

BUCKLESHAM PARISH COUNCIL

Minutes

Parish Council Meeting held at Bucklesham Village Hall at 7.30 pm on Thursday, 2nd November 2017

Present

Cllr Heather Owen
Cllr Rhea Gardner
Cllr Ruth Johnson
Cllr David Brinkley
Cllr Evelyn Bloomfield
Cllr Georgina Burgess
Mrs A Buggs Clerk

95.17 Apologies for absence

Apologies for absence were received from Cllr Patricia O'Brien – Suffolk County Council and Cllr Susan Harvey – Suffolk Coastal District Council.

96.17 Declaration of interest

The Chairman Cllr Heather Owen declared an interest in Item 10 of the agenda "Appointment of representative on Archer Cartwright Charity".

97.17 Minutes

The minutes of the Parish Council Meeting held on Thursday, 7th September 2017 were approved as being a true record.

98.17 Matters arising from the minutes

There were no matters arising from the minutes.

99.17 To adjourn to receive the reports and questions from:

- Suffolk County Council – Cllr Patricia O'Brien – no report
- Suffolk Coastal District Council – Cllr Susan Harvey

The consultation on the Issues and Options has finished. About 60 town and Parish Councils had one to one meetings with Officers which everyone agrees was very productive. The responses are now being examined and recorded before the process moves on to the next stage. A lot of people attended some of the drop-in sessions. Thank you to those councils and individuals for copying me in to their responses.

I am heavily involved with planning and attending many related meetings. The government's latest system for assessing housing need means we should be delivering 495 houses a year. We have been delivering 465 houses a year.

The Adastral outline application is now expected to be heard before the end of the year.

The Bell Lane Kesgrave appeal for 300 houses failed and it was mainly due to what the Inspector perceived to be an unsustainable development. It did not fulfil the NPPF requirement to produce an economic, a social and an environmental role. However the Inspector acknowledged that we do have a 6 year housing land supply.

- Question Time

None

To re-convene the meeting

100.17 Community Council Report

Report received from Mrs Rosemary Watson as follows:

- a. C. C. Website – we are losing our website manager (David Scrutton) and we haven't got anyone to replace him so far. Apparently it only got about 900 hits in the last year anyway and David thinks many of those were he and I checking things. Also he said things he has updated haven't uploaded. I cannot comment as I don't know anything about website management. We now pay £35 p.a. for CAS to host the website so we do not therefore feel it is worthwhile for the C.C. to retain their website. Would it not be possible therefore for organisations who do send in their info e.g. W.I. and the church, to have their info on your site as you have a 'useful information' tab and an 'events' tab?
- b. We are working with the school to help them develop their outside environment. Their main aim is to establish an outdoor classroom.
- c. We are also supporting the new village choir for a short while until it is established. Rosemary Watson has been co-ordinating this. The previous choir run by Ashley Betts was sponsored by the Community Council but this new choir will in due course be independent of the Community Council we just want to get them off to a good start especially as some new village residents have joined.

The Parish Council debated Rosemary's request for the Parish Council to allow organisations to have their details / information placed on the Parish Council website. Councillors felt that if organisations wanted to advertise these could be placed in the Bugle Newsletter. Following discussion Cllr Heather Owen proposed, seconded Cllr Georgina Burgess that the Parish Council should not incorporate the Community Council website into the Parish Council website. **Action: Clerk**

101.17 Clerk's Report

The purpose of this report is to update members on outstanding issues, items received after the deadline for agenda items, correspondence and action taken by the Clerk.

Official's Indemnity Insurance

I contacted Came & Co to confirm the position for councillors with regard to Official's Indemnity. I have received a reply from them as follows which I hope reassures all councillors of their position.

This section provides cover up to £500,000 in any one period of insurance should a claim arise from a negligent act, accidental error or omission committed by an employee, Councillor or co-opted member during the course of their duties.

This policy cover extends to also insure Councillors, members and/or employees where they act for an outside organisation such as a Charitable Trust, Village Hall Management Committee etc.

