

Minutes of Old Newton with Dagworth & Gipping Parish Council
Wednesday 1st June 2016 at Old Newton Village Hall commencing at 7.30pm

Present: Cllrs K Goudy (Chair), M Clements, R Stearn, M Shave, M Reeve, J Miller,
A Mole (Vice Chair), S Hill, K Price (Clerk), District Cllr J Wilshaw, County Cllr A Stringer
and 1 member of the public.

1. **Chairman's welcome and to receive any apologies for absence.** None received
2. **To receive any declarations of personal/prejudicial interest.** Cllr Shave declared an interest with regard to the football club invoices for payment as he is on the football club committee.
3. **To approve the minutes of the May meeting held on 4th May 2016.** The minutes were proposed and seconded and all agreed to approve the minutes as a true and accurate record.
4. **Clerks Report**
 - Crier submission was submitted.
 - RTI submission was submitted for the month of May.
 - All cheques for payment have been issued.
 - All Notice's, Agenda's and approved minutes have been uploaded onto the village website including the notice for the Country Fayre & Dog Show.
 - All planning applications were responded to on behalf of the parish council.
 - Clerk has now set up the NEST pension scheme and we are good to go for the July payroll. The only thing left to do is sign the direct debit mandate with two of the parish council signatories. The new payroll software has now been received and the clerk is in the process of installing the programme.
 - New payscales have been issued by SALC / NALC. Agreed at tonight's meeting to be implemented in the July payments to include backpay to April 2016. Clerk to action.
 - The letter to Rob Shelley, thanking him for his time and efforts as Parish Councillor for Gipping has been written, signed by the Chairman at tonight's meeting. Clerk to issue / post.
 - The letter to the Chinese Takeaway regarding parking outside the Mandarin – Shoulder of Mutton has been issued and information has been included in the June edition of the crier.
 - Clerk received confirmation from SCC Senior network planner that the bus drivers stopping short of the bus stop and causing potential hazards for drivers coming out of the junction with the B1113 and Church Road have been made aware of our concerns and asked to change their current practices. Thanks to Cllr Stringer for bringing this to their attention.
 - Clerk has had issues with the laptop again and has had to resort to requesting Fxbase to look at it. Gordon Thompson had the laptop over two days and has removed and re-installed the office programmes in line with our licence allowing the clerk to use the programmes we are licensed for. The Clerk apologises but had no alternative as the laptop is required to complete parish council business and was unusable as it was. Invoice submitted for payment at tonight's meeting.

CASUAL VACANCY – COUNCILLOR FOR GIPPING

The notice has been put out by MSDC for a casual vacancy on 20th May. There is a requirement for 10 electors to call for an election before the parish council can co-opt. If an election is called it will take place before 12th August 2016. If we are able to co-opt for the vacancy this can be done at the July meeting. The clerk has received interest from three parishioners to date, Mrs Janet Pearson – Old Newton, Mrs Kerry Baker – Gipping and Mr Tony Reeve – Old Newton. If co-option is applicable the clerk will invite all interested parties to attend the July meeting and Cllrs present will vote by closed ballot.

DEFIBRILLATOR

The clerk has now spoken to the company that manufactured the Defibrillator that we own. The cupboard required for our type of unit needs to be a heated cupboard (for frost / extreme cold weather) and lockable. The costs are £450.00 plus VAT. This is a discounted price for the grant funded BHF defibrillator. The order is placed but they will not deliver until payment is made. Cheque is presented for payment tonight.

VAS Unit

Clerk has looked briefly at the questionnaire that was discussed at the May meeting. We need to complete in order to apply to SCC for a VAS unit for the village. The information required is similar information that was required for the community speed watch. Clerk has spoken to Cllr Mark Clements who has agreed to look at this on behalf of the parish council so we

can start. The unit that can be moved around has to be assessed and criteria such as driveways near to placement, junctions and footpaths etc all need to be considered. We cannot put them on telegraph or electricity poles. If a pole is required this can cost up to £150 extra. Suggested to have posts along B1113 near to Mannings and from Bacton end we are tight with the shop and Rookery Close. Cllr Clements will complete the application and see what the assessment says. Proposed and seconded. Cllr Clements to action.

