

TOSTOCK PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON WEDNESDAY 11<sup>th</sup> JULY 2018

Present: Cllrs R Perks (Chairman), J Kearsley, D Blundell, P Fletcher, & C Debenham  
Mrs S Brown (Temporary Clerk)  
No Members of the Public

1. APOLOGIES: Received and accepted from Cllrs: B. Alexander, N Cytacki and S. Mansel

2. DECLARATIONS OF INTEREST: No declarations received.

3. DISPENSATIONS: None.

4. MINUTES OF THE PARISH COUNCIL MEETING 30<sup>th</sup> MAY 2018:

Cllr Kearsley proposed and seconded by Cllr Fletcher, all in agreement that the minutes of the Parish Council meeting held on the 30<sup>th</sup> May 2018, were approved as a true and accurate record and signed accordingly.

5. REPORTS:

- a). County Councillor **Cllr J Storey:** Apologies had been given and no report received.
- b). District Councillors **Cllr S Mansel and J. Levantis:** Written reports had been received which included: **National Issues** the threat to Infrastructure and Housing Funding. **Needham HQ site** full Council agreed on the proposals for the development of the site which will include housing and a retail premises. We have been assured the quality and energy efficiency will be over and above the minimum requirements. Once the formal decision is made by Cabinet the next step will be a planning application. **Joint Housing Strategy** is under development with formal consultation from 17 September to 26 October. **Councillors' Locality Awards 2018** this has been rolled out again each Councillor has £6,250 to allocate to groups within their ward. The minimum award is £250 and deadline for applications is 31 December 2018. Any group who wishes to apply should contact either Cllr Levantis or Cllr Mansel. **Councillors Allowances** following recommendation from the independent remuneration panel the basic allowance has gone up to £5000pa and the responsibility allowances also went up. **Stowmarket Vision for Prosperity** an action plan was endorsed by Cabinet and a grant of £550k to be allocated from the Growth & Prosperity fund. **Asset investment fund** Cabinet agreed to set up an investment fund of £3m in order to react quickly in the market for purchasing property and land within Mid Suffolk for development potential. This is completely separate to the CIFCO capital investment project.
- c). Village Hall: No representative was able to attend the last village hall meeting.
- d). Chairman: Nothing to report.

**6. Public Forum:** No members of the public in attendance.

7. FINANCE:

**777 Payment of Cheques:** Cllr Perks went through the various invoices and advised the Suffolk Cloud inv. and Gipping Press inv: 59247 had been paid between meetings as they were overdue. Subsequently a number of overdue Gipping Press invoices had come to light; this was discussed by Council who expressed concern with the Clerks administration of Council finances as revealed by the lack of invoices from Gipping Press. It was asked if the Clerk had both a Contract and job description, the Chair confirmed these had been issued to

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the Clerk. Council to discuss these issues with the Clerk, on her return to work, to ensure there is no further recurrence of these events.

The clerks expenses were discussed, the Chair to ask for any invoices to be posted or a Councillor to pick them up if convenient while the clerk is on sick leave rather than incur mileage expenses for the Clerk.

Council noted the art show was very successful with both the Village Hall and the Church benefitting. It was hoped funds would be available from this year for next year's publicity as the £250 grant was probably a non-recurring item. Cllr Blundell asked whether expenditure was within budget it was advised the clerk would normally give expenditure against budget every quarter, the budget was briefly discussed.

Council had previously agreed to the transfer of funds from reserves for the payment of the gateway furniture and its installation therefore Cllr Perks and Cllr Kearsley signed a letter to transfer funds of £10,000 from the reserves.

Cllr Kearsley proposed the following accounts and cheques are issued for July is approved seconded by Cllr Blundell all in agreement:

Cheques:

1275 – Suffolk Cloud website hosting	£100.00
1276 – Gipping Press inv: 59247	£143.08
1277 - Litter Picker June/July salary	£101.80
1278 – I.C.O. subscription	£40.00
1279 – Gipping Press inv: 58009/58426/58788/59774	£568.48
1280 – Glasdon gateway furniture	£4551.96 + £910.39 VAT
1281 – M J Nunn installation 7 gateways	£3815.00 + £763.00 VAT
1282 – Clerk expenses	£43.00
1283 – HMRC	£97.60
1284 – Tostock PCC grass cutting inv: 1147, 1154, 1160	£330.00
1285 – Tostock art show grant for publicity	£250.00

Standing Order/D.Debits – Clerk Salary June/July 2018 - £260.38

Total expenditure for July 2018 £9721.30 + £1673.39 VAT

Income Received: HMRC VAT refund £408.89 – Chronicle adverts x 2 £60 – NatWest June Interest £1.16

Current A/C £12, 123.65

Reserve A/C £27,418.67

**778. Review Internal Audit and Recommendations:** A list of the recommendations from the internal audit report was presented Council which included:

- Link on website for Councillors Register of Interests – Completed
- Financial Risk Assessment – Completed
- Insurance Company query on Corporate Manslaughter/Corporate Homicide in regards fireworks – To contact SALC in the first instance for advice
- Insurance Company check cover for breaches of data protection
- Variance report – Clerk to action
- Reserves report for next year's budget – Clerk to action
- Declaration of Pension Compliance – Clerk to action
- Consolidated Stock – To seek advice
- Identify Legal Powers in expenditure – Clerk to action
- To ensure quarterly reporting income/expenditure against budget – Clerk to action
- Ensure website complies with Transparency code – Temp. Clerk to send details to Chair
- Comply with GDPR – Data Protection Policy/Privacy Notice to be agreed and placed on website.

