

MINUTES OF MEETING OF CAMPSEA ASHE PARISH COUNCIL

Held on Monday 20th November 2017 at 7.30pm in the Village Hall

Present : - Richard Fernley (Chairman), Derick Balaam , Bob Webb, Nathan Wills, Pat Hayward, Barry Cable (Clerk) plus 2 members of the public.

17.50 Apologies for Absence:- from Cllr Alexander Nicoll, Georgina Proctor, Linda Main.

17.51 Declarations of Interest- None made.

17.52 To consider requests for dispensation on Agenda Items. - None Received.

17.53 To approve as accurate the Minutes of the last Council Meeting on 18th September 2017 and Extraordinary Meeting on October 11th 2017. These had been circulated and were agreed and signed.

17.54 Public Participation Session - A member of the public inquired as to the position regarding the land at Chantry Close which was very overgrown and was concerned it was earmarked for potential development. It was explained that the land in question was unregistered, and that solicitors had been instructed to make further enquiries as to ownership.

A quotation for the clearance of the land were being sought, but Council are unable to spend public money on what may be privately owned land.

17.55 Clerks report- He had given a report on networking day at the previous meeting, and had since attended a Course at SALC offices on the General Data Protection Act, which is dealt with as a separate item at 17.64. He also attended, with three Councillors, at SCDC offices on 10th October, in order to be better informed for the EGM on 11th October; a copy of the report is sent to SCDC is included as part of the minutes of the EGM.

17.56 To set dates for 2018 meetings The Clerk had previously circulated a draft diary for consideration and agreement scheduling dates for the 3rd Monday of every alternate month from January. These dates were agreed and will now be published.

17.57 To Review and Update Statutory Documents and Insurance Cover

Copies of proposals for update of Asset Register and Financial Risk Assessment had been sent to councillors prior to meeting and were approved and signed. The Risk Assessment had been identified as inadequate, particularly with respect to financial risks, in the Internal Audit Report (see 17.62) and has now been rectified.

The Clerk then ran through the provisions of cover in the Insurance Schedule and Council was satisfied that the cover provided was adequate. An amendment to Standing Order 18 was recommended to include reference to Public Contracts Regulations 2015 which will be amended and brought to the next meeting for agreement and approval.

17.58 Village “Welcome Pack”

Council considered supporting and funding a ‘welcome pack’ for new villagers (although it will be sent to present residents initially) – this will be designed and published in consortium with the Church and Heritage Group to include contributions from Village Hall, Station House, local businesses plus any others who may wish to contribute. Council thought this was an excellent idea following the success of the Heritage Group’s ‘Memories of Campsea Ashe’ and agreed to fund the project up to £400.00.

17.59 Planning Matters

1/ Update on registration of Chantry Close - Solicitors had been instructed to proceed with the process of establishing Title & Ownership of the land between the existing houses and the railway line. As indicated at 17.54, public money cannot be spent on what could be private land. Whilst this was processing, quotes for the tidying/clearing the area would be finalised.

2/ Update on 4 Villages bypass (SEG)- No further report to be made since the EGM in October

3/ RW reported on the recent Sizewell C Community Forum which mainly concentrated on summaries of the findings from the last consultation and possible timetable for the next stage of consultation. Council will receive copies of the findings from the Community Forum by email.

The only other matter to have arisen since last meeting, is the notification by East Suffolk/SCDC of a change in the way councils will be notified in the future of Planning Applications received.

It is proposed that each council register to receive notifications by email, so that the application can be looked at online. This link can be passed to councillors prior to the meeting but plans etc. may still have to be printed off on paper if the public wish to view at the meeting. In general the PC is concerned about the whole process and how it can still be as transparent for electors.

17.60 Update from HGV Group

RF reported that there had not been a meeting of the HGV group in November and minutes of the October meeting had not been formally completed. At that meeting options re speed limits, weight restrictions etc. were discussed and it was decided to ask the PC to consider an application for weight restrictions on Ivy Lodge Road and (Old) Marlesford Road to SCC Highways.

