

GREAT BRICETT PARISH COUNCIL

*Minutes of the Parish Council Meeting held on
Tuesday 28th November in Great Bricett Village Hall at 7.00pm*

Present: Cllr S Burnett, Cllr G Cooper, Cllr N Ford
In attendance: Vivienne Pratt (Clerk), Dist Cllr D Whybrow, Cty Cllr A Whybrow
Apologies: Cllr D Payne, Cllr R Craddock, Cllr R Morley

	Opening – The meeting opened at 7.00pm.	
GBPC411/1117	Receive apologies for absence – It was reported that Cllr Payne and Cllr Morley had sent apologies	
GBPC412/1117	Public Participation Session – No members of the public present.	
GBPC413/1117	Receive District Councillor’s Report from District Cllr David Whybrow – Cllr D Whybrow apologised for not being able to attend the last meeting due to holiday. He advised that the Senior Management Team of MSDC and Babergh DC have now moved to Endeavour House and that public access is now in Stowmarket rather than Needham Market. He advised that the initial draft plan has been produced for the Local Government Ward Boundary review and that the new proposed Ward for Great Bricett would also contain Battsford, Ringshall, Offton, Willisham, Nettlestead, Baylham, Darmsden & Barking. He reported that the draft reduces the numbers from 41 to 35 Cllrs/Local representatives. He also advised that the Consultation for the Local Plan is now complete and a second draft being produced for circulation in the New Year. He commented that he had been contacted by the VHMC with regard to applications for his Locality Budget grants and three application forms were passed to him from the Clerk on behalf of the VHMC. Cllr Whybrow advised that he will process all the grant applications in the New Year and decisions should be notified by the end of February.	
GBPC414/1117	To receive Report from Cty Cllr Anne Whybrow – Copy to be uploaded to website. Cllr Whybrow advised that she had visited the new MSDC public area at Stowmarket and that, although there are three computer workstations for public use, she had not found it easy to actually see anyone and did not feel that it could be looked upon as a drop-in centre. Cllr Burnett reported that, as part of her role within the CSW team, she did not feel that three new signs were required as all equipment is passed between the three Councils participating in the scheme. She advised that only one sign had been stolen as a result of it being left unattended and that only one was required to replace it. Cllr Whybrow advised of the new telephone numbers for Highways – Complaints 0345 266 1821 and Customer Service 0345 606 6067.	
	At 7.25pm, Cllr David Whybrow and Cllr Anne Whybrow left the meeting	
GBPC415/1117	Approve Minutes of meeting held on 12th September 2017 and the extraordinary planning meeting held on 5th October 2017 as true records of the meetings - It was proposed and resolved to accept the minutes of the meetings held 12 th September and 5 th October as true records. The Minutes were duly signed by the Chair and will be updated on the website by the Clerk. At this point, the Clerk wished to remind all Cllrs that Minutes can only contain anything discussed during the Meeting and any comments made subsequently cannot be included and if wished to be considered, must be raised at the next meeting.	<i>Clerk</i>
GBPC416/1117	Receive Declarations of Interests regarding items on the agenda - Pecuniary and non-pecuniary and requests for dispensation - None	
GBPC417/1117	Co-option of new Councillor – No applications received – as of Nov 17, there is one vacancy.	
GBPC418/1117	Clerks Update from the last minutes a) Street light in Lower Farm Road – <i>now installed and awaiting connection to electricity supply. The Clerk advised that she is waiting to hear whether this work has been undertaken</i> b) Potential planning issue at Wildwinds – <i>being investigated by MSDC. Clerk to chase response</i>	<i>Clerk</i>

