

BADINGHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING Held on Thursday January 19th 2012 at 7.30pm at Badingham Village Hall

Reports were invited from District & County Councillors, Police and Enterprise Badingham, and questions from members of public.

BADINGHAM ENTERPRISE

The Badingham Community Gardens which Enterprise Badingham is initiating and building. We have progressed well on the planning side and now have a faculty from the church to proceed. On the funding side a Suffolk Acre grant has been applied for and we are looking to see if Badingham Parish Council may like to joint fund it with Suffolk Acre. The labour involved in building the garden is being done by villagers and we have had donations from village sources of some materials. The short fall will be around £450. We thought as this garden is open for the whole of the Parish it may be good to have some contribution towards the cost from the Parish if funds permit. Plans and some details can be viewed on Badingham Web Site. Other projects are still progressing , we are planning the next Community Market as the first went down well and hope to coincide this with the opening of the gardens. The on line shop is being explored and progress made. We hope eventually this will be a link from Badingham web site.

Meeting opened at 7.35pm

1 PRESENT

Cllr S Frost-Chair
Cllr L McQuade
Cllr J Bellefontaine
Cllr B Foster
Cllr G Upton
Cllr R Welham
Cllr D McQuade
Mrs Sue Piggott - Clerk

APOLOGIES

Cllr J Porter-Hardy

In Attendance: 2 members of public

2 DECLARATION OF INTERESTS

Cllr J Bellefontaine declared his interest as Chair to the Village Hall Management Committee and as Trustee Committee Member.
Cllr Frost declared her personal and prejudicial interest in item 5 which involves decisions on which Charities to donate to. Cllr Frost works for Macmillan Cancer Charity and St Elizabeth Hospice.

3 MINUTES OF MEETINGS HELD November 17th 2011

Cllr Foster requested that the minutes were corrected: Under recommendations from the Working Group Parish Plan Review, item 10, the minutes stated that a Pilot Survey was amongst the recommendations and the correction requested was to delete this recommendation from the minutes.

Council agreed, and the Chair crossed this item out. The Council then agreed the minutes.

4 MATTERS TO REPORT FROM ACTIONS OF LAST MEETING

- 4.1 The Clerk submitted the response for the planning application at Poplar Farm to SCDC she also requested that all matters regarding Planning Applications be sent directly to the Clerk.
- 4.2 The Clerk has included the Publicity code in the New Standing Orders
- 4.3 The Clerk has ensured the previous Standing Orders have been reflected in the revised document and has been compiled with appropriate index, also that additions according to decisions made, have been inserted. Each council member has been sent an e.copy.
- 4.4 The Clerk submitted an application letter for locality grant funding to cover the costs of 2 dog bins has been sent to Cllr Colin Hart.
- 4.5 The Clerk contacted Castle Radio, Rupert Durrant has offered to come and do a presentation at the next Parish Council meeting
- 4.6 The Clerk enquired about the CILCA qualification. SALC conduct an intensive course and the total hours required to complete is approximately 30 hours. When a Parish Council has a qualified Clerk they are able to gain the Power of Competence which is soon to become a requirement for Parish Councils. The Parish Council can only acquire Quality Parish Status when the Clerk is CILCA qualified. Quality Status is a qualification that shows to the community, local and county councils, and other organisations that the Parish Council is conducting itself correctly. It gives the council greater credence, which also aids grant applications. The cost for training and qualifying is £350 plus £150 registration fee. A bursary of £100 can also be applied for and the costs can be spread over two years.

5 BUDGET

- 5.1 The Clerk presented the information and details of the proposed Budget figures for 2012/2013. The projected expenditure represented a result that enabled the Precept to be frozen and for there to be no increase. The Clerks salary also represented a freeze. The Clerk notified the council that at some time in the future the rate that she is incorrectly paid could be reviewed. The Clerks employment contract states that the NALC salary scale is paid, this scale reflects the amount of years that the Clerk has been employed as a Parish Council Clerk. Whilst the Parish Council meets monthly, the Clerks hours are 10 per week.
 - 5.3 The council considered the Clerks recommendation to re-adjust the reserves that are held at present entitled Community Projects Fund - £790 and Sports Field & New Village Hall-£12,400. The Clerk recommended that the Election Fund should remain with a figure of £175 being allocated each financial year, this enables costs of a contested election to be covered should the situation take place. The other reserves could be Training which will hold £1,000 with a sum of £100 being allocated to it each financial year and Community Projects which will hold £12,400, with a sum of £400 being allocated each year. Council agreed to these Reserve Funds. **SP**
- Cllr S Frost, left the room according to her declaration of interests.**
- 5.4 Council considered the charitable donation allocation of £100 each financial year. Instead of deciding which local or national charity to donate this money