The Clerk to be issued with a list of the recommendations and actions on her return to work. The temporary clerk to place on next agenda: To consider to adopt Internal Control Statement and Document.

**779. To review and adopt Financial Risk Assessment:** All Councillors had received a copy of the Financial Risk Assessment Cllr Kearsley proposed adopting the Financial Risk Assessment seconded by Cllr Debenham all in agreement. The clerk to send a copy to the Chair to place on website.

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8. TO REVIEW AND CONSIDER GDPR POLICIES:

The Clerk updated Council there was no longer a need for Parish Councils to appoint a Data Protection Officer. The Clerk of the Council was the Data Controller and needed to ensure Council was working towards compliance with GDPR guidelines could be found on the SALC website. All Councillors had received a copy of the updated Data Protection Policy and a Privacy Notice. Council discussed and Cllr Kearsley proposed adopting both policies seconded by Cllr Fletcher all in agreement. The clerk to send copies to the Chair to upload onto the website.

9. TO CONSIDER COMMUNITY INFRASTRUCTURE LEVY:

The Chair updated Council which had already received £4290 with a second tranche of £4290 to come this money has to be used on infrastructure to support the new development for example on SID, playground, village hall anything which enhances the facilities in the village and highlighted the use of the funds are time limited. Council discussed with a number of suggestions given and it was agreed in the first instance to approach the Village Hall Committee to set up a joint working group.

10. PLANNING:

a). Application No: DC/18/03098 Willow Cottage, The Leys – Erection of single storey side extension (following demolition of existing) Erection of first floor side extension and construction of new chimney (following demolition of existing): Council discussed, Cllr Kearsley proposed no objection seconded by Cllr Perks all in agreement no objection.

11. VILLAGE MATTERS:

- a). The Leys/Green Tracks update & request for additional gateway on the Leys: Council discussed additional gateway and felt it wasn't necessary at this point in time however Council may consider gates or a rumble strip or both in the future. To take The Leys/Green Tracks off the agenda.
- b). Gateway signage update: The Gateway signage has been completed. To take Gateway signage off the agenda.
- c). Telephone box update: Cllr Blundell updated Council currently waiting for the fittings to be completed which should be done next week when the painters will come in.
- d). Norton Road – Ditches and Trees: The email response from the resident was read to Council and discussed. The Tree Officer to take photographs from the roadside of the trees that are causing concern, to send to the landowner, the clerk to send a letter to accompany the photographs expressing Council's concern. The letter to highlight the concern of the Parish Council of what appear to be trees in a dangerous state near to a public road, advising the resident it is their responsibility and they may therefore wish to commission the professional advice of a tree surgeon to inspect and identify any trees which may impact the public highway. The Tree Officer to also report the Parish Council's concerns in regards the trees through the Suffolk County Council Highways portal. It was reported some of the ditch had been cleared but due to overgrown trees this was causing a problem for the clearance. Council discussed and agreed the Clerk to send a further letter to the landowner reiterating that only part of the ditch had been cleared by the contractors and there were still areas of the ditch that needed clearing.
- e). Dog waste bins update: The clerk confirmed SCC Rights of Way Officer had given permission to attached dog waste bins to finger posts FP8 and FP3. Confirmation had also been received from MSDC Officer the location of the proposed new bins were ok and to let them know when they are in position and they will add them to the list for emptying. Council discussed what colour bins to purchase all in agreement for the clerk to order x3 green dog waste bins and to have them delivered to the Chair ready for installation.
- f). Request for Power Cables to be laid underground update: the Clerk had contacted UK Power networks they had responded that it was possible to place cables underground however it would be the Parish Council which would be responsible for the cost and would be very expensive. Council discussed and agreed not to go ahead but to take the item off the agenda.
- g). Speed Stickers for Bins update: Cllr Fletcher updated Council 500 stickers were available at a cost of £295 or 250 stickers at £185. Council discussed Cllr Perks proposed the purchase of 250 stickers seconded by Cllr Kearsley all in agreement. The clerk to order 250 of the 30mph stickers with them delivered to Cllr Fletcher. Cllr Fletcher to write articles for two issues of the Chronicle on the speed stickers.

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h). Christmas Tree on The Green update: Cllr Fletcher updated Council an application had been sent to UK Power Networks however a response has not been received at this time. Two estimates had been received for the 'hole in the ground' of £220 and £150 but it was unable to take it any further until the response had been received from UK Power, to update Council at the next meeting.

i). Speed Indicator Displays update: The Chair updated Council 4/5 volunteers had come forward to help move SID and two of the volunteers were accompanying the Chair on 24 July trying to identify appropriate sites within the village for the SID. The Chair will then complete the necessary forms to have the sites approved.

j). Bench and to consider wording for memorial plaque: The clerk advised the bench had been ordered but needed approval for the wording on the memorial plaque. Council discussed and agreed to the wording for the memorial plaque of: 'In memory of Dr Sheena Waitkins Parish Councillor and Chair of Tostock Parish Council.' The clerk to complete the order.

12. ITEMS FOR THE CHRONICLE:

- Locality Funding Available
- Speed Stickers
- Reserve Fund
- CIL ideas
- Dog Waste Bins

13. CORRESPONDENCE: No correspondence had been received.

14. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDA: Cllr Debenham reported parking on The Green was becoming a problem, to be placed on next agenda.

15. DATE OF NEXT MEETING: To confirm the date of the next scheduled meeting at Wednesday, 22<sup>nd</sup> August 2018 at 7.30pm in the village hall.

The meeting closed at 9.35 p.m.

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