

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

A Parish Council Meeting was held on Wednesday 16th January 2018 and commenced at 7.30pm in the village hall. The Chairman, Mr. Arthey welcomed the following Parish Cllrs. to the meeting – R Corcoran, M Hainsworth, Mrs R Howe, Mrs F Moore, A Sturgeon and D Waldron to the meeting. Also present were District Cllr. B. Hurren (in part), 1 member of the public and Mrs V Waples (Clerk).

A statement was read out indicating that, in accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. *A full transcript of the statement is available from the Clerk upon request.*

1. APOLOGIES OF ABSENCE

- i. There were no applicable apologies of absence.
- ii. Apologies for absence were noted from County Cllr. Finch.

2. DECLARATIONS OF INTEREST:

- i. The following declarations of interest for the agenda under discussion were received: Cllrs. Arthey and Waldron in their capacity as Officers for the Village Hall Committee – agenda item 7vii refers. There were also no declarations of gifts of hospitality received exceeding £25.
- ii. There were no requests for dispensations for the agenda under discussion.

3. MINUTES OF PREVIOUS MEETINGS:

Minutes of the Parish Council Meeting of 8th November and additional meeting of 28th November 2017 were signed as true and accurate records following one amendment to 2i in the latter as there were no declarations of interest, aif.

4. TO RECEIVE AND CONSIDER REPORTS ON MATTERS RAISED AT PREVIOUS MEETINGS & THOSE RAISED IN BETWEEN TO THE PARISH CLERK – none had been raised since the last meeting.

- i. Relocation of Village Sign – the Chair confirmed that the Village Hall were looking to gain permission for the Village Sign to be relocated onto the triangle opposite the Village Hall to firstly enable the Village Hall to install fencing on its frontage and secondly to enable the sign to become a focal point in the village. It was noted that there would be a small cost incurred as the current base of the village sign needed renovation. The Parish Council agreed, in principal, for a price to be obtained to repair the post and for the sign to be relocated to the Village Hall end of the grassed triangle.

5. TO CONSIDER THE FOLLOWING MATTERS AS RAISED WITHIN THE PUBLIC FORUM:

- i. Sudbury SNT – it was reconfirmed that there was now a link direct from the Council's website to Sudbury SNT which would contain the latest newsletter and other facts of note. The Clerk confirmed that all items received via the Police Connect Service affecting Lindsey and surrounding areas were circulated as and when received.
- ii. District Cllr. Bryn Hurren was invited to submit his report and mentioned the following:
 - Village sign – he had had a look at this and it could be sleeved if necessary. There was some decay on the post externally, but the post was still solid internally and suitable for relocation. To sleeve it would enhance the appearance.
 - Planning matters – status re past issues at Newlyn – he confirmed that all matters of enforcement have been dealt with to the satisfaction of the Officers at BDC.
 - Planning matters - Falcon House – there had been an exchange of emails with the agent and the planning officers on this matter as initially the application had been refused. Following the round of emails and further discussions the application was resubmitted and had been approved and now the proposal had been built to the agreed specification.

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- BDC – management, councilors and staff all now at Endeavour house – initial problems with phones being answered had been sorted. There were landing points where staff can work from for those who do not wish to travel into Ipswich due to issues relating to distance and costs of travelling; briefings would also take place in both Districts at suitable venues although this would have potential cost implications. Corks Lane – the land was likely to be allocated for housing. Personally, he did not feel that the move was a good decision.
 - Merger between MSDC and BDC – needs to be done competently and with financial acumen – consultation running at present; full business case would be submitted once all the responses had been analyzed.
 - Angel Court – in development plan and as soon as more details were known he would share them.
- iii. County Cllr. James Finch apologies due to ill health had been submitted on his behalf by his department. It was noted that his Portfolio for Highways had temporarily be reassigned to County Cllr. Jane Storey.
- iv. There were no comments from the members of the public present.

