

Minutes

Ringshall Parish Council Meeting

7.30-9.30pm on 24/09/2019

Ringshall Village Hall

Meeting opened	19.30		
Present	<p><i>Cllr A Williams - Chair</i> <i>Cllr H Williams</i> <i>Cllr Last</i> <i>Cllr Free</i></p>		
Also present	<p><i>Mr D Smith - Clerk</i> <i>Cllr Oakes - SCC - Arrived 19:58</i> <i>Cllr Prat - MSDC - Arrived 19:58</i> <i>1 other member of the public</i></p>		
RPC/2019/09/	01	To receive apologies and consider approval of any absences	
		<i>Cllr Hitchcock submitted an unspecified apology for absence, and Council resolved to approve this.</i>	APPROVAL
	02	To receive any declarations of interest	RA(DPI)R 2012 Suffolk Local Code of Conduct
		<i>None declared</i>	
	03	To consider any dispensation requests	LA2012 s33
		<i>None required</i>	
	04	To resolve that the minutes of the following meetings of the Council are a true and correct record:	LGA 1972 Sch12 Para 41(1)
		<ul style="list-style-type: none"> • 23rd^s July 2019 - AGM 	
		<i>Council resolved to approve these minutes and they were duly signed by the Chair.</i>	
	05	Public participation session to include Police, District and County Councillors' Reports	Standing Order 3e
		<i>Clerk informed Council that Police will no longer attend PC meetings, unless they are specifically requested to do so about a particular point. Clerk submitted a copy of the latest Constable's County to the meeting-attached. This can also be found at:</i> https://www.suffolk.police.uk/your-area/snt-newsletters	
		<i>Cllr Oakes had no specific report, but did provide information on agenda item 17.</i>	
		<i>Cllr Pratt gave his report, as attached.</i>	
	06	Internal Audit	
	a	To receive Chair's response to Internal Audit, and consider remedial actions arising	Financial Regulations v1.0
		Chair stated that between the Audit Report and the Clerk's response to the Audit all is in hand, and that no further specific actions above and beyond those given in the Clerk's report are required. Chair felt there was nothing in the Audit that was of significance to raise to Council.	
		The Clerk stated, that whilst the Clerk has addressed most of the issues raised in the Audit, it did show that Council had lack of understanding of some of their duties.	
		<i>Council resolved that no additional actions were required beyond those outlined by the Clerk in their report.</i>	RESOLUTION

Signed: _____ Date: _____

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b	To consider the effectiveness of the Internal Audit	Accounts and Audit Regs 2015
	<i>Council resolved that the audit was effective.</i>	RESOLUTION
07	Financial	Financial Regulations V1.0 (FR V1.0)
a	To receive and consider approval of the following financial reports	
i	Bank Reconciliation and Balances	
	<i>Data is contained in a separate information pack. alongside these minutes.</i>	
	<i>Council resolved to approve the bank reconciliation and it was duly signed by Cllr Free, as a non-banking signatory.</i>	APPROVAL
ii	Budget To Actual	
	<i>Data is contained in a separate information pack. alongside these minutes.</i>	
	<i>Council resolved to approve the budget to actual.</i>	APPROVAL
iii	Receipts and payments since last meeting	
	<i>Data is contained in a separate information pack. alongside these minutes.</i>	
	<i>Council resolved to approve this item.</i>	APPROVAL
iv	CIL statement	
	<i>Data is contained in a separate information pack. alongside these minutes.</i>	
	<i>Council resolved to approve this item.</i>	APPROVAL
b	To authorise payments as listing below (detailed on separate sheet), and sign relevant cheques and invoices where applicable:	
	<ul style="list-style-type: none"> • Clerk salary August/September • Clerk expenses 	LGA 1972 s112 LGA 1972 s112
	<i>Council resolved to approve these payments, and the only bank signatory present signed the relevant cheques and associated papers. Another signatory will be sought post meeting.</i>	
c	To receive an update on the bank mandate changes	
	<i>The Clerk reported that in an email earlier that day, Cllr Hitchcock reported that the Clerk should now be on the account. [Post meeting note: Mandate now completely updated as Council required.]</i>	
d	To review and approve the Financial Management Risk Assessment	Financial Regulations V1.0 (FR V1.0)
	<i>The Clerk stated that the document was unchanged from the previous version approved some years back. He also stated that it should be reviewed yearly (as noted in the Internal Audit). [Post meeting note - Original approval minute states that this document should be reviewed at the same meeting that a new budget is set].</i>	
	<i>Council resolved to approve this version.</i>	APPROVAL
08	To receive and consider a request from St Catherine's Ringshall Parochial Church Council for funds:	
	<i>Clerk presented the NALC advice on giving monies to the Church (L01-18 Financial assistance to the church - provided alongside thee minutes). The Clerk also stated that after their reading of the relevant legislation they were in agreement with NALC.</i>	
a	£500 towards grass cutting in church grounds	LGA 1972 S214(6)