to, council agreed to set up another reserve fund entitled Village Charitable Fund, the remit of the fund is to spend money only on charitable causes for Badingham. **SP**

Cllr S Frost returned to the room

- 5.5** The expenditure for grass cutting and Pocket Park has totalled £1,125 to date, £1,300 has been budgeted for year-end 31st March 2012. The hedge cutting needs to commence, if Mr F Jay is contracted the cost for this will be £500 which represents an overspend this year of £325. The other quote to have the hedge cutting work completed is £750. Mr Jay does not have Public Liability insurance, the Council requested that the Clerk notifies the Parish Council insurers to add Mr Jay and provide cover, so that he can commence the work. The Clerk was asked to notify Cllr Foster who will instruct Mr Jay providing there is provision available on the Parish Council Insurance. **SP**
- 5.6** Mr R Smith has confirmed that his charges will remain the same for Village grass cutting, that being Pocket Park at £700 and Low Rd verges £400. Council agreed that Mr R Smith has the contract for 2012. Cllr Bellefontaine will notify Mr Smith. **JB**
- 5.7** The Clerk made council aware that following the submission of the invoice presented at the meeting for works at Pocket Park, Play Area in line with the recommendations from the ROSPA report, represented a budget overspend of £513. Council agreed to cover this expenditure from funds in the Community Projects Fund. **SP**
- 5.8** Council agreed on the Budget for year end March 2013, the Clerk will provide the Budget sheet and distribute. Council agreed that no increase will be made for Precept requirement, and that the Precept remains at £8,000 for year end March 31st 2013. **SP**

6 FINANCE

- 6.1** The Financial Statement was agreed, additional invoices were presented for labour costs for the work following recommendations of the ROSPA inspection made this year, and for village grass cutting for 2011. Council agreed and the Clerk will amend the Financial Statement accordingly. **SP**
- 6.2** The Clerk presented a letter from Badingham Enterprise requesting that the Parish Council consider donating funds to help cover expenditure incurred from advancing the Community Gardens project. The shortfall is £450. Council considered the request, Cllr Foster proposed, Cllr D McQuade seconded that in principal a grant be given to fund the shortfall, and that more details of how the money will be spent should be submitted to the council. The Clerk will write to request more details. **SP**

7 RATIFICATION OF:

- 7.1 STANDING ORDERS:** The Clerk has produced a new document in line with the NALC revised edition. Council agreed the Standing Orders.
- 7.2 FINANCIAL REGULATIONS:** Council agreed the Financial Regulations.
- 7.3 RISK ASSESSMENT:** Council agreed the Risk Assessment document.
- 7.4 INTERNAL AUDIT PROVISION:** Council agreed that the Internal Audit carried out by SALC is satisfactory and that this provision should continue.

8 COUNCILLOR VACANCY

8.1 Following the resignation of Cllr Bostock-Smith a Casual Vacancy exists. The statutory notice that the Clerk was instructed by SCDC to display giving notice of the vacancy and allowing electors to call an election for the vacancy with a deadline of Dec 13th 2011 has been adhered to. There has been no call for an election, the post can now be filled by co-option. Council agreed that a letter of thanks and recognition for all the hard work and time that Cllr Bostock-Smith gave to the Parish Council and community should be sent. The Clerk will send a letter accordingly. **SP**

8.2 The Clerk has had an application letter sent to her with regards to the vacancy. Council considered that there should be more awareness of the vacancy before deciding to consider any applicants that wish to fill the vacancy. Council decided that posters be placed on the notice board and website and appropriate places. The Clerk will distribute posters to councillors and place a poster on the notice board and website. Council agreed that a deadline of a week prior to the next meeting should be given. Applicants can then be considered at the next meeting. **SP**

9 PLANNING

9.1 The result of the Application C11/2409 has been received. A 5 year period has been granted, this is in line with the response of support from the Parish Council.

