

Horringer-cum-Ickworth Parish Council
Minutes of the meeting held on Monday, 16th July 2018
In Horringer Community Centre

Present: Cllr Knight (Chair), Cllr Crofts, Cllr Dearsley, Cllr Fuller and Cllr White
 No members of the public were in attendance
 Mrs S Brown (temporary clerk) took the minutes.
 The Chair welcomed everyone to the meeting.

1	<p>Record Councillors' apologies for absence: Apologies received and accepted for Cllr Walker.</p>
2	<p>Declarations of Interest: No declarations of interest received.</p>
3	<p>County Councillors' report: Cllr Soons attended and advised the decision on the future of school and post-16 travel, made by Suffolk County Council's cabinet on 19 June has been considered by the Scrutiny Committee and the decision stands, Council briefly discussed school transport. Cllr Fuller highlighted the overgrown verge at Westley Road crossroads making the crossroads unsafe, this had been reported a number of times Cllr Soons to bring the matter to Highways attention. Council highlighted the number of potholes in the area as well as a number of signage issues. Cllr Soons advised if a highways issue has not been dealt with within 20 days to send her the reference number and she will follow up. The Chair to act as co-ordinator of highway issues to place a note in the Horringer Diary explaining how residents can report highway issues to SCC and include a link.</p> <p>Borough Councillors report: Cllr Clements sent his apologies as he was unable to attend no report had been received.</p> <p>Community Council report: A report had been received which had been circulated to Council. The report included:</p> <p>DIY Day: We had a successful DIY day on May30th. We painted the lobby, some of the hall walls and tidied up the external areas by strimming and weeding.</p> <p>Fete and Flower Show: The Community Council is providing the insurance cover, infrastructure (a new external electrical cable has been fitted) providing gazebos, tables etc. We are running the BBQ and have helped organise the raffle.</p> <p>Progress on maintenance issues: The total monies recently spent or plan to spend of £17,806.35. They understand there is £3000 in the Parish Council budget for the Community Council and a possible additional sum in the region of £5000 may be available to help cover these significant additional costs. They are expecting a contribution from the social club of £670. Their reserves policy is to hold an amount equivalent to one year's running costs as a contingency. The savings account holds this contingency £16,822.78; they also have available £8654.84 in the community account. The hall account is held separately and fluctuates all the time depending on bookings income and routine expenditure. Assistance from the Parish Council towards the cost of the works would be much appreciated. We have already paid for some of the works but have yet to pay £7749.40 immediately and a further £2340 if we have to replace the</p>

scrubbier drier. Please could the Parish Council contribute a sum of £7000 in addition to the £3000 already budgeted for by the Council. This is an identical request to that made in the March report of this year. Council discussed the grant previously agreed of £3000 and all in agreement to raise a cheque for this amount. Council discussed the further request for a grant of £7000 Cllr Knight proposed making this available to the Community Council when it was requested seconded by Cllr Dearsley all in agreement to grant a further amount of £7000 to the Community Council.

Representation on the Community Council: We are concerned that we still have no active representation from the Parish Council on our Management Committee. I need to remind the Parish Council that our constitution requires this. We do believe the committee would be strengthened by having a Parish Councillor regularly in attendance. Council discussed Cllr Fuller and Cllr Walker had previously been nominated as the Parish Councils representatives on the Community Council but due to other commitments they have been unable to attend. Council discussed the Chair to ask the Chair of the Community Council for the dates of the next scheduled meetings as in the past they had clashed with the Parish Council meetings.

Public Forum: No members of the public in attendance. Cllr Dearsley stated a sign advertising a fete in Clare had been placed on land opposite Meadow Drive, this was private land and permission was needed to place a sign on this ground. To place a notice in the Horringer Diary about signs being placed on private land.

4 **To consider the approval of the minutes of the last meetings:** The minutes of the meetings held on 18th June 2018 were approved and signed as a true record.

5 **Reports:**

- i. Play Area Report: Cllr Dearsley gave his monthly report the new equipment had been added and some graffiti had appeared, Cllr Dearsley will check to make sure it is removed. A note to be placed in the Horringer Diary that graffiti is unacceptable. Cllr Dearsley to make a list of the play equipment, the Chair to complete form.
- ii. Chairman's Report: An update was given on the Clerk who is currently recovering in hospital. To write to bank to have the bank statements re-directed, Cllr Dearsley to also visit the bank to arrange to receive bank statements from 1st April 2018. The Chair reported a letter had been received from residents in regards pot holes and parking, the Chair to forward comments to the temp. Clerk to respond. The Chair advised the parked van had moved after he had contacted the letting agent who had forwarded the comments to the owner. The issue of parking at the end of Sharpes Lane was discussed a note to be placed in the Horringer Diary about parking generally in the village. Posts in the verge on The Street were discussed Cllr White to look into the ownership of the verge, to place on next agenda. The residents who had reported the duck pond as overgrown had been advised to contact Havebury, Council agreed no further action needed.

