

# DENNINGTON PARISH COUNCIL



## DRAFT MINUTES OF MEETING OF THE PARISH COUNCIL HELD AT 7.30PM ON Monday 9<sup>th</sup> September 2019

### AT THE JUBILEE HALL, DENNINGTON

**1. The Chairman welcomed everyone to the meeting.**

Apologies for absence were received and accepted from Matthew Lunn, Mary Mann, Rebecca Smith, Doris Dearing, John Calver, Maurice Cook and Stephen Burroughes,

**Present**

Robert Wardley (Chairman)      Nick Watts      Robert Rous      Ken Hoyle  
Lydia Kirk (clerk)      & 1 member of public

**2. Robert Wardley and Robert Rous declared a Non-Pecuniary Local Interest in Item 13.**

**3. The Minutes of the Planning Meeting of the Parish Council on 29<sup>th</sup> July 2019 were approved as a true record of the meeting.**

**4. There were no matters arising.**

**5. The Chairman reported that following a complaint to East Suffolk Council from a member of the public, there has been a police investigation into a non-compliance regarding dispensations at the Parish Council meeting on 18<sup>th</sup> February 2019. The police have decided to take no further action but ESC would like to ensure Councillors are fully aware of their obligations regarding declaring interests and applying for dispensations. Since the meeting, the Parish Council has introduced a Dispensation Policy and the Chairman is preparing refresher training on interests and dispensations to be held on 7<sup>th</sup> October, to which all Councillors should attend. These measure should help ensure future compliance in this regard.**

The Chairman also reported that the Parish Council's written response to the Inspector's queries has been submitted and added to the schedule for the hearing on 17<sup>th</sup> September 2019. Councillor Lunn intends to attend.

The Chair reminded that if any gifts are given to Councillors for their role in office, these need to be declared.

The Neathouse Café's official opening is 21<sup>st</sup> September, to which all residents are invited.

**6. The clerk reported that since the planning meeting, the single storey extension at Little Orchard has been permitted, but the change of use at The Cartlodge had been refused.**

The replacement defibrillator pads have not yet arrived, nor has the cheque been presented. She has chased the company who has asked that a cheque is resent.

The clerk is attending a training day on VAT for Councils to see how the Making Tax Digital legislation will affect Parish Councils and how we reclaim VAT. The cost of this will be split between three Parish Councils.

No local electors asked to view the Parish Council's end-of year documents during the period for the exercise of public rights and we do not expect to hear any further from the External Auditors in this regard as they do not issue certificates to Council's who opt out.

**7. Responsible Financial Officer's Report**

a) The following payments were considered and proposed by RR. This was seconded by KH and unanimously approved:

Reference Number	Amount	Payee	Details	Cheque Number
P13 19-20	£452.11	Came & Company	Insurance	200
P14 19-20	£87.04	East Suffolk Council	Uncontested election fees	201

*Invoices with full details of items above were on display at the meeting.*

- b) Since the last meeting, £11.50 for a wayleave payment from EDF has been received, as well as a refund for an unpaid cheque- see item 7.g)
- c) No payments have been made since the last meeting.
- d) As at 1<sup>st</sup> September 2019, the bank balances were as follows:  
 Current Account: £4,564.87  
 Active Saver: £2,315.28  
 Equipment Fund: £12,431.03 (*Reserved funds*)
- e) RW signed the bank statements and bank reconciliation on behalf of the Council.
- f) The year-to-date receipts and payments account was distributed and considered in order.
- g) Payment reference P10 19-20 was reissued (#202) following Barclays not accepting the signatures on the initial cheque. Payment reference P9 19-20 was also re-issued (#203) following Defibshop mislaying the first one.

#### 8. Procedural

- i) Minor changes to Financial Standing Orders as recommended by NALC were adopted.
- ii) The internal control review was approved. The Clerk gave the Chairman a sample Internal Control Policy to read through and consider for future use.
- iii) The Model Code of Conduct was reviewed and re-adopted.

#### 9. **The possibility of carrying out a neighbourhood plan was discussed briefly but will be raised in more depth at November's due to the large number of absences at this meeting.** RR suggested that if a formal plan is too large a project, a simplified plan could be carried out to get residents' opinions on the future of the village.

**ACTION** Clerk to email all Councillors notes from her conversation with Stradbroke Parish Council's clerk regarding carrying out a Neighbourhood plan, to consider before the next meeting.

#### 10. **We have received £2,000 grant funding from Councillor Burroughes and Maurice Cook has pledged £800.00 to help fund the Vehicle Activated Sign.**

**ACTION** RW to email LK details of the multi-speed VAS for her to purchase.

**ACTION** RW to organise site meeting with Cllr Burroughes and Highways Department regarding sites to locate the VAS.

**ACTION** Clerk to thank Councillors for grant funding, and again once sign has been installed.

#### 11. **To discuss Highways and Footpaths issues**

NW agrees with JC that the hidden dip near Frostley Bridge is hazardous. RW responded that he and Cllr. Burroughes had visited the site and Cllr. Burroughes says Highways are unlikely to take any action in this regard

The clerk has written to the landowner regarding the overgrown hedge on the footpath near sports field but has received no reply.

RW is continuing to chase progress on the claim for damage to road signs near the church.

- 12. The annual insurance renewal from Came & Company was examined and considered fit for Council's purpose.**  
**ACTION** Clerk to enquire about the £50 admin fee to the policy.
- 13. Dennington Consolidated Charities**  
i) RR explained that the charity is made up of 7 Trustees, of which 3 are elected and RW's 4 year term has now finished. RW proposed re-appointing Robert Wardley as a Trustee. This was seconded by NW and carried unanimously.  
ii.) RW confirmed that a new lease is being worked on and hopefully this will be considered at our next meeting, after the Consolidated Charities meets in October.
- 14. Correspondence received since date of last meeting was considered.**

#### **PUBLIC SESSION**

Reports from Councillors Cook & Maurice have been put on the village website. RW went through them briefly.

The member of public was pleased to note that the vehicle activated sign project is progressing and hopes that this will help reduce speeding and reduce the number of ducks getting killed in the village.

- 15. There were no reports from Councillors.**
- 16. Matters to be raised at the next meeting**  
- Review Data Protection Policy & Financial Risk Assessment  
- Dennington Consolidated Charities  
- Discuss budget for 2020-2021  
i) Consider village green lease  
ii) Receive an update on DPC's request for a permissive footpath
- 17. The date of the next meeting was confirmed as 7.30pm on Monday 18<sup>th</sup> November 2019, with Councillors meeting prior to this for a training session at 7.30pm on Monday 7<sup>th</sup> October.**  
*There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.10pm.*