	<p>c) New external Cabinet & Defibrillator installation at Base Garage – <i>still o/s. The Clerk reminded all present that there is sufficient money in the budget to pay for this work.</i></p> <p>d) VH Defibrillator – <i>information now submitted</i></p> <p>e) Bus Shelter by the Mace Shop – <i>awaiting further info</i></p> <p>f) Clerk email address – The Clerk advised that the new email address – greatbricett.pc@outlook.com – has been temporarily suspended and was taking quite a lot of time to resolve. She advised that she is currently using her personal email until the problem is sorted.</p> <p>g) Speed restrictions in and around the village – <i>awaiting confirmation of completion of painting works. Clerk to chase Cllr A Whybrow.</i></p> <p>h) Response to Planning DC/17/03568 – Bricett Business Park – <i>copy of letter in correspondence file</i></p> <p>i) Phone Box consultation – <i>The Clerk advised that it is possible to insert a flier into the Four Parish magazine, however, the PC printer will not cope with a colour copy run of 200. She advised that Cllr Payne has kindly offered to hand deliver these and will arrange for the printing works to be done at a cost of approximately £10, the cost of which he will be reimbursed for by the PC. It was unanimously agreed for Cllr Payne to carry out the printing and delivery.</i></p>	<p>Clerk</p> <p>Cllr Payne</p>
GBPC419/1117	<p>Planning Applications –</p> <p>a. <u>For discussion and decision</u> – <i>None</i></p> <p>b. <u>Awaiting decision from MSDC</u> – Planning Consultation no. DC/17/03568 – Outline Planning Application for a Residential development of up to 51 dwellings at Great Bricett Business Park, The Street, Great Bricett, Suffolk IP7 7DZ</p> <p>c. <u>Decisions made by MSDC</u> – North verge of Roman Road, north of the junction with The Street, Great Bricett IP7 7DR - Planning Application no. DC/17/04453 – Proposed Base Station Installation Decision - Granted</p>	
GBPC420/1117	<p>Update from Major Duncan Fleming, Wattisham Base – To provide an update regarding the Bus shelter, street light and speeding issues – The Clerk advised that Major Fleming had contacted the Chair regarding attending the meeting, however, he had subsequently been unable to attend</p>	
GBPC421/1117	<p>Responses to Traffic/Speeding Letters – Responses from the Police and Wattisham Base circulated by the Clerk – To review and consider if further action required. The contents of both responses had been received by all Cllrs, however, no subsequent action was deemed necessary. It was noted that there appear to be a device installed in The Street which was believed to be some form of speed/traffic monitoring device, possibly triggered by the recent planning application for Bricett Business Park. It was agreed that the Clerk contact Cllr A Whybrow to ask her advice as to how to move forward with the recently offered VAS equipment installed.</p>	Clerk
GBPC422/1117	<p>Findings of External Audit – Clerks update regarding report from BDO Stoy Hayward. The Clerk had circulated a copy of the external audit report prior to the meeting and as previously advised, there are two qualifying matters and an additional fee. One matter is the fixed asset register as the new street light was included in the register for 2016-17 but was not paid for in last year's financial records as the invoice is yet to be received due to the delay in the electricity supply. The second qualifying matter is the fact that the risk assessment was not carried out during 2016-17 due to the fact that the March meeting had to be cancelled at the last minute due to the Clerks father suffering a heart attack. The Clerk advised that, although the new audit arrangements mean an external audit is no longer required, the qualifying matters mean that one is required next year. Clerk to upload report to website.</p>	Clerk
GBPC423/1117	<p>Noticeboards – To review quotations for refurbishment and consider and determine a budget for works. The Clerk advised that only one quote had been received for £150 from a local tradesman who had been recommended via a</p>	

