

BUCKLESHAM PARISH COUNCIL

Minutes

Parish Council Meeting held at Bucklesham Village Hall at 7.30 pm on Thursday, 4th January 2018

Present

Cllr Rhea Gardner
Cllr Ruth Johnson - Chair
Cllr David Brinkley
Cllr Evelyn Bloomfield
Cllr Georgina Burgess
Mrs A Buggs Clerk
Cllr Susan Harvey – Suffolk Coastal District Council
1 member of the public

01.18 Apologies for absence

Apologies for absence were received from Cllr Patricia O’Brien – Suffolk County Council (illness) and Cllr Heather Owen.

02.18 Declaration of interest

None

03.18 Minutes

The minutes of the Parish Council Meeting held on Thursday, 2nd November 2017 were approved as being a true record with the following amendment.

Page 7 – 110.17 General Matters Item e. should read “...agreed to jet wash the bench...”.

04.18 Matters arising from the minutes

There were no matters arising from the minutes.

05.18 To adjourn to receive the reports and questions from:

- Suffolk County Council – Cllr Patricia O’Brien

Firstly, May I wish you all a happy and successful New Year.

I find that January is always a difficult month to report on for one is looking back at happenings in December, which is such a pressurised month from a work and home perspective. However, here goes.

Home to School Transport

Suffolk County Council has launched a school travel consultation. In Suffolk £21m is spent per year on school transport. Over the past two years SCC has managed to save £2.6ml from its school and post 16 travel budget, making it more efficient. However, despite this, the budget is £3ml

overspent. Changes to school travel policies now need to be considered so the service is affordable and capable of meeting growing demand.

The two and half month consultation began December 12th and ends February 28th.

SCC current school transport policies go above the legal requirements and the consultation seeks views on changing these policies and presents 3 alternative options:

1. In Sept.2019 change the school travel policy so that it is line with legal requirements.
2. From Sept.2019 introduce changes on a phased basis as a child joins or moves school. This would cost SCC an estimated £8.8ml to implement.
3. Make no changes to school transport but take savings from other services provided by SCC.

There is to be a full programme of events and opportunities for discussion, plus consultation workshops. In the Martlesham Division that is to be at Kesgrave Conference Centre 12 Acre Approach, IP5 1JF on January 16th in the Orwell Room from 19.00 until 20.30.

Retention of business rate pilot scheme

SCC has been named as one of the 10 pilot areas for a new government scheme to retain 100% of business rate from Council Tax in 2018/19. More information is needed before SCC knows how much additional income this could generate.

Warm Homes Fund

Local authorities, working together as the Suffolk Climate Change Partnership, have been successful in securing funding from the first round of the Warm Homes Fund for a project worth £4.3 million.

Suffolk's local authorities are now able to provide fully funded central heating systems to 514 fuel poor households across Suffolk over the next three years.

The new £150m fund was established by National Grid using part of the proceeds from the sale of the company's majority stake in its gas distribution business.

Upper Orwell Crossings

Structural and environmental tests to finalise the detailed design for the Upper Orwell Crossings in Ipswich are to begin early next year.

Ground investigation works, which could last up to three months, are scheduled to begin on 15 January 2018. Contractors Fugro GeoServices Ltd will dig trial holes and deep boreholes both on land and in the water.

The works will determine the underlying properties of the ground and river bed. The land based work will take place between 7am and 7pm Monday to Friday and 7am and 1pm on Saturdays, while the work in the water will be carried out 24 hours a day, seven days a week. Noise levels will be monitored closely throughout the works.

High Needs Funding Consultation

On 13th December 2017 Suffolk County Councils launched a consultation, to reform the way in which education providers are funded for delivering high needs support to children/ young people with special educational needs and or disabilities.

Funding is not being reduced, the consultation is to determine the fairest way to use the budget SCC has.

The consultation will run until 9th February 2018.

- Suffolk Coastal District Council – Cllr Susan Harvey

Firstly may I wish you all a healthy and happy new year.