In the event of a claim arising from a negligent act etc. committed whilst representing the outside organisation, the Hiscox Policy will respond and defend or settle the claim if negligence can be proven. I would, however, expect any reputable organisation to possess their own insurance which should include covers such as Public Liability and Officials' Indemnity (this is sometimes referred to as Trustees' Indemnity or Management Liability).

SAAA Announce Scales of Fees 2017-18 to 2021-22

The following fees have been determined by SAAA following consultation for the Audit Years 2017-18 to 2021-22.

Scales of fees for smaller authorities are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

To view the tables click on the link below:

<http://localaudits.co.uk/fees.html>

Charity Commission Announce Crackdown on Fraud

The Charity Commission will be working with charities to promote fraud prevention and help them develop anti-fraud cultures.

Insider fraud

One of the most damaging types of fraud is insider fraud. This is fraud committed by someone involved with the charity, whether a trustee, an employee or volunteer. As well as taking money away from the charity that could be spent on beneficiaries and the end cause, it's an abuse of the relationship and position of trust between the individual and the charity.

Insider fraud can have a damaging impact on a charity's reputation and the morale of other staff and volunteers. It can also dent donors' and beneficiaries' confidence in the charity and its work. As part of Charity Fraud Awareness Week 2017 we want to find out more about insider fraud in charities. We want to work with, and listen to charities about their experiences of dealing with insider fraud to:

- identify common themes
- highlight good practice in charities
- help other charities learn lessons and share their experience

- improve our guidance to help other charities in the future

If you are or were involved in a charity that experienced insider fraud, we would like to hear from you.

How did you spot it?

- With hindsight, did you miss the signals?
- If you did not report it at the time, why not?

If you believe your charity prevented insider fraud by counter fraud actions, what good practice or advice would you like to share with other charities?

We are also interested in hearing from those who have knowledge and experience of investigating fraud, or implementing fraud prevention in charities including:

- professional advisers
- professional membership bodies
- charity insurers

If you think you can help, complete the relevant survey by Friday 8 December 2017.

<https://www.gov.uk/government/news/help-us-reduce-insider-fraud-in-charities>

John Lefever Hastoe

Following the Parish Council's decision not to ask John to our meeting on the 2nd November I asked him the following questions which John has kindly answered.

Q How many rental and how many freehold properties will be built?

A The District Council is suggesting 12 affordable homes plus 3 open market but Hastoe only design a scheme that is supported by a local housing needs survey and if that identifies something different Hastoe would present it to the Parish Council for discussion.

Q What is your ideal mix of dwelling?

A Whatever the housing needs survey identifies.

Q Criteria for tenants?

A It would be local people first, people that have connection for more than three years with the village, people who had to move away because they could afford to stay in village or who work in village. Hastoe would work with District Council and Parish Council to agree nominations agreement. The local connection remains in perpetuity.

Q Timescales?

A If Parish Council are happy to support then Hastoe would commission housing needs survey right away.

Q Management of tenants?

A Hastoe would manage the properties. There is no right to buy on these homes. Hastoe would extend a starter tenancy, if tenants are a problem they would be given notice. Hastoe believes they are a good manager of homes.

Q Access to the site?

A Hastoe would work with Parish Council, planners and architects to find right access.

Q Has Hastoe any concerns about the development?

A No.

Q Is Hastoe prepared to share a draft proposal document with the Parish Council if one is available?

A Hastoe does not have a draft proposal but would be happy to draft something and share with Parish Council.

