

# EASTON PARISH COUNCIL

## MINUTES OF PARISH COUNCIL MEETING Held on Monday August 17<sup>th</sup> 2015 at 7.00pm at Easton & Letheringham Village Hall

Reports from District & County Councillors, Police, and questions from members of public: - None

2 Members of Public – Request – When will the village ‘tidy up’ would happen.

Meeting opened at 7.20 pm

The Chair put to councillors that Staff issues under Item 13 needed to be under confidential session, all councillors agreed that Item 13 to be under confidential session. In the absence of a Clerk the Chair agreed to minute the meeting.

### 1 PRESENT

Cllr S Piggott – Chair  
Cllr A Thomas – Vice-Chair  
Cllr A Hollins  
Cllr S Parkinson

### APOLOGIES

Cllr F Kerr  
Cllr B Gibbon  
Cllr M Coney

### 2 DECLARATION OF INTERESTS and CONSIDERATION OF ANY DISPENSATION REQUESTS - None

### 3 MINUTES OF MEETINGS 19.5.15- To Approve & Sign Corrected Minutes 29.6.15- To Approve & Sign

Council members considered the minutes and agreed to approve and sign them.

### 4 MATTERS TO REPORT FROM ACTIONS OF LAST MEETING

The Chair organised the Barclays Mandate Forms – the new format is that the Chair must be a signatory and authoriser for the signatories. Cllr Thomas, Cllr Hollins also completed the necessary forms – Cllr Coney was on holiday at the point the forms and verification of ID at the local branch was needed. The mandate change was successful, Barclays have confirmed that the signatories are in place.

The Acting Clerk whilst in position managed to stop the missing cheque book, to minimise the risk of future compromise on the bank account.

The Chair has reviewed the financial records and must report that the year end March 2015 is not in the position to submit to the External Audit. Work is required to meet the accountancy which needs the comparisons figures and calculations to the previous year end ie Year End 2014. Unfortunately there is no Internal Audit report or details of expenditure and income to provide this for Year End 2014. There needs to be a good amount of time given to this to attempt to extract the information required. The Chair has not had this time, which would normally be expected of the Clerk and RFO.

The Chair has formulated a retrospective budget for the Yr End 2015, this needs to be considered, agreed and minuted, this is a requirement for External Yr End Audit.

The Chair has produced a Financial Statement for the meeting, and has traced payments and reconciled the bank account from April 1<sup>st</sup> to current date. Prior to the current council there is a lack of detail in some cases.

The Chair has produced a Risk Assessment and Financial Regulations documents for council to consider and ratify, this is required for Yr End Audit.

The Chair provided the Parish Magazine with Highlights of the last meeting of 29<sup>th</sup> June 2015.

The Chair has been in lengthy protracted contact with LCPAS and the Parish Council Insurers and Legal team with regard to Sally Loader and the issues that have been raised following her resignation. This will be covered under confidential session.

The Chair has obtained available dates from LCPAS so that councillors can agree the best dates to book for training programmes to be delivered at the village hall

The Chair has corrected the Minutes of May 19<sup>th</sup> following the considerations and agreed necessary corrections at the last meeting, and to enable them to be signed off

On behalf of the Acting Clerk, the Chair can report that she contacted BT by e.mail, BT explained that a car had collided with the telephone box, and that they would be removing the box and not replacing it. There was not evidence of demand to keep the telephony and box in the village. A letter was sent to Sally Loader as agreed.

There appears no evidence of a letter being sent to Debbie Adams giving PC support for the forthcoming 4 bridges work.

The Chair discovered on her return from holiday that the Acting Clerk Jane Page was no longer in place, she had ceased her position to cover Clerk duties on 8<sup>th</sup> July.

The Acting Clerk had offered to help and cover the meeting of 29<sup>th</sup> June following Sally Loaders resignation, she had not proceeded to formalise her position with regard to terms and conditions.

Cllr Parkinson reported that the Christmas tree for the village green will be donated by a couple that will be married at the church over the Christmas period.

Cllr Hollins confirmed that he now has the necessary paperwork regarding the village public footpaths and right of way.