The key challenge for 2018 will be the work to prepare for a single Council in 2019. In November The Rt Hon Sajid Javid said he was 'minded' to support the plans to combine SCDC with Waveney DC. We now await the Secretary of State's final decision. Several Member Working Groups have been set up, these cover several topics including number of Councillors, financial and governance arrangements. Until 8th January anyone can make representation to Sajid Javid by email said.javid@communities.gsi.gov.uk

Brown Bins

SCDC will introduce a charge of £43 for brown bins in line with most councils in Norfolk and Suffolk. This service will be entirely voluntary with people having to 'opt in' and register to receive the service. A timetable will be drawn up including details of how and when people can join and pay should they opt to use the service. As soon as this information is available it will be issued to residents. Providing the organic waste collection and composting service currently costs SCDC £1.2 million a year. This cost has been exacerbated by the £200,000 per year reduction in support for recycling organic waste previously provided by the County Council which is also trying to make savings wherever possible.

Our East Suffolk Business Plan identifies the need for us to become increasingly financially self-sufficient in the future.

Leisure Facilities

Woodbridge Pool and Leisure facility is being modernised and brought up to date. Then it will be Leiston's turn. Finally there will be a consultation starting in January for Felixstowe and its surrounding villages. The consultant period will last for 6 weeks and responses will be used to make sure we get the best leisure provision in the area.

Scottish Power Network

Work is proceeding in preparation for the undergrounding of the cables which affects Falkenham, Kirton, Newbourne, Hemley and Waldringfield in the Ward which I serve. I attended a presentation which was fascinating. A drone had filmed the entire length of the works from Bramford to Bawdsey. There have been presentations of some of the archaeological finds.

Adastral Park Application

Finally, this application is being heard on Monday January 15th. Several of the Parish Councils have taken the opportunity to make valuable contributions during this process working with Ben Woolnough the Planning Officer responsible for processing this application. Their help has been very much appreciated.

Neighbourhood Plans

Town and Parish Councils are still being encouraged to work towards these. Some Parishes have claimed funding and paid for a trained planner to assist with their preparation.

- Question Time

None

To re-convene the meeting

06.18 Community Council Report

No report received.

07.18 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.

Reporting Highway Issues

Simple escalation procedure

1. Initial faults/repairs/reporting

The first point of contact for standard defect reports should be the Suffolk Highway reporting tool via <https://highwaysreporting.suffolk.gov.uk>

or over the telephone on 0345 606 6171.

Please pass these details on to members of the public and your town and/or parish councils to use.

A log reference number will be given.

(Using these methods ensures that reports are recorded, managed and tracked. The operational performance of our service cannot be audited without accurate reporting and tracking of reports and casework.)

2. Follow up on a fault/repair/report

Please telephone the 0345 606 6171 number and have the log reference number to hand. That way the operator can track progress on the case.

If no resolution contact your county councillor.

Appointment of External Auditors

Notification of external auditor appointments for the 2017/18 financial year Brightwell, Foxhall & Purdis Farm Parish Council

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the appendix, and can also be found on our website.

The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

The Annual Return

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in 'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22

On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. The Auditors for Suffolk are PKF Littlejohn LLP Salvus House Aykley Heads Durham DH1 5TS local.councils@mazars.co.uk 0191 383 6348

Scales of audit fees

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.

Local Councils with expenditure between 0-25,000 no cost.

Note: An authority with neither income nor expenditure exceeding £25,000 that is not able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable will be £200.

Future Notification of Road Closures

Parish Councils will no longer be notified by SCC of any road closures in the area. The new process will be as follows:

www.roadworks.org is a national web portal hosting a complete and up to date copy of the Council's Street Works Register data. Suffolk County Council subscribes to the site in order that it can broadcast information of works and events on our highways to anyone with access to the internet. It enables anyone to see what is going on, in any area, nearly everywhere in the UK. This website also provides for a notification service which can be tailored according to user. Below is a step by step guide to setting up email alerts from this website.