6	<p>To consider reviewing and adopting: All Councillors had received a copy of the documents prior to the meeting.</p> <ul style="list-style-type: none"> i. New Model Standing Orders: Council discussed and all in agreement to adopt the Clerk to forward a copy for uploading to the website. ii. Financial Regulations: Council discussed and all in agreement to adopt the Clerk to forward a copy for uploading to the website. iii. Financial Risk Assessment: Council discussed the Chair to compare with other risk assessments to place on next agenda. iv. Internal Control Statement and Document: Council discussed and all in agreement to adopt the Clerk to forward a copy for uploading to the website. v. Asset Register and Appropriate Insurance Cover: Council discussed, the asset register was updated to reflect the new play equipment. Council agreed the Clerk to contact the Insurance Company to increase the play equipment cover to £40,000. It was noted if an extra premium was required a cheque to be raised before the next meeting. 	
7	<p>To Review Street Cleaner Service and Payments: The Chair advised this was a private contractor therefore the Parish Council were not responsible for the amount charged.</p>	
8	<p>To Consider Redecoration of Old Post Office Room: Council discussed and agreed to accept the quote of £150 to re-paint the outside of the post office as it had not been painted for several years. The Chair to liaise with the Chair of the Community Council.</p>	
9	<p>To Consider Pay Review of Clerk: Council discussed whether it was necessary to increase the Clerks pay by the 2018 - 2019 National Salary Award. It was advised if this was in the Clerks contract then the salary award would be applied. The temp. Clerk to advise the payroll provider.</p>	
10	<p>Correspondence: No correspondence had been received, the Chair to ask the Clerks son, if it is possible to post any correspondence to the Chair.</p>	
11	<p>Planning:</p> <ul style="list-style-type: none"> i. Any applications determined by Planning Authority: Application DC/18/0215/FUL: Treene, Sharps Lane – Erection of 2n. Dwellings (amended) - Granted. 	
12	<p>Finance Report and to consider payments to be made: First quarter against budget were circulated to Council however it was noted this had to be completed without sight of current bank statements. Council were all in agreement for the payment of invoices to be made:</p> <ul style="list-style-type: none"> i. McGregor Services Inv: 3469 £420 June Grass Cutting: A cheque no: 1733 was raised for £420 ii. Clerks July Salary: A cheque no: 1734 was raised. iii. SALC inv: 20863 £264 internal audit: A cheque no: 1735 for £264 was raised. 	

	<p>iv. Vince Marshall Services Ltd inv: 2621 £600 container hire: A cheque no: 1736 for £600 was raised.</p> <p>v. C. Knight admin expenses £28.50: A cheque no: 1737 for £28.50 was raised.</p> <p>vi. Horringer Community Council Grant £3000: A cheque no: 1738 for £3000 was raised.</p> <p>vii. B. Crouch June Street Cleaning £144: A cheque no: 1739 for £144 was raised.</p> <p>viii. S. Brown temp. Clerk Hours & Expenses June/July £422.92: A cheque no: 1740 for £422.92 was raised.</p> <p>ix. It was noted the Clerks June salary cheque no: 1732 was raised between meeting as agreed by the minutes of 18 June 2018.</p> <p>It was agreed by Council for the payment of Clerks August salary, if necessary HMRC payment, Street Cleaner August, if requested Community Council Grant and insurance premium cheques may be raised if necessary before the next meeting.</p> <p>No further invoices had been received.</p>	
13	<p>Councillors' reports and items for future agenda: It was reported no footpath walk would take place. Clerk to update contact list to show contact details of temp clerk and to place on website. To place 'to consider power to phone box' on next agenda. It was reported the Parish Council and Community Council had been invited to a meeting with the National Trust, Cllr Crofts to attend who will send out a report to all Councillors on the outcome of the meeting. Cllr Crofts gave his apologies for the next meeting.</p>	
14	<p>Date of next meeting – The date of the next scheduled meeting was confirmed as Monday, 17th September 2018 at 7.30pm in the Community Centre.</p> <p>There being no further business the meeting was closed at 9.40pm</p>	

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