QUEENS 90th BIRTHDAY CELEBRATIONS - UPDATE

The third meeting took place on Wednesday 25th May. There was representation from some of the village organisations and groups and the programme of events agreed at the second meeting were further discussed. Events to start on 11th June at 12 noon. Suggested tea at 3pm. Minutes were circulated after the meeting and the posters have been put up although there has been an issue with incorrect dates on the posters. This has now been rectified.

The clerk also confirmed that she is away on annual leave until 12th June but will have access to emails.

5. Financial matters & Financial report

The internal audit documents were issued by courier to Heelis & Lodge on 13th May 2016. They were given the parish council audit dates and the date of the June meeting and on Monday 30th May the clerk chased them.... The auditor who has been tasked with our internal audit was only given the accounts on Saturday 28th May and was not given the urgency of return. Trevor Brown is a self-employed accountant that has done our parish council audit for the last three years through Heelis & Lodge and the Clerk would like to suggest that we do not use Heelis & Lodge for next year but go direct to Mr Brown. This is the second time in three years Heelis & Lodge have mishandled our audit. To be raised again at the next financial review meeting. The internal audit was completed with no issues raised and all records and bank statements were found in good financial order and following best practice. A summary of the spending of the parish council for the financial year is detailed below. We are required under the transparency code to make this information public and available to all parishioners. The full accounts are available to view through the clerk.

The Governance statement was read to the parish council and approved and recorded in the minutes, the minute reference then needs to be included on the audit documents for submission to BDO. Our audit date with BDO is 20th June 2016. Clerk to ensure these deadlines and actions are met.

Accounting Statements Financial Year Ending 31.03.16 (Taken from the BDO Audit Summary Sheet – Whole figures only)

Balances brought forward	£24,779
Annual Precept	£19,855
Total Other Receipts	£ 4,802
Staff Costs	£ 8,843
All other payments	£13,150
Balances Carried Forward	£22,216
Total Fixed Assets	£62,509
Total Borrowings	£40,219

Receipts: £24,656.63

Payments: £27,220.16

Reserves: £22,215.63

Itemised spending from Parish Council Accounts Cash Book 2015-2016

Receipts	2015-2016
Precept	£ 19,855.00
Cemetery Fees	£ 550.00
Bank Interest	£ 11.71
Wayleaves	£ 12.48
VAT	£ 536.19
MSDC Street cleaning grant	£ 333.00
Allotments	£ 420.00
Broadband Project – SCC grant fund	£ 2,500.00
Uncleared Chq – written off from 14-15 accounts	£ 138.25
Donations received – Defibrillator	£ 300.00
	£ 24,656.63

Payments	
Clerk's salary	£ 6,990.84
Clerk's expenses	£ 676.81
Clerks holiday pay & back pay	£ 1,666.66
PAYE	£ 185.50
Training & Publications	£ 54.00
Street Cleaning	£ 1,117.45
Street Lighting electricity & maintenance	£ 1,203.26
Street Lighting PWLB loan repayments	£ 5,227.24
Room hire	£ 140.00
Insurance & Suffolk Acre Membership	£ 656.98
Data Protection Subscription - ICO	£ 35.00
Cemetery Maintenance	£ 1,612.50
SALC membership	£ 401.00
Audit	£ 565.00
Grass cutting	£ 1,618.96
Election	£ 1,062.96
Office Equipment – Replacement Laptop	£ 696.00
Defibrillator	£ 400.00
Allotments	£ 420.00
Village Broadband Project	£ 2,000.00
Village Maintenance	£ 480.00
Valuation of Chairmans Chain of Office for Assets Register	£ 10.00
	£ 27,220.16

Bank Account Balances:

- Cheque account balance = **£26,396.67** (31/05/16)
- Scottish Widows 60 Day account balance = **£3,367.63** (01.04.16)
- Scottish Widows Deposit account = **£252.61** (01.04.16)

Accounts for payment – May 2016:

- KAREN PRICE – Salary May £720.59, Holiday Pay month £86.98, less tax & NI £16.27 and expenses £95.05 = **£886.35**
- HMRC – PAYE NI & Tax May – employee - £16.27 employer - £18.16 = **£34.43**
- Adam Alexander – Cemetery Maintenance (May) **£187.50**
- CGM – Grass Cutting **£234.14**
- Zoll Medical UK – Defibrillator heated cabinet - **£540.00**
- SALC – Subscription **£419.24**
- MSDC – Dog & litter bins £390.00
- Faxbase – Software maintenance for PC Laptop **£84.00**
- Old Newton Football Club – Grass cutting 05.05.16 £30.00 & 14.05.15 - £30.00 = **£60.00**

Monies Received – May 2016:

- Andrew Bingham – Cemetery fees for Christopher Straw **£75.00** (not yet paid in as paying in book was with internal auditor)

Proposed and seconded to pay the accounts. All Cllr's present agreed.

