

## CAMPSEA ASHE PARISH COUNCIL

### MINUTES

Of the meeting held on Monday 22.8.2016 in Campsea Ashe Village Hall

**Present:** - Richard Fernley (Chair) Derek Balaam, Nathan Wills, Pat Hayward, Frances Gander, Barry Cable (Clerk)

#### **16.1 Police & Councillors Reports**

1 There were no reports received from Local or County Councillors

2 Frances volunteered to find out when the Community Police meetings were being held and attend. Crime reports are now on the Suffolk Constabulary website. **(Action FG)**

**16.2 Apologies for Absence:** Georgina Proctor (holiday)

**16.3 Declarations of interest in Agenda Items** – Frances declared L N P I in item 8

**16.4 Minutes of last meeting:** These were agreed following the addition of some with amendments, and duly signed

#### **16.5 Matters arising**

- 1 Frances brought to the attention of the councillors that the community police now held regular meetings out in the community and it would be beneficial for one of the councillors to attend. Frances would find out when these were taking place and possibly attend (see 1) **(Action FG)**
- 2 Derek had obtained a quote to repair the Village sign, for £ 2,978+VAT, and it was agreed to obtain another quote from Ashbocking Joinery before the next meeting. **(Action DB)**

**OPEN FORUM** – None

#### **16.6 Chairman's Remarks**

- 1 Richard wished to record formal thanks via the minutes to the previous Chairman Richard Keeling for his Chairmanship and service as Councillor, also to Linda Main for her service as councillor on their resignation from post.
- 2 Richard was delighted to welcome Frances Gander who was co-opted as Cllr at the May meeting and felt sure that her experience & knowledge would be most useful.
- 3 He was pleased to see that the Parish Clerk was back from illness and wished him a speedy recovery, while offering him help & support in his duties.
- 4 Richard stated that he was pleased to see the play equipment being well used in the summer months.
- 5 Thanks had been received from the Church Heritage Group for funding towards the restoration and conservation of the Rev Lucas book "Notes on Campsea Ashe", to which the Parish Council had contributed £100.
- 6 The PC was grateful to Danny Barker for cutting the branches overhanging the public path running alongside the railway fence. Villagers had reported these to the PC as the branches were deemed a danger to people walking along the path.
- 7 It was agreed that a list of potential responsibilities for councillors should be drawn up for allocation at the next meeting.

**16.7 Clerk's Remarks:** There were none made

#### **16.8 RFO Report**

##### **Monies received**

- 1 £102 had been received from the Village Hall Committee because the final grass-cutting bill (for last year) had been £204 less than originally quoted. This amount was the PC's overpayment.

- 2 £200 had been received from SCDC (Cllr Herring's Account) as contribution to Queens 90<sup>th</sup> Birthday Celebrations. £102-94 was used to provide entertainment and children's field games at the event held in the village. It was agreed that the PC would retain the remainder for the use of similar community events arranged in and for the Village.
- 3 £2500 was received from SCDC for the 1st installment of the precept.

#### **Payments approved (cheques signed) for**

1. E4/17 - £169.40 - SALC Subscription for year 2016-2017
2. E5/17 - £533.33 - Clerk's Salary for 4 months
3. E6/17 - £133.33 - HMRC PAYE Tax for 4 months re: clerk's tax
4. E 7/16 - £102.94 Campsea Ashe Village Hall – Expenses Queens 90<sup>th</sup> Birthday
5. £675.00 to HMRC – This is the collectable debt being levied at the PC for none payment of tax for 2015-16 and for not submitting monthly NIL returns when no salary was paid. Some of this money ie the monthly charge can be reclaimed once the HMRC account is up to date.
6. After debate, Frances volunteered to contact the HMRC officer and hand over the cheques and bring the account up to date. She agreed to oversee the monthly returns in the future. **(Action FG)**
7. As agreed at the last PC, Frances was to become the third signatory on the account and agreed to obtain a bank mandate form from Barclays Bank. **(Action FG)**
8. The clerk stated that he was still not receiving bank statements even though the councillors had changed the bank details to his address. This would be investigated when altering the account signatories.

#### **Balances:**

Current Account	£4888.86
Deposit Account	£3664.64
<b>Total</b>	<b>£8553.50</b>

- It was discovered that this total did not include the outstanding claim for £4000+ for the VAT reclaim from the second half of last year. This had been submitted to HMRC (VAT) but nothing had been received. As the clerk had submitted this by post to HMRC it was agreed that he would chase this up with HMRC. **(Action BC)**

#### **Accounts**

The chairman questioned the clerk about the progress on the audit of the accounts. The clerk stated that these were with the internal auditor and were expected back so that they could be finally passed to the external audit. The Chairman asked about the cost of the audit and the clerk indicated that it would be in the region of £50-£55

#### **16.9 Village Hall**

A second request had been received from the Village Hall to fund 10 new tables at £40.00 each inc. VAT. It was unanimously agreed to fund this purchase, via the Parish Council so that VAT may be reclaimed, and the purchase was approved.

#### **16.10 Closure of Ashe Road**

Notification had been received from SCDC Highways of road closure of the B1078 that runs through the village. Diversions were in place in order for works to be done in Ashe Road, Campsea Ashe on 2 days: Sunday 4/9/16 and 11/9/2016.

#### **16.11 Planning Matters** – None had been received since last meeting

#### **16.12 Visit by Dr Therese Coffey MP**

This will take place on Tuesday 30<sup>th</sup> August 2016 between 17:25-17:35 pm at the Station Car Park. Frances agreed to put up the poster in the village advertising this.

#### **16.13 Correspondence Received since last meeting**

- 2 x copies of “*The Local Councillor*”(circulated to the councillors)

- Annual Report of Leiston & District Citizens Advice Bureau Suffolk Coastal NORSE - Various services including Grass Cutting, Weeding etc
- Suffolk Coastal DC – Raising Awareness of Prevent – Counter Terrorism
- Mind Suffolk- Peer Support Network
- Hags – Playground Equipment Catalogue
- Coastal Accessible Transport Services ( C A T S ) New Travel Poster

**Matters for next agenda**

1. Appointment of Officers to outside bodies and other responsibilities; see 16/6 above (**Action by Clerk** to let Chairman have a sample list before the meeting )
2. Alteration to the list of councillors on the SCDC parish council website so that the new councillors could list their pecuniary interests (**Action by Clerk**)

**Meeting Ended** : 8.55pm

**Date of Next Meeting:** 19<sup>th</sup> September 2016

Signed .....Chairman