

DENNINGTON PARISH COUNCIL



FINAL MINUTES OF PARISH COUNCIL MEETING September 11th 2017 7pm In the Jubilee Hall

Councillors: Cllr Robert C .T. Wardley (Chairman), Cllr Katherine Whitbread (Vice Chairman), Cllr Robert C. Rous, Cllr Matt Lunn, Cllr John Calver, Cllr Mary Mann, Cllr Doris Dearing, Cllr Nick Watts, Cllr Rebecca Smith

**Copied for information to:- District Councillors Paul Rous and Christopher Hudson
County Councillor Stephen Burroughes**

1. APOLOGIES: Cllr R. Rous, Cllr D. Dearing, C.Cllr S. Burroughes
2. TO CONFIRM AND SIGN MINUTES OF MEETING: July 17th 2017.
These were confirmed and signed as a true record
3. DECLARATIONS OF INTEREST: None
4. REPORTS: to include reports from C.Cllr S. Burroughes and D.Cllr P. Rous
C. Cllr S. Burroughes' report had been circulated prior to the meeting, the main points are as follows:-
Information on when and where to see the Tour of Britain as it passes through our area
Suffolk celebrates as GCSE results continue to rise
Energy efficiency grants available for local retail businesses

No reports were received from D. Cllrs P. Rous or C. Hudson. The meeting noted the continued absence of D. Cllr P. Rous and instructed the Clerk to write to him to ask whether he intended remaining as our district councillor.

Village Hall: Cllr N. Watts reported that he had recently attended a meeting of the Village Hall. The meeting was informed that the Village Hall had been approached by Badingham Pre-School Group with a request to use the hall 5 days a week during term time. No decision had been made and various options were being considered including the siting of a portacabin at the edge of the car park. The parish council concluded that whilst the decision was not theirs to make, they hoped they would consult in the future.

5. HIGHWAYS AND FOOTPATHS:

The Chair reported on the following:-

THE SQUARE, DENNINGTON

Date reported: 07/09/2017

Description: Worn or Missing Central Road reflector pads (cats eyes) on double bends. Due to be replaced from mid September

BUTTONS HILL, DENNINGTON

Date reported: 07/09/2017

Description: Overgrown hedge covering chevron sign. Sign barely visible.

Awaiting response

FRAMLINGHAM ROAD, DENNINGTON

Date reported: 07/09/2017

Temporary road closure signs due to Anglia Water. Work completed

6. UPDATE ON OWLS GREEN PHONE BOX- The Clerk reported that she had put a notice asking for volunteers to maintain the phonebox on the Owls Green noticeboard (July 2017 minutes refers). There had been no response. Cllr J. Calver has volunteered to refurbish the phone box, and red paint has been purchased. The Council thanked him for volunteering.

7. GENERAL VILLAGE MAINTAINANCE -

- Village sign needs repainting and tidying up. It was agreed that estimates should be sought and considered at the November meeting
- Pond site posts and refurbishment. The merits for replacing the oak posts that are repeatedly damaged with new oak posts was discussed, together with the suggestion to install a deep kerb instead. It was agreed that estimates would be sought to install a deep kerb from r. Gladwell and Suffolk Highways. Clerk to action

Installation of defibrillator in the bus shelter. Cllr M. Lunn offered to assist Ch. Cllr R. Wardley to install the defibrillator. It is hoped to complete the work by early October

6. TO CONSIDER OUTCOME(S) FROM EXTERNAL AUDIT REPORT:

The meeting noted that there were no irregularities to report from the external auditors (BDO). The meeting approved the external audit and formally adopted it. The Clerk confirmed that the audit had been published on the website in accordance with the Transparency Code, and the Right to Inspect Notice was on the website and noticeboard.

7. TO FOLLOWING UNCHANGED POLICIES FOR 2017/18 were approved and adopted formally:-

CODE OF CONDUCT

INTERNAL CONTROLS

FINANCIAL RISK ASSESSMENT

8. CLERK'S REPORT: The Clerk reported that as of August 29th the bank

accounts were as follows:-

Current balances No 1 account – Community Account £3,463.58
 No 2 account - £1,673.79
 Equipment Account - £ 9,392.39

Cheques signed since last meeting

100118	Ladywell accountancy services	£ 36
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Cheques agreed and signed at this meeting:

100119	HMRC /PAYE	£ 20
100120	destroyed	
100121	BDO/audit	£120
100122	Came and Co/insurance	£395.14
100123	LCPAS/training	£ 40
100124	R. Hart/salary, incl 10hrs OT	£460.00
100125	R Wardley/ paint for phone box	£15.98

The Clerk reported on further action undertaken:-

transfer of £1,000 from No2 account to Equipment account.

She had attended training on changes to the data protection act which applies from 25th May 2018, and reported that as we are such a small Parish Council, there is little that directly applies, however:-

- Parish Clerk should have dedicated non-personal email address. Clerk to action.
- It was advised that councillors should not use their personal email addresses for Council business. Once the new website is set up, (Item 11, pt 3), emails could be hosted/linked to it.
- Any personal data the Clerk holds electronically should be password protected (it is), and any hard copy information should be in locked cabinet, (it is).
- Back up arrangements should be password protected and kept in locked cabinet
- When disposing of any hardware, harddrive should ideally be destroyed, not simply wiped

9. NEIGHBOURHOOD PLAN: It was agreed to defer this item to the November meeting

10. NEIGHBOURHOOD WATCH:

Cllr D. Dearing had spoken to a contact in the village, who was thinking about re-booting the neighbourhood watch.

She said she had very little response when suggesting it on "the "Neighbour " site. However, if enough interest was shown she would be willing to help get it set up. Ch. Cllr R. Wardley suggested that she contact him for details. Clerk to action

11. CORRESPONDENCE: To note that the Clerk has received;-
 - the consultation document "Help plan the future of the district" Issues and options for the Suffolk Coastal Local Plan Review. The consultation runs from 18th August to 30th October 2017
 - 2 copies of "The local Councillor" had been received and circulated
 - info re SALC/Suffolk Cloud hosting parish council websites instead of CAS. The cost would be approx £100 set up and then £10 per mth, so £120 per yr. Mrs S. Cunningham, who currently maintains the website has offered to attend a preview session with our permission. Councillors were happy for her to attend, and with the cost if this meant an improved website. Clerk to action
12. TO CONFIRM DATE AND TIME OF NEXT MEETING: November 20th at 7pm (budget)
13. PUBLIC SESSION: None

Signed: R. Wardley

ate: Nov 20th 2017