9.2 The council considered the Application C/11/2854 for the White Horse Pub, revised design for the insertion of ventilation roof terminal. Council unanimously agreed to support the application. The Clerk will submit the statement of support to SCDC. **SP**

10 PARISH PLAN REVIEW

10.1 The Clerk had distributed the review notes that had been sent by SALC giving advice on the content and questions within the proposed questionnaire. Cllr Foster made comment on his observations. Cllr Foster made council aware, with reference to **Question 23** the suggestion that a health visitor attends the mother and toddler group, that this is already happening. In reference to **Question 30**, suggesting a response to having a Neighbourhood Watch, a Neighbourhood Watch scheme already exists. In reference to **Question 62** which had references to vegetation were not appropriate since outside the legal remit of the Parish Council but under the remit of Highways; a solution given was, that instead, a survey of trees, hedgerows and wildlife be supported. Cllr Foster reminded council that the village has already taken part in the most recentlv Hedgerow Survey the results are now recorded in the historic monitoring documents. In reference to **Question 71** which states the inaccuracy of the question content, the council in fact has other sources to finance projects such as, permission/powers to borrow money, to access 106 money, locality budget, quality of life grant etc.

10.2 The Working Party agreed to meet to adjust the Questions for the Questionnaire in line with the advice given and will present the Questionnaire prior to the next meeting so that it can be considered at the next Parish Council meeting. The Working Group agreed to meet on Monday 23rd January.

11 HIGHWAYS

Cllr Upton reported that the subsidence repair on Mill Road is expected to be done within the next 12 weeks, the surface dressing will be completed in the summer. Cllr Upton will continue to stay in contact with County Councillor Hart to further the implementation of a 30mph limit through the village on the A1120.

12 BENCH SITE

Cllr Foster informed the council that he had been approached by Enterprise Badingham group, they had been granted hedging plants for the community gardens and had surplus plants. Cllr Foster suggested that the council accepted the offer of the surplus plants and plant them on the boundary of Bench site behind the bench. Council agreed to this donation.

13 HEDGE CUTTING

The hedge cutting at Pocket Park needs to take place. Mr Jay has offered the best quote. Council agreed to appoint Mr Jay providing the Parish Council insurers confirm an extension to cover Mr Jay. The Clerk will speak to the insurers.

SP

14 FOOTPATHS

Cllr Foster presented the mock up Footpaths brochure, a two sided A4 folded into 3, in colour. Council agreed that it was very nicely presented. SCC rights of way officer Mr Franks has ensured that correct procedures have been followed with regard to printing and copyright. Mr Frank has quoted that for a 2,000 to 2,500 print run the cost will be £600, half is paid by SCC and half needs to be paid by the Parish Council. Cllr Frost proposed and Cllr Bellefontaine seconded that the leaflet be published, council agreed unanimously. The cost of £300 to the Parish Council will need to come from the Community Projects reserve, council agreed unanimously that the expenditure came from this reserve.

15 VILLAGE HALL

15.1 The Village Hall has is being very well used.

15.2 The storage cupboard has been re-decorated and the remedial work on the outside wall crack has been completed.

15.3 Damp in the kitchen is being investigated.

15.4 Quotes are being sought for painting the outside walls of the hall.

16 LOW COST HOUSING

Cllr Foster is still waiting to hear the details of the tenant that Hascoe Housing has placed into the recent vacancy.

17 CORRESPONDENCE – None

18 ITEMS FOR THE NEXT AGENDA

- To consider Queens Diamond Celebration beacon
- Echo-summary of minutes
- 2nd Village Notice Board

- To move the bench on Low Street to the Churchyard
- Dog poo bins
- Village sign design
- Thatch register

19 DATES FOR MEETINGS 2012

Mon Feb 20th, Mon 12th March, Thurs 19 April, and Mon May 14th.
Annual Parish meeting Fri May 25th.

The Meeting closed at 10.15pm

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Chair

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Date