

SAXTEAD PARISH COUNCIL MINUTES

For the Meeting held on Thursday 11th January 2018 at 7.30pm
at Foxearth Lodge Nursing Home Training Room, Saxtead

OPEN FORUM

15 minutes was available for public discussion but no contributions were made.

1. There were no apologies for absence. Present:- Cllrs G. Cullingford, G. WARD, L. Handley, K. Davis and J. Sullivan (acting Minute Secretary).
2. There were no declarations of interest in agenda items
3. The Minutes of last meeting were agreed and signed by the Chairman.
4. Matters arising were all contained within the agenda.
5. No reports were received in connection with County/District Councillors or Police. Regular Neighbourhood Watch Reports are issued via the network by Cllr. Ward.

6. **CHAIRMAN'S REMARKS.** The Chairman made reference to the immediate resignation of the Clerk on 15th November 2017 which had placed the Parish Council (PC) in a difficult position. In the event Parish Councillors with appropriate skills and experience stepped in to fulfil the Council's legal responsibilities. As agreed with members the Chairman made a trawl of adjoining parishes to establish if a clerk with the required skills and knowledge might be prepared to take on extra duties at Saxtead. The PC was not in a position to train up a novice as significant statutory duties have to be addressed with immediate effect.

7. **REPORT ON CHAIRMAN'S SEARCH FOR A CLERK.** In response to the Chairman's trawl members were pleased to receive a document setting out the issues facing PCs in 2018 from a serving Clerk who has all the relevant experience and works for a Parish Council in this locality. This person was invited to attend the meeting for a confidential discussion to establish if there is a synergy. The members were impressed by the level of knowledge and enthusiasm displayed by the applicant. Subject to the submission of a CV members were unanimously in favour of appointing this person. The applicant indicated a willingness to accept the position should a formal contract be offered. The formal contract will be based on standard NALC terms and conditions with SALC's spinal point for salary being agreed at 18 which translates to £9.39.2 per hour. Bearing in mind there are a number of significant issues to resolve it was agreed that 5 hours per week is appropriate. This may reduce over time but experience suggests that increasing bureaucracy may impact further on time pressures. A five week break generally in August was agreed and a home working allowance of £4.00 per week x 52 weeks was accepted as part of the standard package along with a travelling rate as agreed by HMRC. This package is acceptable to the applicant should a formal contract be offered. The applicant went on to discuss a number of management issues including a revised spread of meeting dates to better match workloads.

A REVISED SCHEDULE OF MEETING DATES WAS ADOPTED AS FOLLOWS:-

JANUARY-MARCH-MAY-JULY-SEPTEMBER-NOVEMBER.

SUBJECT TO THE SUBMISSION OF A SATISFACTORY CV IT WAS UNANIMOUSLY AGREED TO APPOINT THE APPLICANT.

8. **THE FOLLOWING PAYMENTS WERE REPORTED FOR AUTHORISATION** as follows:-

- a. Roger Gladwell. £588 (Grass Cutting)
- b. Foxearth. £ 100 (Donation use of Meeting Room)
- c. Campsea Ashe Council. £11 (Clerk Training Data Protection 50%)
- d. Chairman. G L C £13.50 (Travel ,Meeting at S C D C Office)
- e. C A S £60 (One Suffolk Hosting—web hosting)
- f. Clerk's Expenses. To be agreed as soon as the former clerk responds

g. Clerk's Pay. Final pay to be agreed when the former clerk responds.

h. A donation in respect of a £50.00 voucher for services rendered to the village was made to the Landlords of Old Mill House Public House. This is Amenity Fund expenditure and not a PC contribution.

A VOTE WAS TAKEN AND THE PAYMENT SCHEDULE WAS UNANIMOUSLY APPROVED AND UNRESOLVED LIABILITIES NOTED.

9. **BUDGET DEBATE.** The members carefully considered the budget kindly prepared by Cllr Ward. The proposed budget was duly amended to reflect a range of liabilities arising from the impact of bureaucracy. Data Protection legislation directed at major companies for their disregard of data protection currently attracts multi-million pound fines but the impact on small PC's is disproportionate to the liability.

IT WAS RESOLVED THAT THE PARISH COUNCIL SHOULD APPOINT A SPECIALIST DATA PROTECTION COMPANY TO MANAGE THE IMPLICATIONS OF THE LEGISLATION AT A COST IN THE REGION OF £300.00. (See budget)

There is also the knock on cost effect of revised audit duties and the need to increase the Clerk's time to cope with the additional layers of bureaucracy.

IT WAS AGREED THAT CHARITABLE GIVING MUST BE SUSPENDED TO AMELIORATE THE ADDITIONAL COST OF BUREAUCRACY.

MEMBERS EXPRESSED CONCERN THAT THE INCREASING COST OF BUREAUCRACY MAY RENDER SMALL PARISH COUNCILS NON-VIABLE. THE PERCENTAGE INCREASES HAVE A SIGNIFICANT DISPROPORTIONATE IMPACT ON BUDGETS WHERE THE LEVEL OF EXPENDITURE IS MEASURED IN HUNDREDS AND NOT MULTI-MILLIONS OF POUNDS. SOME MEASURES ARE SEEN AS SLEDGE-HAMMER LEGISLATION THAT MAY BE NECESSARY TO CONTROL CORPORATE MULTI-NATIONALS BUT DOES NOTHING TO ENHANCE VILLAGE LIFE.