An application to SCC Highways was considered, after previous meetings of the HGV group and prior involvement of David Chenery of SCC Highways, for weight restrictions on Ivy Lodge Road and Marlesford Road. All agreed this should proceed and the Clerk was instructed to write to Mr Chenery/SCC Highways making a formal application; asking to advise or proceed with the next stage of the process and a more detailed break-down of costings so that fund-raising may begin. **B C**

17.61 Village Hall and Play Area

A general update on Village Hall matters was given by the Village Hall representative. He informed of a very successful Bingo Night at which £200.00 was raised, there had been a well- attended Halloween Party for children, a coffee morning and Jive/Swing lessons were due to start on a weekly basis. The Toddler Group which had been formed last year met there regularly and numbers were stable. There will be a Village Hall Quiz on 2nd December, and Christmas festivities have been arranged for The Mother and Toddler Group including a nativity and visit from Santa Claus. Council were pleased with the report and success since the refurbishment of the Village Hall.

The Annual Inspection Report of Play Area, had been received, and circulated, and several minor points had been identified; one has now been fixed with the aid of a new part, and many of the others attended to by the Councillors responsible (DB and NW). The Report also gave a caveat on the wording of warning/disclaimer notices that it was intended to put up. DB and NW will continue to monitor the situation and provide necessary reports to Council on progress. **DB/NW**

The Clerk reported that he had registered the Play area and football field with Active Places – a part of Sport England, who offered a choice of welcoming Gift. After debate it was felt that an aluminium wall plaque would be the most appropriate, the clerk is to order this. **BC**

17.62 RFO Report

Receipt was noted of 2nd 1/2 of precept received of £2625.

A Draft Budget proposed by the Finance Committee earlier in the month had been circulated for consideration and was duly adopted and agreed by the full Council (copy attached). A recommendation had been made by the committee to raise the precept to £5,500.00 and was duly ratified by Council after consideration of potential raised expenditure over the next financial year e.g. some funding of weight restrictions and provision for data protection and other administration. The RFO duly signed the Precept request document in the sum of £5,500.00 for submission to SCDC.

The outgoing external auditors, BDO, as having previously notified by email, qualified the report by saying that Council had not complied with voter's rights on being notified of conclusion of Audit. As had been indicated in the last minutes, this had been due to the hospitalisation of the Clerk and Council's inability to access the paperwork. Procedures are now in place to prevent this happening again.

The Internal Auditor had commented in their report on the Risk Assessment being inadequate, this has now been updated and agreed as at 17.57. The final comment was on the matter of Clerk's remuneration, which had only stated salary earned and not included expenses also paid. This will also be rectified.

The Annual Return including Auditors Certificate was approved and accepted by Council. An updated financial statement had been circulated.

The following payments were approved

- E 10/18 BDO- Audit Report-£120.00
- E 11/18 David Bracey- Playground inspection £96.00
- E 12/18 Playdale- Part for Swing £100.60
- E 13/18 SALC -Clerk's course £19.20
- E 14/15 SALC -Clerks course £26.40
- E 15/18 B Cable -Salary Oct-Nov £277.26
- E 16/18 B Cable- Expenses £158.25
- E 17/18 Nathan Wills – R B L Wreath £17.00

17.63 Funding of local groups

A timetable was agreed for local groups to request funding by the end of the financial year. Groups will be sent a form of request as last year, and invited to submit them by a date to be decided at the January meeting (likely to be the end of February) for consideration at the March meeting.

17.64 General Data Protection Regulation (GDPR)

Following attendance of the clerk at the GDPR course at the SALC offices on 10th October the following was reported to council

- a Data Protection Officer needs to be appointed. Suggestions were made how best to achieve this and that it would need to be considered at a future meeting in order to comply with the regulation.
- the clerk provided notes to Council regarding the main issues discussed at the meeting
- a key issue was identification of risk areas; the clerk presented an initial proposal to achieve this.

17.65 Correspondence Received

- D A S – requesting funding
- Planning Direct - offering services for a Neighbourhood Plan
- Wickstead Playgrounds- offering Match funding for Playground Equipment

N B- It had previously been decided that all requests for funding would be considered at the March Meeting when local requests had been received.

17.66- Matters for next meeting – Monday 15th January

Standing Orders to be amended and signed.

Review of requirements for Transparency Code and Data Protection

Planning to include Chantry Close

HGV Update (weight restrictions)

Village Hall and Play Area (update on action since Report)

Neighbourhood Plan

Signed.....Chairman 15th January, 2018