6. Correspondence Received & Circulars:

- MSDC – Community Engagement Campaign / Building a sustainable future. HNS done recently, we have put our thoughts forward. We paid for the HNS and would like our money back if there is no one to push this forward. The results of the survey needs to be enacted upon. Clerk to speak to Jim Friend at SALC.
- HM Lord Lieutenant of Suffolk – Service invitation to commemorate the 90th Birthday of Her Majesty The Queen on Saturday 11th June. Decline as we are holding our own village events.

- SCC – Email received regarding Bus stops outside Shoulder of Mutton
- Suffolk Constabulary Letter – Very unhappy with lack of reporting and responses. Clerk to respond. Still not received any correspondence following the clerks letter some weeks back. Expect someone to attend the next meeting from the police.
- SCC – Notification of temporary traffic order
- Ardent – Network Rail Letters x 2 – Clerk to include in the crier and display on noticeboards. Cllr Reeve and Cllr Miller to attend.
- Correspondence regarding flooding on Chapel Road. This was discussed in detail. The emails and letter from Mr Baker to SCC were also discussed and the photographs from Mrs Hope were circulated. SCC are investigating and Cllr Stringer now has copies of all correspondence and will follow this up to try and resolve the issues being experienced. It is believed that some of the problem has now been moved to the bottom end towards the school, this was once a ditch. The drainage on the other side of Chapel Road also needs to be addressed. Any drains that need to be replaced SCC will ensure are done provided this does not just move the problem elsewhere on Chapel Road. Cllr Stringer to keep the Clerk informed.

All letters and correspondence received. Various circulars received for information purposes. File circulated during the meeting.

7. To receive District Councillor's Report – Miss Jill Wilshaw.

MSDC Chief executive - Charlie Adan has handed her notice in and is leaving in AUGUST so Lindsay Barker has been appointed the new post of Deputy Chief Executive. An interim Chief Executive is possibly going to be appointed.

Devolution - It is virtually certain that there will now be two deals (Norfolk and Suffolk and Cambridge & Peterborough), each with an elected Mayor and each working together, especially on the large strategic aspects of any deal e.g. infrastructure, transport, higher education, strategic planning etc. Government have made it clear there will be NO deal WITHOUT an elected Mayor.

8. To receive County Councillor's Report – Mr Andrew Stringer

Local Highways Update - Some of the highways works outstanding on the system have been carried out, 6 items are still Red despite being almost 2 months old. Cllr Stringer has asked for these to be escalated, one of these is regarding Chapel Road.

Cllr Stringer has continued to lobby the County Council to allow the extension to the speed limit north of Finningham Road B1113, this proposal does not meet any of the criteria for extensions to speed limits, but he believes the proposed 40mph zone would be a natural way to calm traffic ahead of the approach to the village travelling south. Since our last meeting, further to the fatal accident at the southern end of the parish, further points to the national speed limit parts of this road continue to cause concern, despite the recent signage that tried to make drivers aware of motorcyclists. As well as the Lorry that ended up in the ditch near Dagworth Lane. Cllr Stringer would appreciate Cllrs thoughts of extending the 40mph speed limit extension “ask” from SCC, to extend from Whitehall road junction right down to Bridge Farm. The benefit could be that asking for this area to have a 40mph extension as well as the North end we may better fit some of the criteria (history of accident etc).

It was reported that the new sign has finally arrived at Sandford Road.

Ditch where the lorry has gone in – When can we expect SCC to repair the ditch before another accident happens. Cllr Stringer will investigate further on our behalf.

Level Crossings - Network Rail is reviewing 31 level crossings (a mixture of private and public level crossings) in Suffolk on the Great Eastern Main Line and on the line between Ipswich and Cambridge. Network Rail have stated that this review is being undertaken to:

- Improve safety (by removing the point where people come into contact with trains);
- Improve reliability of train services; and
- Reduce operating and maintenance costs.

