

Draft - Campsea Ashe Parish Council Minutes (part 2)

Of the meeting held on Wednesday, 7th Dec 2016, at 7.30 in Campsea Ashe Village Hall

Present - Richard Fernley (RF) (Chair), Nathan Willis (NW), Pat Hayward (PH), Frances Gander (FG), Derek Balaam (DB),

16.57 Apologies for Absence Georgina Proctor (GP).

16.58 Declarations of Interest - Flagship housing - Richard Fernley.

16.59 Requests for dispensation - None

16.60 There were no minutes from the last meeting to approve as this meeting was a continuation of the previous meeting and, as such, only dealt with the items not covered at the previous meeting. It was agreed that the minutes from both meetings would be scrutinised at the next meeting in January.

Open Forum – There was no open forum.

16.61 Village Sign (See 16.46) – FG explained the costings of the repair of the village sign. It was underinsured and is now covered for £3000. The insurance company, Zurich, has given the go ahead for the sign to be repaired using the cheapest quote of £3000+ VAT . They will pay £1400 (insurance amount less £100 excess) this will leave a balance of £1600. The VAT can be reclaimed. Ray Herring (local councillor) has pledged £800 from his Enabling Communities Budget on provision that the PC would pay the balance. The insurance company will want the invoice and also photos of the sign and the damage. There was much discussion concerning the spending of £800 on reinstating the sign and whether it was worthwhile spending that amount of money. DB has now sent photos to FG.

AGREED: The PC would spend the £800 from its budget.

ACTION: FG to contact Ray Herring and Will Gibson, Administrator, to get confirmation of the grant of £800 towards the cost.

16.62 – HGV – In the absence of GP there was limited discussion concerning the setting up of a working group. GP has been working with a member of the community and a meeting will take place before Xmas. This will consist of three parish councillors and some members of the community who have volunteered to join the group. The suggestion by Cll Bond that the companies operating large lorries passing through the village would be contacted in the first instance was discussed. It was agreed the Parish Council could not be part of that but would support the working group.

AGREED: To wait for GP to convene a meeting of the working group before discussing this further.

16.63 – Budget Committee. (See 16.52) Discussion continued from the last meeting concerning the formation of a Budget Committee. This would consist of RF, FG, NW and BC.

AGREED: A budget committee would operate and would meet on alternative months to the PC meetings. Its purpose would be to monitor the budget. The first meeting will be on January 5th 2017 where the Budget plan for the coming year will be discussed and set.

16.64 – Finance – FG in the absence of BC presented the financial report.

16.64.1 - Barclays Bank had finally sent notification that the signing of cheques now included FG and that the bank statements would be sent to FG. These can then be forwarded to the parish clerk.

16.64.2 - A letter had been received from the pensions regulator and the PC has an obligation as an employer to register online and complete the details. This has been started but could not be completed as BC has the VAT registration number and it needed to complete the form.

ACTION: FG to contact BC and ask for the VAT number.

16.64.3 – Following communication with Ladywellpay over payment of the clerk's salary, FG had been informed of the following:

- No invoices were to be raised by the clerk for his salary
- The PC as employers have a legal obligation to tell Ladywellpay (their agent) before the payment of any salary and they would issue an official pay slip
- The PC needs to agree regular payment dates
- The PC is not liable for paying any tax on the clerk's salary so the salary will be gross.
- The salary already paid to the clerk for the months April, May, June, July and Aug is short as it was a NET payment. It was therefore short by £333.34.

AGREED: The clerk's salary will be paid on the same date as each PC meeting and will contain 2 months salary. The PC will inform the agent of the meeting/payment dates. A copy of each pay slip will accompany the salary cheque.

ACTION: The PC will issue a cheque for £333.34 to the clerk in lieu of salary short fall and FG will send it to BC with a letter of explanation.

16.64.4 – Invoices to be paid.

1) 1£17.00 presented by NW for purchase of a wreath for the war memorial service on November 11th.

2) £333.34 agreed by PC for shortfall in the clerk's salary

16.64.5 Bank Balances

In the absence of the clerk FG presented the following report

Item	Amount	Notes
Balance in current account as of November 1 st	5753.28	
minus Clerks Salary and expenses	583.33	
Balance 1 Dec	£5169.95	
Invoices paid since last meeting		
CAS Website	60.00	
BDO	360.00	
Salc training	198.00	

Hodge and Heelis accts	42.00	
Total	£660.00	
Balance after payment of above	£4509.95	
Plus Monies held outside current account		
- HMRC	411.00	In credit due to overpayment
- 2 nd account	3666.00	
- Outstanding VAT reclaim	4700.00	Approx.
Total of money held	£13286.95	

16.64.6 - VAT

FG presented the total for the outstand Vat – based on invoices held in the parish files - as £4948.94. This amount is made up of the following amounts:

Amount	Invoice	Date paid
£4619.74	Playdale	1/10/15
£168.00	A and B surveyors	28/7/15
£60.00	BDO	1/12/16
£58.20	Folding tables	21/9/16
£33.00	Salc Councillor training	1/12/16
£10.00	CAS website fee	21/11/16

16.65 - Update on correspondence with Flagship

Contact had been made with Flagship and they have a new project officer. Carla Ridgeway Development Project Manager, Flagship Group, Keswick Hall, Keswick, Norwich NR4 6TJ
0845 258 6271 | 07919 627208

ACTION: FG to contact the officer to arrange a possible February meeting

16.66 – Correspondence for information

16.66.1 A complaint was received about parking on the grass verge outside Clarke and Simpson on their agriculture auction day.

16.66.2 FG received communication from SALC about an EDF workshop but RF was unable to attend as it was during the day.

ACTION: Informal contact to be made with the auction house to raise their awareness of the issue and complaint.

16.67 Items for future agenda

- Vacancies

Meeting closed at 9.10