	local neighbourhood website. Decision – It was agreed for the Clerk to contact the tradesman and proceed with this work.	<i>Clerk</i>
GBPC424/1117	Cash & Carry – To consider and determine application to local Cash & Carry companies. The Clerk had raised concerns regarding the cost of certain stationery items and whether it might be cost effective to purchase in bulk. Decision – It was unanimously agreed not to apply for a card as one is available to borrow via the VHMC.	
GBPC425/1117	Christmas & New Year street lighting – To consider and determine lighting street arrangements – The Clerk advised that this year SCC part night lit units will remain on Christmas Eve Night in to Christmas Day and New Year’s Eve Night into New Year’s Day without being switched off part night. As Great Bricett has Lights which are currently switched off part night, there are 3 options, - a) Do the same as SCC and keep them on all night for those 2 nights, b) Remain as is and do nothing different or c) Do something different. Decision – It was unanimously agreed that the Clerk contact MSDC with option b - to do the same as SCC and keep them on all night for those 2 nights	<i>Clerk</i>
GBPC426/1117	Draft Budget & Precept 2018-19 – For initial consideration and discussion. The format for the drafts was discussed and the Clerk advised that this must be agreed at the January meeting as the Precept request is required at MSDC by 31 st January. Decision – It was unanimously agreed that all Cllrs should inspect the forms, checking them for any omissions and changes, and that this item will be discussed and finalised at the next meeting.	
GBPC427/1117	Data Protection Reform – Update from the Clerk following her attendance at the SALC training course on 12 th October and to consider and determine budgetary implications of additional hours required. The Clerk advised that she had hoped to have costings from SALC with respect to the many changes that will be required by law from May 2018 but these had not yet been received. She advised that no personal information can be retained either in paper or computer format, including historical and future information, without prior permission from the information provider. Policies must also be implemented to ensure that information is destroyed after a suitable amount of time (as yet to be determined) and that the PC laptop and emails containing any personal information must now be encrypted. The Clerk advised that there is an immediate requirement for all Cllrs and herself to go through any paperwork, emails and items stored on any computer equipment must be gone through to ensure nothing is kept with any personal information which includes addresses, dates of births, email addresses or indeed anything else such as National Insurance information, passports, cards etc. A discussion ensued and it was agreed that undoubtedly certain historical information will be lost during this process but that must be taken seriously as there will be financial penalties for any business, regardless of size, for any breaches and if correct procedures are not put in place. Unfortunately, the advice at this time is that the Clerk cannot be the Data Protection officer due to a believed conflict of interest and that there is a requirement to be a data protection expert, which is only deemed possible after a training course costing approx. £1500. Decision – It was agreed that the Clerk make a start on clearing through historical papers and emails and additional hours must be logged and shown separately on her payslips so a record can be provided should a Government Grant become available (as was the case with the Transparency Code changes). It was agreed to pay one additional hour per week, over and above the normal working hours, should this be required.	<i>Clerk</i>
GBPC428/1117	Annual Policy reviews – To consider annual review of the attached policies – due to changes required as a result of the data protection reform, the annual review of the communications policy is not required as a new policy is needed after the required changes are formalised. Complaints procedure Equal Opportunities policy Reporting at Meetings Social Media policy Training Policy	

	Decision – It was unanimously agreed to re-adopt these policies without amends	
GBPC429/1117	<p>Finance – The Clerk provided updates on the following –</p> <ol style="list-style-type: none"> a. Payments and receipts against budget - The Clerk had circulated the income and expenditure against budget since 1st April b. VAT reclaim – the claim for £222.00 now received from MHRC and included in the Finance Report c. Precept of £4,875 - second of two parts received 21st Sept – included in Finance Report d. Clerk's Finance Report - The Clerk reported on the Council's current Financial and movements since last meeting. Total funds held prior to the meeting were £20,929.73 e. The bank statements were checked and signed against the finance report by Cllr Burnett. f. Authorisation of Payments – The Clerk had provided details of all payments require prior to the meeting. Decision - Payments totalling £1,417.21 were authorised and all cheques signed and invoices checked by Cllr Cooper and the Clerk - Clerk to post chqs. 	<i>Clerk</i>
GBPC430/1117	<p>Village Hall Management Committee Report & Village Hall Annual Inspection Report – The Clerk advised that she had received the annual inspection report that day but had not had the opportunity of circulating it. Cllr Ford provided an update regarding the recent and upcoming events. He also mentioned whether anyone had any historical knowledge of the Saniflo installation as it is felt by the VHMC that the unit and its plumbing is not suitable for the job required.</p> <p>Decision – It was agreed that the Inspection report be discussed next meeting. It was agreed that the Clerk contract the Noticeboard contractor regarding one urgent matter, the rotten woodwork in the external porch, for a repair/replace quotation prior to next meeting. The Clerk to try to find any paperwork relating to the original supply of the Saniflo unit and to try to obtain advice from a local plumber.</p>	<i>Clerk</i>
GBPC431/1117	Clerks Update regarding urgent decisions since the last meeting – <i>Purchase of the Poppy Day Wreath from the British Legion for £17 – included in budget</i>	
GBPC432/1117	<p>Correspondence for Information - The Information Folder for Councillors to read, sign and return was circulated containing –</p> <ol style="list-style-type: none"> 1. Response letter to MSDC re. DC/17/04453 – Proposed Base Station 2. Email from SCC re. Rural Business Grants 3. Letter from Jo Churchill MP re. Beacons of Light 2018 4. Letter from MSDC re. Community Housing Fund 5. Letter from Barclays re. changes to baking terms 6. Letter from Local Government Boundary Commission re. Draft recommendations 7. 2016-17 Annual Report & Balance Sheet from SALC 8. Response from SALC re. 2018/19 Local Government Finance Settlement 9. LAIS from SALC re. Councillor Disqualification & SALC's response letter 10. LAIS from SALC re. Right homes consultation & SALC's response letter 11. LAIS from SALC re. Data Protection Bill 12. GDPR Regulation & Subject Access Requests from NALC 	<i>Cllrs</i>

