

MINUTES OF MEETING OF EARL SOHAM PARISH COUNCIL MEETING

Held on Monday 11th January 2016 at 7.30pm

AT EARL SOHAM VILLAGE HALL

Present:, Cllrs Richard Tinkler (Chair) John Hulme, (Vice Chair) Andrew Patterson, Lucy Murrell, Jackie Barrow, , Celia Peacher, Mark Rutherford, Chris Pratt

Jane Page (Clerk)

Public: Mr Alan Martin, Mr Nigel Kennell

The Minutes are in the order of the Agenda:

1. Apologies – Cllr Grose (absent)

2. Declarations of Interest - no declarations

3. To consider confirming the Minutes of the Parish Council Meeting of 9th November 2015 - the Minutes were confirmed and signed

4 An opportunity for the public to make comments

The members of the public raised concerns at the lack of lighting at the row of houses on Bedfield Road. This was considered to be a matter between the private home owners and Flagship but the parish council were fully in support of lighting particularly as there are a number of elderly residents who now feel unable to leave their homes on darker nights.

5. Matters for debate

5.1 Budget – to set budget for 2015-16 - the budget was confirmed with unanimous DECISION the Precept for 2016-17 was set as £7,200. The SCDC Grant this year is £26.00

5.2. Risk Assessment - The internal control and internal audit procedures for Earl Soham are regularly reviewed and a full Risk Assessment document is maintained. The Chair now keeps a duplicate electronic copy of non confidential documents lowering our risk from medium to low

5.3, 5.4. Review of Internal Control and Internal Audit

All cheques are signed by two of the three named Councillors at council meetings, once council approval has been given, and invoices and cheque stubs are checked and counter signed. All expenses are tracked and full accounts are kept updated. Fidelity Guarantee insurance is calculated for the highest amount the council are likely to hold in their funds, taking into account the peak in funds at the times of the precept. An independent professional auditor carries out the internal audit which covers:

Proper book keeping with review of cash book, bank reconciliation and statements, supporting vouchers, invoices and receipts,

Financial regulations including Standing Orders,

Control and risk management,

Budgetary and income controls,

Petty cash, payroll, asset control and valuation, bank reconciliation, year end procedures.

Internal Audit is considered effective as all measures and suggestions have been taken up over the years. The Council, Clerk/RFO and Internal Auditor have clearly defined roles. The audit documents are prepared throughout the financial year and are constantly reviewed by the council

5.5. Standing orders are updated regularly (last update in November 2013 as are Financial Regulations and the Asset Register is kept up to date.

5.6 Erosion of Village Green - the Green continues to cause concern. It is a criminal offence to damage a Registered Green and as such the Parish Council have a duty to protect it.

ACTION Clerk will continue to request a site visit from Highways to seek a solution

5.7 Grave markers - To supplement the concrete markers DECISION was taken to raise the cost of grave reservation by £5.00 to enable purchase of lavender bushes to be planted alongside the markers as some of these were found to have been moved. It will also be a safety measure as the current markers could be a trip hazard when covered in leaves

5.8 Sustainability in planning policy - The Parish Council are concerned at the apparent lack of sustainability in the current rush to build ACTION Clerk will raise concerns with SCDC

5.9 Most Active Town/Village Competition - DECISION - no entry will be made this year

6. Public forum

7. To hear reports from: SCC - Cllr P Bellfield
 SCDC - Cllr C Hudson
 Police - PCSO C Hassler
 School – Mr P Lambillion-Jamieson

There were no available reports

8. Planning applications and Notifications

To consider any planning applications received by the date of the meeting where reasonable and practical to do so

No applications have been received to date

9. Correspondence since last meeting circulated to Councillors *emailed

SCDC budgeting meeting report*

Sizewell update x 3*

Policing consultation*

Most Active Town/Village Competition*

First Aid Course Waveney*

Preferred Options consultations for the Felixstowe Area Action Plan and Site Allocations and Area Specific Policies*.

Fire and Rescue Service Integrated Risk Management Plan consultation.

10. Financial matters and payments due:

Finance report up to January 2016

Cheques for approval	Payee	Amount
100716	LCPAS Sub	100
100717	SARS donation	25
100718	CAB donation	25
100719	Air Ambulance donation	25
100720	Village hall donation	496.71
100721	Village hall bookings 2016	56
100722	Ladywell	37
100723	Natch Engineering	83.93
100724	A Patterson grasscutting	150

100725	Clerks expenses	45.66
	Total	1044.3
Uncashed cheques		0
s/o deposit acc	D Peacher - Dec+ Jan	124.5
s/o deposit acc	Clerk - Dec+ Jan	476.78
Transfers		500
Income received	Grave reservation	80
	Grave reservation	80
Bank interest		0
Before cheques paid	Current Account	1347.42
	Business Account	6152
After payment	Current Account	303.12
	Business Account	5851.36
plus bank interest	0	

11. Reports

Clerks report

Clerk is pursuing matters re blocked ditch by Glebe Surgery

Clerk reported flooding on A1120 (25/11/15) ref 123705 which was dealt with

Clerk has invoiced all renewals for adverts on website

Unlit parked trailer has been reported to police

Mud on Church Land and layby due to flooding by School has been reported

Report received of water leak behind VH is being investigated by SCC, AW and ESW

The Christmas Tree which went up at the beginning of December was found to have had some of the lights vandalised by Christmas Eve

Concerns have been raised at the current state of any watercourses - Bedfield Road in particular.

Clerk will contact Highways

Items to go forward to next Agenda

Frontage of some properties in The Street

Signed

dated

Dates of next meetings: 2016 January 11th, March 14th, April 21st (APM) May 9th (APCM), July 11th, September 12th, November 14th