

Horringer-cum-Ickworth Parish Council
Minutes of the meeting held on Monday, 18th June 2018
In Horringer Community Centre

Present: Cllr R Walker, Cllr J Dearsley and Cllr P Fuller

No members of the public were in attendance

Mrs S Brown (temporary clerk) took the minutes.

The meeting was delayed to ensure it was quorate.

1	To Appoint Councillor to Preside at the meeting: Cllr Dearsley proposed Cllr Walker to preside seconded by Cllr Fuller.
2	Record Councillors' apologies for absence: Apologies received and accepted for Cllr Knight, Cllr White, Cllr Hammill and Cllr Crofts.
3	Declarations of Interest: No declarations of interest received.
4	County Councillors' report: Cllr Soons attended a report had been received Cllr Soons highlighted the decision was due on 19 th June in regards home school transportation. Borough Councillors report: Cllr Clements attended and gave a brief report and advised if any problems to please feel free to contact him. Community Council report: A brief report had been received which included: They had had a successful DIY day with a lot of painting and gardening. External works to doors, gutters, fascias to start on 25 th June. The PC tenant has been advised. Public Forum: No members of the public in attendance.
5	To consider the approval of the minutes of the last meetings: Cllr Dearsley proposed the minutes of the meetings held on 18 th May 2018 were approved and signed as a true record seconded by Cllr Fuller. The minutes were dually signed by Cllr Walker.
6	Reports: i. Play Area Report: Cllr Walker reported a donation had been received of £5,800 from the Friends of Holly Close Play Park, Cllr Dearsley to bank. Cllr Walker advised a table tennis table had been purchased as previously agreed for £679 a cheque to be raised to reimburse Cllr Walker. It was advised a beneficial rate had been given to the Parish Council by Sovereign Design Play Systems Ltd if the invoice for works is paid within 48 hours of completion. A cheque to be raised in anticipation of the invoice Cllr Walker to hold until final invoice is received and is satisfied that the specified works had been completed to a satisfactory standard. ii. Chairman's Report: The Chairman was unable to attend and no report had been received.
7	To consider and agree the employment of a temporary clerk: Council discussed Cllr Walker proposed the employment of Mrs Sandra Brown as

	temporary clerk on a short term basis seconded by Cllr Fuller all in agreement.	
8	To consider to adopt Data Protection policy & Privacy Notice - update on GDPR: Council discussed and all in agreement to adopt the Data Protection Policy and Privacy policy with the temporary clerk's details as the contact of the Council, to place on website (the temporary clerk to be informed of who to contact). The Clerk updated Council on GDPR including: Parish Councils did not need to have a Data Protection Officer.	
9	To Review Financial Risk Assessment: To place on next agenda.	
10	Correspondence: Email had been received from a resident in regards a planning matter at Hazel Drive. The Clerk had checked St Edmundsbury planning portal to confirm this was an application for Lawful Development Certificate with the application being approved on 15 th June. Cllr Walker to inform the resident.	
11	Planning: i. Application No: DC/18/0215/FUL: Treene, Sharps Lane – Erection of 2no dwellings (amended): Council discussed and Cllr Walker proposed no objection seconded by Cllr Fuller all in agreement. The clerk to inform St Edmundsbury planning department. ii. Any applications determined by Planning Authority: No applications determined by the planning authority had been received.	
12	Finance Report and to consider payments to be made: i. To receive & consider Internal Audit Report: The internal audit report was presented to Council and accepted. The Clerk provided a report with the recommendations and was circulated to Council and all in agreement to carry out the recommendations. ii. To consider & approve bank reconciliation with significant variances and authorise Chair to sign on behalf of Council: All Councillors received a copy, Cllr Walker signed on behalf of Council. iii. To consider & approve Annual Governance Statement Section 1 & authorise the Chair to sign on behalf of the Council: The Clerk read out the Annual Governance Statement to Council. Council were unable to answer 'yes' to item 2. Cllr Fuller proposed to approve Section 1 and authorised Cllr Walker to sign seconded by Cllr Dearsley. iv. To Consider & approve Accounting Statement Section 2 & authorise Chair to sign on behalf of Council: The Clerk read out the Accounting Statement to Council. Cllr Fuller proposed to approve the Accounting Statement and authorise the Chair to sign seconded by Cllr Dearsley. Council were all in agreement for the payment of invoices to be made: v. McGregor Services Inv: 3391 £228 & Inv:3420 £480 Grass Cutting: A cheque no: 1726 was raised for £708 vi. B. Crouch Street Cleaning: A cheque no: 1727 was raised for £144 vii. HMRC: A cheque no: 1728 was raised for £156	

	<p>viii. Mrs R Walker Order No: 11551443 £679 Table Tennis Table: A cheque no: 1729 was raised for £679</p> <p>ix. Sovereign Design Play Systems Ltd play park works: A cheque no:1730 was raised for £18,761.90</p> <p>x. R. Flack Inv: 80 £440 Village Sign Repair: A cheque no: 1731 was raised for £440</p> <p>xi. Cllr Dearsley to cancel the Standing Order set up for the Clerks salary. If necessary a cheque to be issued between meetings as per the pay slip provided by the payroll processor for month ending 30 June 2018. To be confirmed at the next meeting.</p> <p>No further invoices had been received.</p> <p>13 Councillors' reports and items for future agenda: Cllr Dearsley proposed placing Street Cleaner service and payment on next agenda. To place review of asset register and insurance on next agenda. Council happy to continue with the updated agenda.</p> <p>14 Date of next meeting – The date of the next scheduled meeting was confirmed as Monday, 16th July 2018 at 7.30pm in the Community Centre.</p> <p>15 There being no further business the meeting was closed at 8.55pm</p>	
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