	<p>13. GDPR Privacy Notices & Legal Basis for Processing Personal Data from NALC</p> <p>14. LAIS GDPR Application to parish meetings</p> <p>15. LAIS GDPR – summary of main provisions</p> <p>16. GDPR Report to Full Council</p> <p>17. LAIS ICO payment of fees</p> <p>18. Older Persons Information Fair 1st December</p> <p>19. Update from Connecting Communities</p> <p>20. Email re. Suffolk Minerals & Waste Local Plan</p> <p>21. The Clerk Magazine Nov edition</p>	
GBPC433/1117	To consider the exclusion of the public and press in the public interest for consideration of the following items - Annual Appraisal of Clerk – The Chair advised that she had contacted all Cllrs prior to the meeting and no issues or training requirement had been raised.	
GBPC434/1117	<p>Matters to be brought to the attention of the Council -</p> <p>i. Cllr Burnett asked whether anyone knew what it being done with the Nissan hut behind Wixfield Park. Cllr Cooper to advice at next meeting.</p> <p>ii. Cllr Ford explained that there had been a number of break ins the week before the meeting and power tools had been stolen from a number of sheds and garages. He asked whether there was a possibility of Police attendance at future PC meetings. The Clerk advised that this had been the case in previous years but, due to cuts in PCSO numbers, routine attendance at meetings is no longer possible. There is the possibility of requesting Police attendance but is unlikely unless the crimes continue.</p> <p>iii. The Clerk discussed the recent requirement for additional hours to be worked and asked Cllrs to try to respect that this role is meant to be 4-6 hours a week. She advised that evening and weekend telephone calls are not appropriate unless in emergency circumstances and she advised that email is the best contact for her as she can read and action when she is working. She also advised that she will no longer be working on any Friday. It was proposed that any Cllr should contact the Chair <u>prior</u> to sending any email that contains comments about any Cllr or Clerk to prevent causing any offence to the receiver.</p> <p>iv. The Clerk advised that the Barking Fox is now closed and the Parish Council have learnt that the owner wishes to sell and, having already registered it as a Community Asset are now considering what options are available.</p>	<i>Cllr Cooper</i>
	Date of Next Meeting – The date and time of the next meeting Starting at 7.00pm – 23rd January 2018 - Great Bricett Village Hall	
	<i>Meeting closed at 9.00pm</i>	

Chairman *Susan Burnett*

Date *23.1.18*

Great Bricett Parish Council

Clerks Finance Report - 28.11.17

Total Funds prior to Meeting - £20,929.73

Clerks report on the Councils current financial position and movements since the last report