102.17 To discuss the Playing Field

Cllr Heather Owen reported that she had not received any communication from James Hall Solicitor so had telephoned his office who said that James was off long-term sick. She requested that another solicitor deal with this piece of work. Cllr Heather Owen reported that she had advised Kevin Sharman of the cause of the delay. **Action: Cllr Heather Owen**

103.17 Parish Council Meeting Dates 2018

The Parish Council agreed the meeting dates for 2018 which had previously been circulated by the Clerk as follows:

Thursday, 4th January 2018

Thursday, 1st March 2018

Thursday, 3rd May 2018 – Annual Parish Council Meeting / Annual Parish Meeting

Thursday, 5th July 2018

Thursday, 6th September 2018

Thursday, 1st November 2018

104.17 Appointment of representative on Archer Cartwright Charity February 2018

Cllr Heather Owen had previously declared an interest in this item therefore did not take part in any of the Parish Council's discussions. The Clerk reported that the Parish Council had two representatives on the charity who are currently Cllr Heather Owen and Richard Brunt. Since Richard Brunt has been moved away from the village for some time it was proposed by Cllr Ruth Johnson, seconded Cllr David Brinkley that Cllr Rhea Gardner should replace Richard Brunt as one of the Parish Council's representatives on the Archer Cartwright Charity – 5 in favour, 1 abstention. It was agreed that the Clerk should write to Rosemary Farrow advising the charity committee of the Parish Council's decision. **Action: Clerk / Cllr Rhea Gardner**

105.17 Innocence Lane

Cllr David Brinkley reported that he had no further information regarding the Innocence Lane Working Party.

106.17 Budget 2018/2019

The Clerk presented the budget for 2018/2019 to the Parish Council. The budget had previously been circulated to all councillors. Following discussion, it was proposed by Cllr Ruth Johnson, seconded Cllr Georgina Burgess that the Parish Council instruct the Clerk to request a precept of £8,000 – 5 in favour, 1 abstention. **Action: Clerk**

107.17 Planning

Local Plan Review

Following discussion councillors agreed that they had no comments to make on the Local Plan.

108.17 Correspondence

None

109.17 Finance

Payments (to be approved this meeting)

Clerk's Salary & Expenses September 2017 (excluding tax)	£200.00
Clerk's Salary & Expenses October 2017 (excluding tax)	£282.51
Norse Grass Cutting	£82.20
Print4You – newsletter	£142.00
BDO – Audit	£78.00
CAS – web hosting	£60.00
Royal British Legion – donation	£15.00
Andrew Flint – donation for litter collection	£20.00

Receipts

Community Council – contribution to grass cutting	£369.00
SCDC – 2 nd Precept	£3,200.00
Community Council – donation to Andrew Flint – litter collection	£20.00

Bank Balances

Current Account	£4,147.63
Deposit Account	£4,510.03

Cllr Evelyn Bloomfield proposed, seconded Cllr Ruth Johnson that the above expenditure should be approved – all in favour.

External Audit

The Clerk reported that the external audit had been successfully completed and no issues had been highlighted.

Cllr Ruth Johnson proposed, seconded Cllr Evelyn Bloomfield that the successful completion of the External Audit had been noted by the Parish Council – all in favour.

110.17 General Matters

- a. Cllr Rhea Gardener reported on several points on the Safer Neighbourhood Police Website.
- b. Cllr Ruth Johnson said that Trudy Wollard is looking for people to sell poppies for next year.
- c. Cllr Ruth Johnson stated that it appeared to be the intention of the Community Council to purchase a defibrillator for the village.
- d. Cllr Ruth Johnson reported that the Village Hall Committee had asked Tarmac Bucklesham to finance a village hall project but that 10% of the cost of the project needed to come from another source. However, unfortunately at the moment the Village Hall Committee do not have a third party to put up £500 of the total cost of £5,000.
- e. Cllr Heather Owen reported that ivy is growing on top of the bus shelter. Cllr David Brinkley agreed to jet wash the roof and then it could be treated to stop the ivy growing back.
Action: Cllr David Brinkley / Cllr Heather Owen

**111.17 Date of next meeting – Thursday, 4th January 2018
Public Meeting (Hastoe Development Proposal) – Wednesday, 31st January 2018 at 7.00 pm followed by a Parish Council Meeting to discuss the development proposal)
Planning Training – Thursday, 30th November 2017**

The Chairman closed the meeting at 9.50 pm.

Signed..... Date

Angie Buggs
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