THE REVISED BUDGET WAS PROPOSED BY CLLR WARD, SECONDED BY CLLR SULLIVAN AND UNANIMOUSLY APPROVED AND CAN BE FOUND AT APPENDIX A.

10. **PRECEPT FOR 2018/2019** for this period was agreed at £4650.00 based on the approved budget.

A VOTE OF THANKS WAS GIVEN TO CLLR WARD FOR STEPPING INTO THE BREACH AT SHORT NOTICE TO PREPARE THE BUDGET.

THE PRECEPT WAS PROPOSED BY CLLR WARD, SECONDED BY CLLR SULLIVAN AND UNANIMOUSLY APPROVED.

11. There has been no update on possible future use of development land adjacent to the Green.

12. **FOR THE RECORD THIS IS THE FORMAL REPLY TO SCDC** to the Planning Application DC/17/4790/FUL North Pells as follows:- *"The Parish Council accepts that a great deal of care has been taken by the applicant in presenting his application. However the applicant acknowledges that at the pre-application stage it was suggested that an addition should not be placed in front of North Pells towards Saxtead Green but rather to the rear of the property.*

In this case the Parish Council is minded to support the views acknowledged and expressed at the pre-application stage and would not raise concerns about a similar addition set back from the frontage of the dwelling running towards the south forming an "L" shape but to the rear of the dwelling rather than the front."

13. **ROAD SAFETY.** There was no update on possible changes to 30mph limits.

HOWEVER the A1120 road junction to Framlingham safety turn off box has been enlarged despite recent advice that this was not possible.

14. **OLD MILL HOUSE PUBLIC HOUSE ASSET OF COMMUNITY VALUE (ACV).** The Chairman confirmed that he had hand delivered the Registration Application for Old Mill House to become an ACV.

15. **HEDGE PLANTING BESIDE A1120 LAYBY.** There has been no update on Hedge Planting by the lay by adjacent to the former public convenience site.

16. **DATA PROTECTION.** Provision has been made in the budget for the appointment of a Data Protection Company to exercise the role of Data Protection Officer as this requires specialist knowledge beyond the scope of a Parish Council.

17. REVIEW OF ASSET REGISTER, INSURANCE COVER AND RISK ASSESSMENT WITH THE ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS FOR 2018/19.

Members attention was drawn to an audit requirement to down grade the War Memorial to the value of £1.00. The tea urn was given a nominal value of £10.00. The revised asset value is now set at £2701.02. It was agreed that the insurance value should remain as before and should still reflect the replacement value of the War Memorial despite the audit requirement to down grade its asset value. The Risk Assessment remains as before. The Standing Orders and Financial Regulations also remain as before.

IT WAS AGREED THAT THE MEASURES ABOVE SHOULD BE INCORPORATED AND THE STANDING ORDERS AND FINANCIAL REGULATIONS BE APPROVED AND ADOPTED. WHERE APPROPRIATE DOCUMENTS WILL BE PLACED ON THE PARISH COUNCIL'S WEBSITE, DULY UPDATED AND SIGNED BY THE CHAIRMAN. ONCE AGAIN CLLR WARD WAS THANKED FOR HIS WORK IN CONNECTION WITH THE ABOVE.

18. **GRAZING LICENCES.** There have been no requests for Licenses.

19. **CORRESPONDENCE RECEIVED.** The Chairman confirmed nothing had been received by him. It is possible that some correspondence may have been received by the former Clerk and that this will be passed on in due course.

ADDITIONAL ITEMS

20. **WHEELIE BINS.** CLLR WARD reported his concerns about the stability of wheelie bins in high winds as the contents of many bins have been released into the environment. He is taking this up with SCDC.

21. **RUBBISH ON GREEN.** Concern was expressed about aggregate bags that have been left outside the Flagship Homes. Flagship Housing is being pursued for a response.

Date of Next Meeting is 15th February 2018.

Signed by _____

Date _____

Chairman of Saxtead Parish Council

APPENDIX A. APPROVED BUDGET

Saxtead Parish Council - Proposed Budget 2018 - 2019

		2017-2018	2018-2019	% Change
Clerks Salary		£1800.00	£2660.00	47.78%
Clerk's Expenses		£125.00	£100.00	-20.00%
Subscriptions		£35.00	£175.00	400.00%
Fees		£175.00	£30.00	-82.86%
Donations		£250.00	£100.00	-60.00%
Insurance		£240.00	£245.00	2.08%
Grass Cutting		£550.00	£600.00	9.09%
Training		£125.00	£50.00	-60.00%
Website hosting		£60.00	£60.00	0.00%
Audit Fees		£50.00	£280.00	460.00%
Data Protection		£0.00	£300.00	
Miscellaneous Items		£340.00	£50.00	-85.29%
	Precept	£3750.00	£4650.00	24.00%