Network Rail's review of the level crossings will involve extensive consultation with a range of stakeholders including members of the public, local councillors and user groups. Network Rail has produced a number of options for each level crossing, for the consultation. The options (which could include closing the level crossing through diversion, downgrading, or maintaining the level crossing as it is currently) will be tested through the public consultation.

Anglia Level Crossing Proposals - Tuesday, 14th June (3pm – 8pm), Stowmarket Community Centre, Stowmarket, IP14 2BD; Cllr Stringer included a copy of the proposed Stowmarket area closures.

Broadband - Cllr Stringer was delighted to report that Brown Street as well as Chapel Road will be getting a direct fibre link to the new box in Old Newton by September 2016. This will have a huge impact on delivering this vital utility to this area, BT is also connecting Dagworth via a new series of links at Tothill. As well as exploring a new series of connections for Ward Green. This will obviously have a knock on effect on the community based system that will only need to last until then. It does appear we are at last getting to this issue being finally resolved for the residents of Old Newton, thank you for the support and understanding while this has been outstanding.

Jo Churchill will be in Old Newton on 23rd June with someone from BT.

9. Planning Applications Received

1772/16 – Erection of a shed on driveway (retention of) at 2 Cross Green, Old Newton. Recommend to turn it down as this is a designated car parking space. Proposed and seconded 5 refused. Carried. Clerk to issue the parish council response.

10. Planning Decisions from MSDC

- **1747/16** - Erection of a one and a half storey rear extension and a single storey side extension at 2 Yew Tree Cottages, Brown Street, Old Newton. Planning permission from MSDC has been granted.
- **1142/16** - Erection of a single storey rear extension at 39 Stowmarket Road, Old Newton. Planning permission from MSDC has been granted.

11. Employment Committee

- **Approve the NALC / SALC payscales for 2016-2017 – All Cllrs present agreed to adopt the new payscales.** Agreed at tonight's meeting to be implemented in the July payments to include backpay to April 2016. Clerk to action.
 - NEST pension DDR form to be signed. Proposed and seconded to sign – All Cllrs present agreed and the papers were signed accordingly.
12. **Footpath Warden** – The email from Glyn French was read out to the council meeting. Cllr Stearn stated that he contacted a retired SCC officer and was acting on their advice. With regard to the carpet, it wasn't Cllr Stearn that put the carpet there apparently this had been there for the past 3-4 years. This was confirmed by another Cllr.

Cllrs present understand why SCC have made their stance. It was felt by some that Cllr Stearn's efforts to date had been well received. However we cannot have a situation where SCC won't talk to our designated Cllr for footpaths. It should be recorded that our thanks go to Cllr Stearn for what he has done to date on behalf of the parish council. The parish council know Cllr Stearn has a passion for the footpaths and will take this into account moving forward. The overall position of the Parish Council is that we can't have this situation continuing. It needs to be addressed and we need to appoint an alternative footpath warden moving forward.

In view of the pending election / co-option of a Cllr for Gipping and the other committees / groups and working positions to be agreed upon once a new Cllr is appointed. It was agreed that we would wait and appoint a new footpath warden at the same time as we appoint the other committees and working groups

within the parish council. In the meantime any footpaths issues are to be reported to the Chairman and the Chairman will liaise with SCC. This is an interim move until we delegate the responsibilities when we elect / co-opt the new Cllr.

13. Councillors matters to be brought to the attention of the Council.

- WIFI access to the village hall. Costings for providing the service to be included on the July agenda. Parish Council to pay for the first year from the grant received last year to cover broadband etc.
- A parishioner is raising funds for the London Marathon – Any information available received by the clerk to be forwarded to all Cllrs.
- It was commented on that any hedges in the parish cannot now be cut until September.

14. Public Forum

- It was commented on that the Ditch on Chapel Road has flooded before historically.

15. Additional Matters for inclusion on the agenda for the July meeting.

- WIFI Access to the village hall
- VAS/SID- Update
- Cllr for Gipping update

23. Date of the next Parish Council meeting – Wednesday 6th July 2016

Meeting closed at 21.28hrs