6. CORRESPONDENCE: general correspondence was brought to the Council's attention and in particular:

- i. Babergh/Mid Suffolk - We are listening: a new Council for the Heart of Suffolk – Council noted the contents of the consultation documents and the following comments were received:
- Telephone poll is ongoing – will feed into further discussion.
 - No monies have been allocated for a merger in 2018/2019 –there is a possibility that a further referendum will be required prior to any decision being taken.
 - Noted Jennie Jenkins is no longer Leader of BDC – John Ward is now Leader.
 - Deadline – 5 February 2018 – Councillors agreed and were encouraged to respond individually as stakeholders.
- ii. Suffolk Legal - Temporary Traffic Regulation Orders - procedure for notification – the meeting noted the new procedures and Clerk agreed to monitor the website www.roadworks.org and advise accordingly.
- iii. SALC - Local Councillor – noted the circulation of this magazine.
- iv. Anglian Water – Groton to Lindsey water main replacements – further information submitted showed the works to be carried out along with timelines. Road closures would be in section due to the narrowness of the roads and the size of the machinery required for the work. Access would be maintained for residents and businesses and work was planned to start in early February 2018 – this delay was due to overrunning BT works.

7. FINANCIAL REPORT

- i. To consider and receive the schedule of Receipts - it was confirmed that no income had been received since the last meeting.
- ii. To consider and approve the verified items awaitingg authorisation - a copy of the Schedule of Verified Invoices awaiting payment was circulated to all members and discussed. It was recommended that the schedule be approved, aif. A copy of the details for these payments can be seen at Appendix A on minute page 563.
- iii. To consider the Council's financial position to date - the financial position of the Parish Council as at 17th January 2018 was presented to the Parish Council. Council's funds stood at £577.74. A copy of the financial position can be seen on minute page 557. In accordance with Council's Standing Orders, Council also considered the budget to actual expenditure and income report for the period ending 31st December 2017 and noted that actual expenditure against budgeted at this point of the year showed £30 under budget. It was confirmed that Office Expenses covered postage; allowance for use of Clerk's computer and printer and working from Home Allowance as per HMRC Guidelines. It was also noted that a new laptop and software had now been purchased at a cost of £424.16 (net.) Income – (other) covered the Transparency Fund grant of £860.64 to cover website hosting; new laptop and software and Clerk's hours working on website.
- iv. To consider further the costs involved with the WW1 Beacons of Light Commemoration for 11th November 2018 and County Councillor Finch's response for a call on his locality budget – Cllr. Arthey

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presented the meeting with the quote that had been received from Barking Forge along with a picture of the proposed brazier. It was agreed that this one was almost identical to the one in Barking with a slight difference which would allow it to be moved and sited in a second position, the difference being scrolls added to the bottom of the basket to allow the beacon to be shackled and tethered at the second location at the ground near The Rose. A sleeve will be concreted in the Village Hall Grounds for its main residence. It was noted that Cllr. James Finch had offered £500 and the Clerk agreed to submit the paperwork along with relevant information to Cllr. Finch's office. Cllr. Corcoran informed the meeting that he would submit a draft proposal as to the event to be planned at the next meeting. It was also recommended that Hadleigh Thrift Shop be approached for a possible donation. Cllr. Sturgeon offered to provide firewood for event for burning in the beacon.

- v. SALC / NALC - Reform of Data Protection Legislation & introduction of the General Data Protection Legislation – the Council considered the paper submitted by the Clerk which provided an overview of changes to the data protection regime following information received from SALC; NALC and guidance from the Information Commissioner's Officer. It was confirmed that Council would accept the recommendations submitted in the paper:
- The Council minutes it is considering the available options for appointing a DPO and has accessed initial training on the new regime.
 - The Council notes that all councillors will need to develop their own knowledge in this area and will be provided with guidance to support this as and when it becomes available.
 - The Clerk will review the administrative and data systems and seek advice as necessary to ensure compliance and will report any areas of concern to Council.
 - The Council will also consider whether it needs to obtain a third-party assessment or employ the services of an external Data Protection Officer service.
 - The determination of the purpose of processing personal data be delegated to the Chair, Councillor Arthey and Councillor Hainsworth until further guidance on managing conflicts of interest are obtained.
 - The Clerk alerts council to any further developments and guidance.
 - The Clerk contacts the Council's insurers to determine the scope of any insurance cover in connection with the new rules and to determine whether there are any additional requirements from the insurers in order for any insurance to be effective.

Cllr. Hainsworth advised the Parish Council that it should remember to apply basic elements of the rules i.e. must not pass on information unwittingly; must be careful as to how information is passed on, to whom and for what reason and must be able to ensure that Data is held securely and how to react if a breach takes place. The main area that will be of a conflict interest will be planning and the Council will need to be aware of its responsibilities in processing that information and to ensure that the Parish Council is not the actual pathway to gain that information. Council was aware that there were 3 main topics still to be sorted - consider DPO; ascertain what insurance is needed; ensure that email accounts pass via Office 365.

