



Heveningham Parish Council

Minutes of the Council Meeting held on **Wednesday 23rd May 2018** at 7.00 pm following the AGM
At The HUB, Huntingfield.

Members: Cllr. S. Fairs Cllr. D. Lankester Cllr. S Morphey
 Cllr. C. Fairs Cllr. G. Lee Cllr. I Bilgen

Also present: K. Forster - Clerk to the Council and County & District Councillor Burroughes

05/18 Apologies for Absence

There were apologies from Cllrs. D Lankester.

Cllr. C Fairs read out a text from Cllr. Bilgin to say that she did not feel that she could commit the time required to the post of Councillor and therefore resigned. However, she would be very happy to continue the work with Cllr. Fairs on the Bell Meadow project.

The Chairman expressed his regret at this decision and thanked her for being willing to continue to assist council.

The Clerk is to contact SCDC to organise a notice of the vacancy. **NOTED**

06/18 Declarations of Interest & Dispensations

There were no declarations of interest and requests for dispensations.

07/18 Minutes from the Previous Meetings.

Minutes of the meeting of the meeting of 21st March 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and they were duly signed by the Chairman.**

08/18 Accounts

a) **Approval for Payments: It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 247.44.** This included payments SALC membership & payroll service and Clerks expenses which included mileage to and from the internal auditor in Woodbridge twice.

b) Statement of Accounts:

As at the end of April the bank balance stood at £ 6,527.76. The Chairman agreed and signed the Bank reconciliation and Bank Statements for March and April. There is now a balance of £1078.07 S106 monies allocated to Bell Meadow. The Statement of Accounts for end of May was circulated and there were no questions. The ½ year precept payment had been received.

c) End of Year Accounts

The Internal audit had been completed and the only issue was that the P60 for the Clerk could have been presented if SALC had provided it early enough. The report had been circulated and there were no questions. **It was unanimously resolved to accept the Internal Auditors report.**

d) Annual Governance Statement

The Chairman read through the Annual Governance statements and Council agreed the responses. There were no issues arising. **It was unanimously resolved that the Chairman and the Clerk duly signed the Annual Governance statement.**

e) Accounting Statements for 2017/18

The R & P statement with explanation of variances and accounting explanations had previously been circulated. There were no questions and **It was unanimously resolved to accept the R & P statement.** The Chairman and the Clerk duly signed the document. The figures from the R & P report had been



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transferred to the Accounting Statements section 2 of the AGAR. **It was unanimously resolved to accept the Accounting statement** and the RFO and Chairman signed the document.

f)

Certificate of Exemption

The Clerk explained that with the new rules, as Heveningham PC has a turnover of less than £25,000 they can apply for a Certificate of Exemption. This means that, although the relevant pages of the accounts must be published on the websites, there is no longer a need to submit them to an external auditor, unless Council decides otherwise or the External Auditor requests them.

It was unanimously resolved to apply for a Certificate of Exemption and the Chairman and the Clerk signed the document.

The Chairman wished the minutes to record thanks and appreciation to the Clerk for the work involved in organising and submitting the accounts and other items.

09/18 Heveningham Endowed Charity

The changes to the Bank Mandate are now being processed and should be complete in a couple of weeks. Following that, the trustees will meet again to agree on the constitution and other mandates. **NOTED**

10/18 Bell Meadow Recreation Ground Update.

Cllr. Fairs is working with Isobel Bilgen to develop a plan following the production of the topographical survey.

Cllr. Burroughes offered financial assistance with equipment or other items. **NOTED**

It was agreed that the Environmental Agency may be needed to check the drainage and flooding items. The Clerk will pass details of Cllr. Fairs email to John Esling of Friston who designs natural material structures.

11/18 Emergency Plan Update

It was agreed that following the recent snow problems, the village had coped very well but this needed to be put on a template.

12/18 Notice Board and Village Improvements

Cllr. Burroughes offered to fund a new notice board. The Clerk is to review options and circulate to Councillors. **NOTED**

The other notice board needs to be re-stained and repaired. Cllr. C Fairs is to discuss with the Community Payback group along with other items.

13/18 GDPR

The Clerk requested that LCPAS is appointed to assist in ensuring that Heveningham Parish Council is compliant with the code. As she is the Clerk to 3 parishes, it has been possible to get that agreement for £150 per parish as opposed to £300. **It was unanimously agreed to appoint LCPAS to assist.** The Clerk asked for at least 1 representative of the Council to be involved with this – depending on the dates either Cllr. C Fairs or Cllr. S Fairs should be available.

The Clerk has been researching what is required and has issued a Privacy notices for the Web site and for councillors/employees and a Data Protection and information policy. **It was unanimously agreed to adopt the Data Protection and Information Policy and the associated privacy notices.**

The Clerk requested money to both install encryption software as required and also to upgrade the mail account to Outlook so that she could set up a separate email address from her private address. **It was unanimously agreed to approve £ 200 for this.**

The Clerk reported that to date she had worked 12 hours extra on GDPR which she is dividing between the 3 parishes.



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14/18 **AOB**

- a) At a meeting of a number of parishes and Cllr. Stephen Burroughes and Highways it became obvious that due to lack of funds, there would be less support and services from Highways. In order to clarify what Parish Councils could do, Cllr. Burroughes and Highways were asked to clarify insurance and risks.

Cllr. Burroughes confirmed at this meeting that, as long as volunteers to do items such as strimming and cleaning/maintaining assets such as signs and railing, had been agreed by the Parish Council, they should be covered by existing insurance. It was incumbent on the Parish Council to ensure that the volunteers would be acting sensibly and aware of hazards such as traffic.

Cleaning the signs would be now discussed again with the Community Payback team and Cllr. C Fairs is to discuss.

The Clerk is to check the insurance. **NOTED** This is to be added to the next meeting agenda.

- b) Cllr. Burroughes discussed the merger of Waveney and Suffolk Coastal district councillors and how this would affect the parishes with fewer councillors. He asked if there were any other items that Heveningham PC would need in the year that he may be able to fund from his enabling grants. He also stated that he was now on the Planning Committee for District Council and therefore, if Council needed any support regarding a new planning application, he should be contacted.

Meeting closed at 8:05

Karen Forster

Clerk to Heveningham Parish Council

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