1. Browse to www.roadworks.org.
2. Open the map area for which you would like to receive alerts.
3. Click on the envelope icon at the top left of the website.
4. Choose your options.
5. Click 'Set Alert'.

GDPR – New General Data Protection Regulations/DPA

As most people are aware all organisations have new regulations to adhere to by May 2018 with regard to data protection. I am in the process of considering what, as a Parish Council, we need to do to become compliant with the new regulations. I have been researching the regulations and also received a number of documents from the Local Council Public Advisory Service. I will put this item on the agenda for the next meeting and circulate documents before the meeting to enable the Parish Council to agree what actions needs to be taken. **Action: Clerk**

08.18 To discuss the Playing Field

Cllr Gina Burgess reported that Heather and herself had been to a meeting with the solicitors. It was reported that any work completed by James Hall would not be charged to the Parish Council. The Parish Council's solicitor would be getting in touch with the Community Council's solicitor to discuss and then contacting Cllr Heather Owen. The Parish Council cannot run the field and it has to be managed by the Community Council. If the Community Council do not want to manage the playing field all current members can step down from the Community Council and Parish Council members can take over the running of the Community Council. The Parish Council can then pay for the management of the playing field. The Parish Council only hold the playing field in trust and cannot manage the playing field. The Community Council cannot continue as a Community Council unless they manage the playing field and carry on fund raising without managing the playing field. Cllr Heather Owen has informed Kevin Sharman Chair of the Community Council the results of the meeting with the solicitors.

The Clerk reported that she had received an invoice from Ipswich Borough Council for the maintenance and RoSPA inspection of the play equipment.

09.18 Innocence Lane

Cllr David Brinkley stated there was nothing further to report.

10.18 Planning

DC/17/4608/FUL15 St Marys Park Bucklesham

The Clerk reported that the above planning application would be discussed by Suffolk Coastal District Council Planning Committee on Thursday, 18th January 2018. It was agreed that Cllr Rhea Gardner would speak to Cllr Heather Owen regarding Parish Council representation at the meeting. **Action: Cllr Rhea Gardner / Cllr Heather Owen**

11.18 Correspondence

None

12.18 Finance

Payments (to be approved this meeting)

Clerk's Salary & Expenses November 2017 (excluding tax)	£200.00
Clerk's Salary & Expenses December 2017 (excluding tax)	£275.16
Norse Grass Cutting November 2017	£82.20
Norse Grass Cutting December 2017	£82.20
Print4You – newsletter	£142.00
HMRC AJB Tax	£150.00
Bucklesham Village Hall – Hire of Hall	£100.00
Ipswich Borough Council – Play Equipment	£288.20

Receipts

None

Bank Balances

Current Account	£2,503.87
Deposit Account	£4,511.26

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

13.18 General Matters

- a. Cllr David Brinkley brought up the question of charging or sponsorship for advertising in the Bugle. Following discussion, it was agreed that this item should be placed on the March agenda entitled “Adverts in the Bugle”. **Action: Clerk**
- b. Cllr Evelyn Bloomfield reported that the plum hedge was in need of pruning. It was agreed that the Clerk should contact Norse. **Action: Clerk**
- c. Cllr Rhea Gardner reported on the Safer Neighbourhood Team reports which included thefts from garden sheds and anti-social behaviour.
- d. Cllr Gina Burgess asked whether the Parish Council would consider completing a Neighbourhood Plan. Following discussion, it was agreed that this item should be placed on the March agenda. **Action: Clerk**
- e. Cllr Ruth Johnson asked whether councillors would be willing to start Parish Council Meetings at 7.00 pm instead of the present 7.30 pm. It was agreed that as from the March 2018 meeting Parish Council Meetings would commence at 7.00 pm. **Action: Clerk**

14.18 Date of next meeting

Public Meeting (Hastoe Development Proposal) – Wednesday, 31st January 2018 at 7.00 pm followed by a Parish Council Meeting to discuss the development proposal)

Thursday, 1st March 2018

The Chairman closed the meeting at 8.36 pm.

Signed..... Date

Angie Buggs

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