMC, and **resolved** that it should be passed to them for consideration.* RESOLUTION
- e Tink’s Tipsey Tavern – Rural Rescue Programme – To consider engagement with this programme
- The council considered this was more a matter for the RVHMC, and **resolved** that it should be passed to them for consideration.* RESOLUTION
- 17 To consider and approve the revised Asset Register**
- Clerk reported on creation of the revised asset register, and indicated that there remains one issue with the value, or lack thereof, of the litter bins.* RESOLUTION
- Council **resolved** to approve the Asset Register contents, with a proviso that a suitable value for the litter bins should be sought.*
- Clerk to **action**.* ACTION
- 18 To consider the resiting of the paediatric defibrillator pads in light of correspondence from communityheartbeat**
- Council reviewed the information from communityheartbeat, and reviewed the initial instigation for buying the paediatric pads. In light of this information, the Council **resolved** to approve the immediate removal of the paediatric pads from the defibrillator box.* RESOLUTION
- Clerk to action.* ACTION
- [Post meeting note – action completed – Clerk now holds said pads]*
- 19 Street Lighting** PCA 1957 s3,
Highways 1980 s301
- a To receive a report on faults

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Clerk reported that the light at Coronation Glebe failed, and was reported via an online form. Highways subsequently fixed the issue under the maintenance contract.

- b To receive correspondence from Suffolk Highways and consider if any action to upgrade lighting is required

*Council **resolved** to revisit this issue after the Clerk finds out more information about the upgrade/replacement costs.*

RESOLUTION

20 Correspondence for Information

- Thank you letter from Help For Heros for prior donation.
- Planning approval notice for DC/18/05632
Land On The South Side, Lower Farm Road, Ringshall, Suffolk
- Street lighting bill

Clerk informed Council that the lighting bill arrived after the agenda was published, and was therefore for information only.

The Clerk further informed Council that the bill was due 14th April 2019 and implied a further meeting would be required.

IMPLIED ADVICE

*Council **resolved** to approve payment, and a cheque was duly signed.*

RESOLUTION

21 Items for consideration for inclusion on the next agenda

- VAS pole sighting and how many.
- Which VAS version to buy.

*Peter Watson, in role of Speedwatch team lead, to be invited to next meeting for these agenda items. Cllr Free to **action** this.*

ACTION

22 To confirm the date of the next meeting as May 21st 2019

*Council **confirmed** this date.*

CONFIRMATION

23 To consider excluding the public and press for the remaining items as their presence would be prejudicial to the public interest due to the nature of the matter to be discussed

Public Bodies
[Admissions to
meetings Act] 1960

*Council **resolved** to approve this motion.*

RESOLUTION

Cllr Oakes left the meeting.

24 To consider reconciliation of clause 4.1 and clause 4.2 of the Clerk's contract, and approve any remedial actions

LGA 1972 s112

*Council **resolved** that Clause 4.2 is the driving clause, and that the Clerk's pay should be adjusted accordingly, and with retrospective application.*

RESOLUTION

*Clerk to **action** with Payroll Services.*

ACTION

25 To resolve to removal of bank signatory who is no longer a Councillor, and consider appointing a new third signatory in their place

*Council **resolved** to approve the removal of the signatory, and the addition of a specified new signatory.*

RESOLUTION

*Clerk and current signatories to **action** as required.*

ACTION

26 To consider the appointment of an internal auditor

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*A discussion was held, with three auditors being considered.
The Council **resolved** to appoint SALC as the internal auditor.*

RESOLUTION