- vi. To consider and approve the budget for 2018-2019 and to sign the Precept Form for submission to the Charging Authority (BDC) - Council received the previously circulated budgetary papers taking into account the tax base for Lindsey. It was noted that there had been a slight decrease in the tax base. Council agreed that there was a need to increase its reserves to enable the Parish Council to be able to respond to any unforeseen expenditure. It was also noted that the Council's low reserves had been picked up by the Internal Auditor with a recommendation that the Parish Council review the level of reserves held at the earliest opportunity. Council discussed the information circulated and agreed that a budget of £3,274 be set, aif. It was also proposed and agreed that the Council should set a Precept of £3,140 which was an increase of £5.01 or 18.93% over 2017-2018. It was agreed that the Parish Council should insert an article into the next newsletter explaining that the increases were due in part to the need to put the Council's reserves on a good footing and the additional administrative burden placed on Parish Councils by changes in legislation.

Council was also in agreement that the explanation should be explained in £ terms as well as %. The Precept Upon the Charging Authority Form was completed and signed by the Chairman, Clerk and two

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non-signatories of the Parish Council. This form would now be served on the District Council by the due date of 31st January 2017.

- vii. Council was informed that the Clerk would be attending a session held by the new external auditors (PKF Littlejohn) on external audit. This would cover changes to the Annual Return and; documentation required for submission; completion/reporting and intermediate testing. Further information would be made available once known.

8. **PLANNING APPLICATION:**

- i. Council considered the following planning applications:

- Full Planning Application - DC/17/04744 - Construction of concrete base for horse walker @ Paddock at Newlyn, Rose Green Road

Council agreed that it had no objections to the proposal and did not think it would have a detrimental impact on the area, aif.

- ii. Council noted the following planning determinations by Babergh District Council:

- Refusal of Discharge of Conditions 3 (Fenestration) and 4 (Materials) @ Falcon Hall
- Planning Permission & Listed Building Consent for the change of use of existing single- storey stable block to B1 Offices @ Ravens Hall
- Planning Permission & Listed Building Consent for the erection of a single-storey extension and associated alterations to annex @ Ravens Hall
- Planning Permission for the erection of 2 No 3-bedroom dwellings with associated garages following demolition of existing bungalow @ The Bungalow, The Street
- Planning Permission for the erection of single-storey rear/side extension @ Lodge Farm, Kersey Road

9. **PARISH COUNCILLOR'S REPORTS**

- i. Crossroads – trees and hedgerow – it was agreed that the Clerk should flag the Parish Council’s ongoing issues with this junction to the Councillor currently handling Cllr. Finch’s portfolio – Cllr. Jane Storey. The meeting noted that previous Area Highways Officers had acknowledged that this junction onto a busy A road had very poor visibility and that Cllr. James Finch had previously indicated that further works would be considered for this area. It was also confirmed that the road sign was lying down at this point.
- ii. Village Supper – 44 people were confirmed as attending.

There being no other business the Chairman declared the meeting closed at 9.05pm.

DATE OF NEXT MEETING

Parish Council Meeting on Wednesday 14th March 2018 commencing at 7.30pm in the Village Hall, Church Road, Lindsey.

Items received since the last meeting

Income	Description	Nett	VAT	Gross	Ref	Power

Items to be Authorized for Payment

Expenditure	Description	Nett	VAT	Gross	Ref	Power
17.01.18	V Waples - Clerk's Salary & Expenses	280.52	0.00	280.52	419	LGA 1972 s111 & 112
	HMRC – PAYE due	59.00	0.00	59.00	420	LGA 1972 s140
	V Waples – Laptop & software	424.16	84.83	508.99	421	LGA 1972 s111

Financial Report

	Date	£
Opening Balance	08.11.2017	1426.25
Add Income Received	December – January	0.00
Less Expenditure Incurred	December – January	0.00
Less Expenditure from verified list	17.01.2018	848.51
Closing Balance	17.01.2018	577.74

Bank Reconciliation

Community Account	Statement 1	1426.25
Less unlogged cheques	At 17.01.2018	848.51
Plus unaccredited income	At 17.01.2018	0.00
Reconciled Total		577.74

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