## **5 FINANCE - Financial Statement – To Approve**

**5.1** Council members considered the Financial Statement and approved it.

**5.2** The Chair explained that the External Audit could not be submitted due to weakness of records required for the previous year end, this will be explained to BDO. **SP**

**5.3** Council considered the suggested Budget and Reserves and format of record, the figures and format were agreed.

## **6 POLICIES-To Formulate and Ratify Financial Regulations and Risk Assessment Documents. To Ratify Standing Orders adjustments where necessary.**

Council members agreed to defer this item to the next meeting since the documents need to be read and considered before agreement.

## **7 SPEEDWATCH – Cllr Parkinson**

Update on Easton Community Speed-Watch initiative. Cllr Parkinson reported on Speedwatch, following 6 x 30 to 45 minute sessions 463 vehicles were observed, over 6 sessions 2 vehicles were recorded above 35.

**8 CONSULTATION – IDENTIFICATION OF NON-DESIGNATED HERITAGE ASSETS**

Council members considered that a consultation regarding identification of heritage assets throughout parishes by SCDC was something to support. Robert Scrimgeour SCDC Conservation Officer will be given the response of full support. **SP**

**9 PLAYAREA- Council to consider Safety and Management.**

Cllr Hollins reported that there were safety issues existing at the Play Area. The grass is very long, nettles and weeds surround some of the structures, and rabbit holes exist within the area. Council members considered the management that is in place and it appears that a contractor needs to be appointed it was agreed that this should be the same contractor that cuts the village grass- SCL. The Chair reported she had had contact with SCL to track where the invoices that must be due were, they had been going to a past Clerk. The Chair confirmed that copies have now been received. The Chair enquired of SCL if they included Play Area management and repair in their services. SCL confirmed that they do, they carry out works that follow on from ROSPA survey reports, they do so for parishes such as Martlesham. Council members agreed that a ROSPA report should be commissioned immediately, and that any works recommended be given to SCL to ensure recommended actions take place. The Chair will arrange for a ROSPA survey and report, Council members agreed on the cost which will be no more than £100. **SP**  
Cllr Hollins will research play area surfacing and the costs. **AH**  
The Chair will speak to SCL to gain a quote for maintaining the grass cutting for the football pitch and play area. **SP**

**10 HIGHWAYS – Cllr Piggott**

Cllr Parkinson and Cllr Piggott walked the village pavement from opposite the school to outside the village hall following concerns expressed by residents. The pavement is in poor state of repair with uneven broken surfaces and in one place a hole through to a gully drain. Council members agreed that a formal letter be sent to SCC Highways, informing them of the condition of the pavement for the whole stretch and that it is considered a hazard and trip/fall risk which will serve to give them notice. **SP**

**11 CEMETERY – Cllr Thomas**

Cllr Thomas reported that there has been an application/request to secure a headstone, the design and dimensions were considered having been submitted by the stone mason, for Commander Van Den Arend, Council members agreed that the stone mason be instructed that the design, materials and dimensions were perfectly acceptable. Cllr Thomas will contact the stone mason and the Chair will confirm in writing. **SP**

**12 COUNCILLOR TRAINING**

Council members agreed that the Chair sends out the dates so that a convenient date for all councillors can be decided upon. **SP**

Councillors agreed to move item 13 to the last item since members of public were present.

**14 CLERK VACANCY**

Council members considered and agreed that the interview process for new applicants would be that they are first interviewed by the Chair and Vice Chair, and they are then invited to be interviewed/meet the whole Council membership, before any decision of appointment is made.

**15 CORRESPONDENCE – None**

Members of Public were requested to vacate the hall in order that the confidential session for Item 13 could take place.

**13 PREVIOUS CLERK EMPLOYMENT (Feb-June) CONTRACT ISSUES  
Confidential Session**

**16 ITEMS FOR NEXT AGENDA:**

Ratify Policies – Fin Regs, Risk Assessment and Standing Orders.

**17 DATE OF NEXT MEETING**

21<sup>st</sup> or 28<sup>th</sup> September 2015- TBC

Meeting closed 9.10pm

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Chair

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Date