

DRAFT - CAMPSEA ASHE PARISH COUNCIL MINUTES

Of the meeting held on Monday 19th September 2016 in Campsea Ashe Village Hall

Present: - Richard Fernley (RF) (Chair) Derek Balaam (DB), Nathan Wills (NW), Frances Gander (FG) (clerking). Two members of the public

16.22 Apologies for Absence (accepted): Pat Hayward (PH) - previous engagement. Barry Cable (BC) (Clerk) - illness

16.22.1 Absence - Georgina Proctor (GP)

16.23 Declarations of Interest

None

16.24 Councillors and Village Organisations' Reports

Cll Ray Herring arrived later – see report at end of minutes. Apologies from Cll Michael Bond.

16.25 Minutes of last meeting and the planning meeting of 5th September 2016

The minutes of the last meeting and the planning meeting were accepted as a true record and duly signed.

16.26 Matters arising from minutes (not covered elsewhere in the agenda)

FG reported that the Police Crime Website does not give up to date information. The last entry was for June 2016 when the one crime incident in the village was reported. However, it was agreed, that given the nature of the crime, it would not be reported on the website.

OPEN FORUM – BW reported that broken glass was appearing in the soil around where the bottle banks used to be located and he was concerned about the insurance cover. FG explained that the land in question comes under the jurisdiction of the Village Hall Trustees and not the Parish Council and this would come under their public liability insurance.

ACTION: FG would bring this up at a Village Hall Meeting

16.27 Chairman's Remarks

The Chair updated the councillors on developments since the last meeting. This concerned the illness of the Clerk and the agreement (confirmed SALC) for FG to become the temporary clerk in his absence. This had been agreed and minuted at the planning meeting. There was no indication when the clerk would return. In his absence the RF and FG had been dealing with outstanding issues. These were proving difficult due to the absence of documentation and information that was currently held by the Clerk. These included:

16.27.1 Communicating with HMRC about unpaid tax and filing of NIL returns.

Progress had been made on this and the field Office Mr Guy had visited FG and collected cheques totally £808. As no NIL returns have been filed for over a year the account has accrued a fine and a monthly penalty that stands at over £1000. However, this amount will be wiped out once the NIL returns have retrospectively been filed. The tax account will then be in credit. An approach had been made to an agent (LadyWellPay) and a quote had been received for them to act as an agent on the behalf of the parish council.

16.27.2 Locating the Internal Audit Documents

Due to the illness and hospitalisation of the Clerk the financial documents needed for the overdue internal audit could not be located. The councillors understood from minutes of the last meeting that the documents were with an auditor.

16.27.3 Submitting the External Annual Review to BDO

Following an email passed on from the previous chair (Richard Keeling) the chair had been in communication with the external auditors who identified that the parish council had not met their deadlines for submitting the audited accounts. The paperwork was now in the process of being completed and based on financial information that the chair held.

16.27.4 Identifying an internal Auditor

The external auditor had requested that the parish council locate and employ an auditor who would conduct an internal audit with limited information. Once this was complete the external audit would be completed. An approach had had been made to locally based Heelis and Lodge. The council was awaiting a reply from them to see if this was possible.

16.28 Finance - RFO Report

RF explained the various documents that needed to be signed for the external auditor. He explained that these needed to be examined by councillors, signed and minuted. RF also explained about the variation amounts from last year and the public consultation notice that would be displayed in the village. FG had received an invoice from Ladywellpay for creating an online account with HMRC and filing the past returns.

Agreed: To use Ladywellpay to act as an agent

16.28.1 - Section 1 – Governance.

This was agreed and signed

16.28.2 - Section 2 - Accounting statements

These were agreed and signed.

16.28.3 – Approval of payment of invoices received since the last meeting.

1. E8-17 Invoice from Ladywellpay for £60.00 for dealing with tax issues

Agreed to pay

16.28.4 – RF explained that all banking information was with the parish Clerk but at the last meeting when the balances were:

Current Account	£4888.86
Deposit Account	£3664.64
Total	£8553.50

There continues to be unclaimed VAT of £4700 from October 2015.

FG circulated an up to date record of expenditure and income sheet for the year 2016-2017, which was completed from the details in the chequebook and paying in book. Since the last meeting the following amounts had been drawn from the bank (as agreed at meeting on 22/8/2016)

1. £169.40 - SALC subscription for year 2016-2017
2. £133.33 and £675.00 - HMRC PAYE Tax - this is the collectable debt being levied at the PC
3. £102.94 Campsea Ashe Village Hall – donation for Queens 90th Birthday

The expenditure up to 19th September, including the refundable tax penalties, is £2868.59 and the income for the same period £2,700

The following amounts had not been drawn from the bank due to the absence of the clerk. The cheques are still being held.