Bank Bal	Minute No.	Date	Chq No.	Payee	Desc	Amount	Power to Pay
Community Account (Current)							
<u>Payments agreed at last meeting</u>							
	GBPC399/917	24/07/2017	100950	David Harper	VH Roof repairs	-£1,430.00	LGA 1972 s133
	GBPC399/917	17/07/2017	100951	Heelis & Lodge	Int Audit for FY 16-17	-£66.00	LGA 1972 S111
	GBPC399/917	29/06/2017	100952	David Windle	4 x grass cutting & hedge cutting	-£215.00	Open spaces act 1906 ss 9&10
	GBPC399/917	21/08/2017	100953	Viv Pratt	Clerk salary Aug 17	-£247.26	LGA 1972 S111
	GBPC399/917	12/09/2017	100953	Viv Pratt	Clerk Sep sal & 6 mths holiday pay	-£395.62	LGA 1972 S111
	GBPC399/917	12/09/2017	100953	Viv Pratt	Clerk exps July & Aug and 6 mths storage	-£139.10	LGA 1972 S111 & 112
					<u>Cheques approved last meeting</u>	-£2,492.98	

<u>Payments Made since Last Meeting</u>							
		20/10/2017	DD	CAS	Website hosting 2017-18	-£60.00	LGA 1972 S112
					<u>Payments since last meeting</u>	-£1,430.00	

<u>Receipts Since Last Meeting</u>							
		25/9/17		MSDC	Second half of precept	£4,875.00	
		15/09/2017		HMRC	Vat refund	£222.00	
					<u>Receipts since last meeting</u>	£5,097.00	

£8,301.90	<u>Balance as of 20th November - no o/s items</u>						
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<u>Payments for approval this meeting</u>							Power to Pay
		15/09/2017	100954	Community Action Suffolk	PC insurance 17-18	-£241.96	LGA 1972 S112
		29/09/2017	100955	BDO Stoy Hayward	Ext audit 2016-17	-£162.00	LGA 1972 S112
		27/10/2017	100957	Viv Pratt	Clerk salary & training Oct	-£420.34	LGA 1972 S111 & 112
		30/10/2017	100956	David Windle	4 x grass cuts & 1 x hedge cut	-£215.00	Open spaces act 1906 ss 9&10
		20/11/2017	100957	Viv Pratt	Clerk salary Nov	-£296.71	LGA 1972 S111 & 112
		20/11/2017	100957	Viv Pratt	Clerk exps Oct & Nov	-£81.20	LGA 1972 112
					<u>Total Payments for approval</u>	-£1,417.21	

£6,884.69 Balance after payments approved

<u>Great Bricett Savings Account</u>							
£12,627.83	<u>Balance brought forward from last meeting</u>						
				None			
					Receipts since last meeting	£0.00	
£12,627.83	<u>Balance after any payments/receipts</u>						
Prepared by - Vivienne Pratt 20.11.17							
Clerk & Responsible Finance Officer							

