

BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF MEETING HELD ON 8 NOVEMBER 2016

The Parish Council Meeting was held on Tuesday 8th November 2016 at 7.30pm in the Village Hall. The Chairman, Cllr R Walton, welcomed the following Parish Councillors – B.Deacon, G.Thomas, J Kirk and Parish Clerk, Ms N Smith. There were 2 members of the public present, together with Borough Councillor Mrs Mildmay-White and County Councillor Mr Clements.

1. Apologies for Absence: Cllr M Newlands had sent her apologies, she was attending a PCC Meeting that evening.
2. Declaration of Interest: Chairman declared an interest in one matter arising within the draft Precept, namely the sum of £100 paid for the cutting of grass.
3. Confirm Minutes of Annual Parish Council Meeting held on 9th August 2016: All Cllrs confirmed that they had read through the draft Minutes, and approved them. Chairman duly signed the Minutes.
4. Matters Arising:
 - (a) Sale of Property at 6 Bradfield St George Road
The Clerk had corresponded with Haverbury Housing Partnership who had confirmed that when the last tenant left, they had advertised the property for rent. It was a three bedroomed family home in a rural location and had no suitable applicants come forward. There were no restrictions or covenants which prevented Haverbury from selling the property, but as a Registered Charity they were required to achieve the open market price for the property. The proceeds of sale have to be reinvested in new affordable housing.
 - (b) Potholes
Clerk had circulated to Cllrs an update with regards to the potholes reports on the SCC Highways Reporting Tool. The pothole outside of Mouse House and on the brow of the railway bridge had been added to the inspection programme and Clerk was liaising with SCC and County Cllr in this regard.

In addition to the potholes the blocked drain on Felsham Road had also been reported again, and it was hoped that it would be unblocked before the Winter weather set in.
 - (c) Speed Limit on Bury Road
County Cllr Clements confirmed that he would lend his support to the any viable option to reduce the speed limit coming through the village on the Bury Road. He had spoken to Anthony Smith at SCC and updated the Clerk. Cllrs agreed to a site meeting with Anthony Smith so that he could start afresh with looking into this matter, and see what, if any, options are available. Clerk will write to the Scout camp and local cycling clubs to obtain their views on the current speed limit.
5. Police Report: the Clerk had looked at the Suffolk Police website and no crimes had been reported in the village.

Signed.....

Dated.....

6. To receive a report from the Borough Councillor: Attached to these Minutes.
7. To receive a report from the County Councillor: Attached to these Minutes.
8. Public Forum: With regard to recycling, are we now recycling less. The leaflet that has recently been posted through the door letting us know what we can and cannot recycle seems to suggest we can recycle less. Clerk will check and report back at next meeting.
9. Clerk's Report

- i. Schedule of items approved and awaiting authorisation;

Balance brought forward from 09/08/16

Current Account	3536.55
Business Reserve Account	142.97
TOTAL	3679.52

Income Received since 09/08/16 – nil

Expenditure (movement since last meeting)

SALC	subscription	133.17	LGA 1972
N Smith	Clerk's Salary	114.80	LGA 1972 s112
HMRC	VAT and NIC	4.80	Inc&Corp Taxes Act
BDO	Audit	36.00	LGA 1972
CAS Ltd	Insurance	157.08	LGA 1972
TOTAL		445.85	

Schedule of verified invoices agreed for payment

N Smith	Clerk's Salary	102.40	LGA 1972
HMRC	VAT and NIC	17.20	Inc&Corp Taxes Act
TOTAL		119.60	

- ii. Report on the Council's financial position;

Balance carried forward from 09/08/16

Current Account	3536.55
Business Reserve Account	142.97
Add income received	0.00
Less expenditure (since last meeting)	445.85
Less expenditure (verified invoices)	119.60

Bank Reconciliation

Current Account	3090.70
Less unlogged cheques	119.60
Plus uncredited lodgements	0.00
Business Reserve Account	142.97

Signed.....

Dated.....

iii. Draft Precept for 2016/2017

<u>Income</u>	
Precept	1775
<u>Expenditure</u>	
<u>Administration</u>	
Clerk's Salary	480.00
HMRC PAYE	120.00
Admin Costs	50.00
Audit fee	0.00
Council Insurance	170.00
SALC Subscriptions	150.00
CAS (Suffolk Acre) Subs	30.00
CAS website	60.00
ICO Subscription	35.00
<u>Services</u>	
Mowers (PCC)	120.00
Grass Cutting (Mr Walton)	100.00
Grapevine contribution	80.00
Village Hall rent	80.00
Mr Spall (grass cutting)	200.00
Sundries	100.00

Clerk explained that there was an increase of £30 on the 2016/2017 Precept. However, within that increase she was asking the Council to approve the expenditure of the CAS website at an annual cost of £50 plus VAT and an ICO registration in the sum of £35.

The free website hosting service which had been provided by One Suffolk has ceased. Discussion took place, in particular that the website ensures that the Council complies with the Transparency Code. Chairman proposed and all Cllrs agreed to (a) confirm with CAS that the Council would like them to host the website, and (b) approve the expenditure of £50 plus VAT as set out in the draft Precept.

Clerk also advised that the Council will need to register with the Information Commissioner's Office in order to comply with the Data Protection Act. As a public body, they hold information about their employee, but they are also now holding data as a result of the recent broadband survey. As such they need to register with the ICO and pay an annual fee of £35. Not to comply is a criminal offence. The Chairman proposed and all Cllrs agreed that the Clerk should register the Council with the ICO and the annual fee of £35 be paid.

Cllr Thomas proposed that the sums of money for grass cutting carried out by Mr Walton and Mr Spall under the 2017/2018 Precept be approved by the Council, along with the sum of money paid to the PCC for lawn mowing. Cllr Deacon seconded. Motion carried.

Chairman proposed that the donation of £80 to the Grapevine continue to be paid in 2017/2018. Cllr Deacon seconded. Motion carried.

Signed.....

Dated.....

10. To consider PC compliance with the Data Protection Act 1998: as discussed at Item 9 of the Agenda. Council approved expenditure and need to register with the Information Commissioner's Office.
11. To consider responses to Broadband Survey and any next steps to be taken: County Cllr Clements has advised to continue to discuss with Jonathan Chown at Suffolk Better Broadband. Clerk has been in contact with Mr Chown. He has indicated that currently the village is due to have Broadband works carried out in 2017, but he could not indicate when in 2017. He had asked for a selection of telephone numbers from a variety of points in the village so that he could look into the matter further and hopefully give a better indication of when works may happen. Clerk had gained consent from a few households to provide their telephone numbers to Jonathan Chown. Clerk is awaiting an update.
- Parishioner, Mr Hignett reported that a green box had very recently been installed on a nearby telegraph post on Felsham Road. The engineer installing it was not forthcoming with any information, but perhaps this could be the start of works being on the list to be carried out.
- Clerk has also contacted County Broadband. They have not responded. Council agreed that Clerk should for now, continue her investigations with Mr Chown and report back at the next meeting.
12. To consider and agree dates for the 2017 PC Meetings:
- Cllrs agreed and approved the following dates: 7 February 2017, 9 May 2017 for Annual Parish Meeting and Annual Parish Council Meeting, 8 August 2017, 14 November 2017 and 13 February 2018.
13. Planning Matters: none
14. AOB:
- New owners have moved into St Clare Hall. They have politely requested that walkers stick to the marked footpaths and keep their dogs on leads as they have mares with foals on their land at the moment.
15. Date of next meeting – 7th February 2017.

Signed.....

Dated.....