- 1) £533.33 - Clerk's salary for period April 2016 to July 2016
- 2) £50.00 Clerk's expenses for same period

FG explained that the forms for an additional signature had been lodged with the bank and that the name of the person receiving the banks statements was now changed to FG and that all the necessary ID documentation had been approved by the bank. This would take 2 weeks become active.

Cll Ray Herring joined the meeting

16.29 Village Sign

RF reported that there had been little progress with the sign as all the insurance documentation was with the Clerk and also the previous quote. However the estimates were for £3000 and £3700 but it was not clear if this amount was covered by the insurance.

Action: FG to investigate and send quotes to the insurance as soon as details are available.

16.30 Village Website

FG explained that SCC is managing the current Website platform. This will cease on November 1st and it will be taken over by CAS. There will be a cost for this of £50+VAT a year. FG explained that the parish council could set up their own website but this would cost in the region of £700+. The councillors felt that the cost of the second option was too great.

RESOLVED: To opt into the new arrangements and pay the annual subscription.

ACTION : FG to notify SCC ONESUFFOLK

16.31 Planning: (Including applications and matters received after publication of this agenda)

None

16.32 Highways (matters received after publication of this agenda)

None

16.33 Flagship development

RF explained that during the planning meeting concerning the Flagship development in Mill Lane the community had raised a number of issues concerning the timescale and the management of the project. the community had requested the parish council to invite Flagship representatives to a public meeting where their concerns could be discussed.

Action: FG to write to the appropriate person at Flagship to set up a meeting.

16.34 Village Hall including Play Area

The issue concerning Signage in the play area was discussed again. FG stated that there is a legal obligation to have a sign located in the play area in case of emergencies. FG quoted from ROSPA documentation, which cites the legal requirement 'under the Occupiers Liability Act 1957, 1984 to ensure that play areas have correct and adequate signage'.

ACTION: The representative from the Village Hall Committee reported that he would approach a local company for costings for a basic sign that could go onto the metal fencing.

16.35 Dog Fouling

RF reported that following the planning meeting a complaint had been made about the dog fouling on the field.

ACTION: It was agreed that GP would be asked to contact the Dog Warden. FG agreed to reinstate the warning notices and also to look at the cost of metal signage concerning control of dogs.

16.36 External Meetings and Training

As agreed at previous meeting the new councillors (RF and FG) had booked onto a 2-day training with SALC at the cost of £110+Vat each.

RESOLVED: Attendance at training sessions for RF and FG was approved

16.37 Remembrance Sunday

It was agreed that the Parish Council would as in previous years lay a wreath at the service in the church on 11th November.

RESOLVED: RF to attend at 11am.

ACTION : NW to purchase the wreath.

16.38 Correspondence (including matters notified to the clerk after publication of this agenda)

None

Matters for future agenda

- Dog Fouling.
- Flagship meeting.
- Play Area signage.

Date of next meeting – 21st November 2016

Dates of meetings for the coming year. FG stated that dates for the coming year had not been set or distributed. In the absence of the clerk it was agreed to keep to the present arrangements of the 3rd Monday of alternative months.

ACTION: FG to complete list and distribute to all councillors including county and local, and also display them on the website.

Following the completion of the business, Cll Ray Herring gave his report.

1) Relocation of district council offices. This would take place in November. The old offices had been sold and as the building is a lot small it would be necessary to dispose of some furniture. This is mainly tables and filing cabinets and they would be given to local charities. A letter would go to Parish Clerks concerning this.

2) Devolution is a big issue for the County and it was still at the draft stage as it involves 12 local authorities and 2 county councils – all with different political make-up and allegiance. There has been a consultation with the public amounting to 6000 returns. Of these 2/3rd were supportive. Added to the complications was the issue of an elected mayor for which there is 50% support. All 12 Local Authorities have to agree to the devolution for it to go through.

3) SCDC Business Plan – SCDC is well resourced in terms of supporting its enabling plan. There is an increase in grants as well as the LA enabling budget. This should go straight to any community group. However, parish councils should be the accountable body to make sure the groups have the necessary policies in place.

Signed.....Chairman

Date.....

Meeting Ended : 9.05pm