Great Bricett Parish Council - Payments & Receipts 2017-18

Working Balance - Bank less current payments & receipts	Ref No	St Desc	Date	Payee/Received from	Inv No	Cheque No	Running Total for year	Current payments	Precept	Bank Int	Grant	Refund	Total Receipts	Clerks salary	Subs	Gross Cutting	
£5,002.55				Brought forward from 2016-17 year end accounts													
-£1,354.92				Less unreconciled cheques													
£3,647.63	1		06/04/2017	MSDC - Half Precept			£4,875.00		£4,875.00				£4,875.00				
£8,611.80				Reconciled per statement 18/4/17 - cheque no. 936 for £51.17 els													
£8,276.36				Reconciled per statement 3/5/17													
	2	✓	21/11/2016	Heelis & Lodge (original not recd)	HL938	100939	-£66.00										
	3	✓	18/04/2017	V Pratt Apr Sal	Apr-17	100940	-£284.35	£350.35						£284.35			
	4	✓	16/03/2017	SALC		18706	-£60.00										
	5	✓	26/04/2017	SALC		19150	-£186.37									£186.37	
	6	✓	08/05/2017	SLCC		40151	-£34.00									£34.00	
	7	✓	29/05/2017	ICO	2A048090	EA83	-£35.00									£35.00	
	8	✓	18/05/2017	V Pratt May sal	May-17	100943	-£284.35							£284.35			
	9	✓	18/05/2017	V Pratt Apr & May exps	GBPC18	100943	-£35.20	£704.92									
	10	✓	23/05/2017	Wade Windows	13249	100944	-£215.03										
£7,805.73				Reconciled per statement 2/8/17 - Unrepresented cheq total £ -41,42.44													
£7,290.33				Reconciled per statement 17/7/17 - no unreconciled cheq													
	11	✓	23/06/2017	Viv Pratt June sal	Jun-17	100949	-£247.26							£247.26			
	12	✓	26/07/2017	Four Parish Magazine		100945	-£50.00										
	13	✓	04/05/2017	Community Heartbeat	1643	100946	-£642.00										
	14	✓	08/06/2017	Zoll	52580	100947	-£94.80										
	15	✓	13/06/2017	MSDC	2000051212	100948	-£162.00										
	16	✓	17/07/2017	Viv Pratt July Sal	Jul-17	100949	-£247.26							£247.26			
	17	✓	17/07/2017	Viv Pratt Exps June & July	GBPC/17	100949	-£89.13										
	18	✓	24/07/2017	David Harper	Jul-17	100950	-£1,430.00	£1,532.45									
	19	✓	17/07/2017	Heelis & Lodge	HL7085	100951	-£66.00										
£6,656.68				Reconciled 15/8 - unreconciled cheq 946,947,948,950 & 951 - totalling £2384.80													
£5,757.68				Reconciled 4/9 - unreconciled cheq 950 & 951 totalling £1496.00													
	20	✓	29/06/2017	David Windie	Jun-17	100952	-£215.00										
	21	✓	21/08/2017	Viv Pratt	Aug-17	100953	-£247.26										
	22	✓	12/08/2017	Viv Pratt	Sep-17	100953	-£395.62										
	23	✓	12/09/2017	Viv Pratt	GBPC/20	100953	-£139.10										
£4,760.90								£596.96									
	24	✓	15/09/2017	Community Action Suffolk	YLL 272004 1953		-£241.96										
	25	✓	21/09/2017	MSDC			£4,875.00		£4,875.00				£4,875.00				
	26	✓	13/09/2017	HMRC			£222.00					£222.00	£222.00				
£8,642.90				Reconciled 2/10 - unreconciled cheq 951, 956 & 952, 9225													
							£4,434.31		£9,750.00	£0.00	£0.00	£222.00	£9,972.00	YTD Total	£1,706.10	£275.37	£215.00
									£9,750.00	£0.00	£0.00	£0.00	£8,750.00	Budget	£3,750.00	£300.00	£550.00
									£0.00		£0.00	£222.00	£222.00	Diff against budget	£2,043.90	£44.63	£135.00

Street Lighting	Insurance	General Contingency fund	Speed watch	112Z donations	Chair allowance	Audit	Village Hall repairs/asset maintenance	Village Hall major repairs	Defib	Emergency Plan	Signage fund	Staffing reserve	Training	Events	Clerk Exps	Total Gross Payments	YTD Vat Element	Details
																		First half of Precept
																		Int Audit 16-17 (inv never recd)
																		Clerk Salary April
																		Award scheme panel fee
																		2017/18 Subscription
																		SLCC Subscription
																		Data Protection Act subscription
																		Clerk salary May
																		Clerk exps Apr & May
																		Repair to VH broken window
																		Clerk salary June
																		Donation to Parish magazine
																		Defib external cabinet
																		Spare defib pads
																		Litter & Dog bin emptying 17-18
																		Clerk Salary July 17
																		Clerk Exps June & July
																		VH Roof repairs
																		Int Audit for FY 16-17
																		4 x grass cutting & hedge cutting
																		Clerk salary Aug 17
																		Clerk Sep sal & 6 mths holiday pay
																		erik exps July & Aug and 6 mths stora
																		Clerk exps - leaflet dispenser
																		PC insurance 17-18
																		Second half of Precept
																		VAT refund 1/1/17 - 31/8/17
£0.00	£241.96	£50.00	£0.00	£50.00	£0.00	£132.00	£314.19	£1,430.00	£614.00	£0.00	£0.00	£0.00	£0.00	£0.00	£301.81	£5,537.69	£207.26	£0.00
£90.00	£500.00	£500.00	£50.00	£125.00	£50.00	£150.00	£1,000.00	£1,500.00	£100.00	£150.00	£100.00	£300.00	£250.00	£426.19	£4,707.11			