

BARKING PARISH COUNCIL

MINUTES of the Annual General Meeting of the Parish Council held at Barking Village Hall
at 7.30pm on Thursday 19th May 2016

PRESENT:

Cllr A Smith (Chair)
Cllr S Butler (Vice-Chair)
Cllr M Smith
Cllr M Bailey
Cllr A Ross
Cllr C Eagles
Cllr R Fellowes

IN ATTENDANCE:

Mrs R J Cochrane *Clerk*
County Councillor Julia Truelove
1 member of the public – Mr Mark Valladares

BPC051/16 ELECTION OF CHAIRMAN

Cllr Stephen Butler declared the meeting open.

It was proposed by Cllr Butler and seconded by Cllr Eagles that Cllr Alex Smith be elected Chairman of the Council. **Decision** – It was unanimously resolved to appoint Cllr Alex Smith as Chair.

BPC052/16 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Alex Smith signed the Declaration of Acceptance of Office and took the Chair for the remainder of the meeting.

BPC053/16 PUBLIC FORUM

There was one member of the public present. No questions were raised.

BPC054/16 TO RECEIVE APOLOGIES

None had been received.

BPC055/16 TO RECEIVE THE REPORT OF COUNTY CLLR JULIA TRUELOVE – (see attached report)

Councillor Truelove gave her Annual Report to the Council which included Budget Setting, