

Flempton cum Hengrave Parish Council

DRAFT MINUTES.

MINUTES

of a Meeting held at St Catherine's Church, Flempton on

Monday 21st May 2018 at 7.30pm

Present: Councillors: David Bambury (Chair), Iris Evans, Christopher Large, Jean Lindsay Pamela Newborough, Nigel Salmon and Tony Tooth

In attendance: Lynne Bambury (taking the minutes)
and four members of the public.

Election of Chairperson for 2018/2019

David Bambury was proposed by Jean Lindsay and seconded by Iris Evans.
Vote. All in favour. Acceptance form was signed.

Election of Vice chair for 2018/2019

Iris Evans was proposed by Tony Tooth and seconded by Nigel Salmon
Vote. All in favour. Acceptance form was signed.

Apologies

Susan Glossop
Rebecca Hopfensberger

Declarations of Interest

- a. There were no Pecuniary Interests declared.
- b. There were no Non-Pecuniary Interests declared.

Minutes

One error was corrected and that was that it was stated that Rebecca Hopfensberger County Councillor had been at the meeting. This was incorrect and changed.

The minutes of meeting held on 22nd January 2018 were then agreed as a true record and the Chair was authorised to sign them as such on behalf of the Council.

Public forum

Dan informed the Parish council that, Carols on the Green, had been organised for Monday 10th December 2018. The outlay for this event would be less than last year as the villages now had a marquee there would only be the need to buy a Christmas tree. Tony Tooth agreed to contact Susan Glossop about funding for this.

A summer event is being organised for Sunday 22nd July. This is to be a barbecue where villagers would bring their own food to be cooked. Andrew Speed of Larkbridge has agreed to fund a bouncy castle for this event.

It was asked if the grass on the village green could be cut during the week before the summer event. It was agreed to contact Adam Rushmore who cuts

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the grass to be contacted and for this to be arranged.

Dan to contact David Bambury for Adam Rushmore's email address.

It was also thought to contact the farmer who farms the field close to the village green to ensure he was not harvesting on that day.

Clerks Report

There is no Parish Clerk at the moment so there is no report

To appoint a temporary person/persons to act as clerk/RFO

Jean Lindsay proposed and Iris Evans seconded David Bambury as the temporary clerk. Vote. All in favour

Tony Tooth was proposed by Pam Newborough and Seconded by Nigel Salmon as the temporary RFO. Vote all in favour.

Both agreed to hold these temporary posts.

Finance

- a) To approve financial regulations
The current financial regulations were approved for 2018-2019
Proposed Tony Tooth seconded Pam Newborough . Vote all in favour
- b) To approve standing orders
To approve the standing orders for 2018-2019.
Proposed Tony tooth seconded Pam Newborough. Vote all in favour
- c) To review and approve Financial Risk/Risk management
The financial management was passed around the parish councillors to see and for their approval. Acceptance was proposed by Tony Tooth and seconded by Pam Newborough. Vote all in favour. The Risk assessment was signed by David Bambury and Tony Tooth.
- d) To review insurance (Renewal Sept 2018)
The Parishes 5 year insurance policy ends in September 2018.
Tony Tooth proposed acceptance of renewal and Pam Newborough seconded. Vote all in favour.
- e) To approve the 2017/2018 accounts
The accounts have been checked by the retired Parish Clerk Max Clay, Tony Tooth and the external auditor. David Bambury read through the accounts. He made the Parish Council aware of their outstanding liabilities.
David Bambury proposed and Tony Tooth seconded that the accounts were approved and would be sent to the external auditor. Vote all in favour.
- f) To approve the Asset Register
The Asset Register was passed around and read by all members of the Parish Council. It was agreed by that this was an accurate record. Acceptance was proposed by Tony Tooth and seconded by Pam Newborough. Vote all in favour. David Bambury signed the asset register.
- g) To receive the internal Auditors Report
Tony Tooth proposed acceptance of the report. Pam Newborough seconded. Vote all in favour.
- h) To consider section 1 of Annual Return (Governance) Chair and RFO to sign
David Bambury read financial report to Parish councillors and parishioners.
Tony Tooth proposed acceptance of section 1. Pam Newborough seconded. Vote all in favour.

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- Section 1 of the Annual Return signed by David Bambury and Tony Tooth.
- i) To consider section 2 of annual return. Chair and RFO to sign.
Tony Tooth proposed acceptance of section 2 and Pam Newborough seconded. Vote all in favour.
Sections 2 of the Annual Return signed by David Bambury and Tony Tooth
- j) **Summary of receipts and payments and approve payments.**
The summary was passed around and read by all members of the Parish council.
Approval was proposed by Tony Tooth and seconded by Pam Newborough. Vote all in favour.
- k) **To approve quotation grass cutting Hengrave**
To accept the quotation from the Borough Council for grass cutting in Hengrave. Proposed by Tony Tooth and seconded by Pam Newborough. Vote all in favour
- l) **To approve grass cutting for village green**
To continue with the present arrangements for cutting the village green.
This was proposed by Pam Newborough and seconded by Tony Tooth. Vote all in favour
- m) **To approve payment of Council's insurance when it falls due**
If there was no meeting at the time of the renewal of the Parish council's insurance it was agreed that David Bambury and Iris Evans renew the insurance .
This was proposed by Pam Newborough and seconded by Tony Tooth. Vote all in favour.

Any Other Matters

Dan asked about whether the villages were to get any dog bins. The Bury st Edmunds Council have said they cannot empty them from one bin position that had been asked for. The charge to empty the dog bins was greater than had been quoted at the previous meeting.

David Bambury asked did the Parish Council think that dog bins were necessary for Flempton and Hengrave?

David Bambury told the meeting that an advert for the post of Parish Clerk had been running for 2 – 3 months. The post was advertised for 2 -3 hours a week so far there has been no response to the advert.

SALC has said that usually the minimum hours for a Parish Clerk are 4 hours.

To cover these extra hours the Parish would have to raise the Precept.

Tony Tooth asked how much would it cost for the extra hour?

David Bambury told the meeting it would cost £2000.00 a year for a Parish Clerk charging 4 hours a week. To pay for this the Parish would need to raised the Precept. There had been a recent increase in the Precept to help pay for the repairs of the Flempton bus shelter.

David Bambury explained an alternative way to run a Parish Council, which was by Parish meetings. SALC advised against this as a way of running a Parish council.

He said there were 3 choices for the council

- 1) raise the precept to pay for a parish clerk
- 2) investigate running by parish meetings

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3) run without a parish clerk

Nigel Salmon asked for the access down Mill Road, Hengrave to be discussed at the next meeting. There have been HGV's going down Mill Road even though there is a sign at the start of the road saying Dead End, No Through Route.

This is because the driver's SAT Nav is directing them down this country lane. These vehicles are then having to reverse back up Mill Lane as there is no room at the end for them to turn around.

It was thought that the problem was that Volkert's have the same postcode as Mill Lane even though they are on the other side of the river. Would it be possible to change the post code for Volkert's?

It was agreed to put this on the agenda for the next meeting and for David Bambury to write to the Council / Highways about this.

The meeting closed at 8.20pm