

Belstead Parish Council

Approved Minutes of the Council Meeting held on Wednesday 13 November 2019 at 7.30pm at the Village Hall, Belstead

Present: Cllr Richard Clift (Chair), Cllr Trevor Beckett (Vice-Chair), Cllr Christine Eade and Cllr Ken Stowe

Attendance: Simon Ashton (Parish Clerk)

1. Apologies and Approval of Absences

The meeting commenced at 7.40pm. The Chair confirmed that Cllr Mark Fiske had resigned on 11 November 2019 due to work commitments. The Parish Clerk confirmed that the casual vacancy would be reported to Babergh District Council and arrangements made for the appropriate notice to be displayed.

2. Declarations of Interests by Members & Requests for Dispensation

A non-pecuniary interest was declared by Cllr Clift, Cllr Eade and Cllr Stowe (Item 6j) who all agreed not to take part in any decision making.

3. Approval of Minutes of the Previous Meeting on 25 September 2019

Minutes of the previous meeting of the Parish Council on 25 September 2019 were received and approved as a true record and signed by the Chair.

4. Reports by the District Councillor and County Councillor

Cllr Gould (District Councillor) and Cllr Chris Hudson (County Councillor) had sent their apologies and did not attend the meeting.

5. Contributions by Members of the Public

There were no issues raised by members of the public.

6. Finance

(a) Members noted the receipt of the BDC Precept (2/2) for £3,500.00 on 9 September 2019.

(b) Members noted the Barclays Bank Community account balance of £19,463.25 and the Business Instant account balance of £6,349.99 as at 31 October 2019.

(c) The receipts and budget report and payments and budget report to 31 October 2019 were reviewed and noted by Members.

(d) The bank reconciliation of activity to 31 October 2019 was reviewed and approved by Members.

(e) Members reviewed and approved the response and action plan prepared by the Parish Clerk arising from the recommendations made by SALC following its completion of the

Internal Audit 2018/19. A review of the progress made during the year was planned to take place at the meeting in March 2019.

- (f) Following a recommendation made in the Internal Audit 2018/19 report and discussion by Members, the Parish Clerk agreed to share a checklist previously prepared by another parish council, for appropriate modification, for the Council to assess the effectiveness of internal audit in 2019/20. Members agreed to finalise the document and appoint a lead at the next meeting to undertake the checks later in the year.
- (g) Members approved the appointment of the Parish Clerk as the Responsible Financial Officer for 2019/20.
- (h) Following discussion, Members approved the appointment of SALC as the Council's Internal Auditor for 2019/20.
- (i) A draft budget was presented to Members by the Parish Clerk which was reviewed and discussed. Members then approved the final budget and reserves and the setting of a precept of £7,000 for 2020/21 to be requested from Babergh District Council.
- (j) The Parish Clerk advised that the Council was not quorate for the consideration of a grant request received from Belstead Village Hall.
- (k) Following discussion, Members agreed not to approve the donation requests received from Suffolk Accident Rescue Service and Sudbury & District Citizens Advice Bureau.
- (l) A payment was authorised in favour of the Parish Clerk's wages and office and personal expenses (£510.90). Approval of this payment was agreed by Members.

7. Governance

- (a) Following discussion by Members, the Parish Clerk agreed to forward the GDPR briefing documentation, previously shared with Cllr Fiske as the former GDPR representative, to inform further discussion and the making of plans at the next meeting.
- (b) Following a review of the two defibrillator package options offered by Cardiac Science, Members approved the unit, accessories and installation option for the package costing £1,560 (plus installation, delivery and VAT). The Parish Clerk agreed to place an order.
- (c) The content of a draft employment contract prepared for the Parish Clerk was discussed by Members and some amendments were made. Members planned to approve a final version at the next meeting when the document would be signed.
- (d) A comparison of the bins emptied by BDC Public Realm with the bins owned by the Council identified the need for details of the Council's most recent bin to be advised. The Parish Clerk agreed to make arrangements for the additional bin to be emptied.
- (e) Following discussion, Members approved the purchase of an annual SID maintenance contract with Swarco at a cost of £318 (plus VAT). The Parish Clerk agreed to make the necessary arrangements.

8. Highways

- (a) Cllr Stowe confirmed that the matter of a replacement HGV sign had been reported to SCC Highways and that a response was awaited.
- (b) Cllr Eade provided an update on the A14 noise pollution issue received from Highways England. There was confirmation that other planned tasks were a priority and that any appropriate work would be programmed in due course and an update provided.

- (c) Cllr Beckett confirmed that he had attended the A12/A14 public meeting held on 11 October 2019, chaired by James Cartlidge, MP, and that the notes arising from the meeting had failed to report sufficient detail about the issues affecting Belstead.
- (d) Members discussed the cutting of hedges and the cleaning of signs in the village and agreed to seek a quotation from a local contractor for discussion at the next meeting.
- (e) A request for information about the Council's traffic calming gateway had been received from the Tattingstone Speedwatch Co-Ordinator. Following approval by Members, the Parish Clerk agreed to provide a response confirming that the gateway had been purchased with SCC locality funding assistance many years previously.

9. Consultations

- (a) Following discussion, Members agreed not to submit a response to the Suffolk Minerals and Waste Local Plan consultation by the due date of 18 November 2019.
- (b) Following discussion, Members agreed not to submit a response to the SCC Division Boundaries consultation by the due date of 2 January 2020.

10. Matters for Future Consideration

- (a) Consideration of the Parish Council's VAT Claim Submission Update (2018/19)
- (b) Review & Approval of Council's Standing Orders & Financial Regulations (2019/20)
- (c) Review & Approval of the Parish Council's Annual Risk Assessment (2019/20)

11. Dates of the Next Meetings

- (a) 8 January 2020 (Agenda Items & Documents Received by 31 December 2019)
- (b) 25 March 2020
- (c) The meeting finished at 9.40pm.

Simon Ashton, Parish Clerk
belstead.pc@btinternet.com
8 January 2020