Signed: _____ Date: _____

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b	£600 general donation	LGA 1972 S137
	<p><i>After some discussion in which mention of the war memorial in the Churchyard, and how it would not give the PCC much warning if Council did not contribute, and with the precedence of many prior payments, Council resolved to make the £500 grant to the PCC, and to donate the £600.</i></p> <p><i>During this discussion the Clerk also informed Council that they have a duty to make sure that any monies given under LGA 1972 S.137 are proportionate.</i></p>	
09	To receive and consider a financial aid request for the 461/2 bus routes	The CIL (Amendment) Regulations 2013 P59C
	<p><i>Council were in favour of supporting these bus routes, and they felt it was important to the community. However funding is limited, and a cohesive response from all the effected parishes would be better than a lone response.</i></p> <p><i>Council resolved to seek an understanding of how other parishes have approached this.</i></p> <p><i>Clerk actioned to approach other effected parishes.</i></p>	
10	To consider correspondence regarding new insurance policy from CAS, and any adjustments that might need to be made in covered assets under this new policy.	LGA 1972
	<p><i>After consideration Council resolved to approve the insurance which covers assets of between £10-20k in anticipation of the SID purchase, paying the 3 year LTU amount.</i></p> <p><i>Clerk to seek an invoice for this figure, and then have the cheque completed outside the meeting, as approved above.</i></p>	
11	To receive reports and correspondence on any new highways matters, and consider if they require raising to Highways or other authorities, or require other action	
	<p><i>None</i></p>	
12	To receive proposals for how CIL monies could be spent, for consideration at the next meeting	The CIL (Amendment) Regulations 2013 P59C
	<p><i>No proposals were submitted for consideration.</i></p>	
13	To receive Village Hall Report, and consider any actions required	
	<p><i>Council was informed that the report will restart from 1st October 2019</i></p>	
14	To receive a report on Co-Option submissions and consider if further actions are required to advertise Councillor vacancies	
	<p><i>No submissions or any interest</i></p> <p><i>Clerk reported that a new notice will be in next 3 Parishes Magazine and that there was a notice placed on the Nextdoor platform. A notice is also on the notice board on village hall.</i></p> <p><i>Council resolved that no further action was required at this time.</i></p>	
15	To consider planning applications and approve any comments, or follow-up actions	TCPA 1990 s1p8
	<ul style="list-style-type: none"> • DC/19/02419 - Benicia House - Protected tree pollarding. - Status Update <p>Approved by MSDC - work has been undertaken. All seems in order. No follow up actions required.</p>	
16	To receive an update report on SID pole siting, SID purchasing and 30mph bin sticker actions, and consider if further action needs to be taken.	Local Government and Rating Act 1997, s.31.
	<p><i>See separate report sheet - Clerk's Report</i></p>	
17	To receive information on the School/Village Hall Sewerage Treatment Works issue, and consider possible remedial actions	
	<p><i>See separate report sheets from Clerk and Peter Watson</i></p>	

Signed: _____ Date: _____

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Council resolved to take no action at this time, and to maintain a watching brief. RESOLUTION

18 To receive an update report on engaging The Mix to provide an activity day

Cllr H Williams said work to organise an event was still on going due to staffing changes at the Mix. The new target date is probably going to be sometime next Easter, to be arranged with RVHMC.

19 To consider responding to the BMSDC Local Plan

One of the Councillor reported that their work involved reading this document, and that all seemed in order, except some of the newer builds might be outside the reported boundary.

Council resolved that no response was required.

RESOLUTION

20 To consider replying to the SALC Review of governance arrangements and constitution - consultation with members

Council resolved that no response was required.

RESOLUTION

21 Items for consideration for inclusion on the next agenda

- *Mix engagement update*
- *Sewerage plant update and next steps*
- *Issues to be raised to RVHMC regarding management of private parties*

22 To accept the resignation of a Councillor

Council duly accepted the resignation of Cllr Free. Prior warning was given, so the resignation was with effect from the end of this meeting.

ACCEPTANCE

Council wishes to formally thank Mrs Free for giving the time required over her 5 year tenure on the Council, and for all the input she has given over that time.

Clerk to inform MDSC and start the chain of events for a Casual Counsellor Vacancy

ACTION

23 To confirm the date of the next meeting as Tuesday 26th November 2019

Council resolved to confirm this as the next date.

RESOLUTION

Meeting Closed

21:07

Signed: _____ Date: _____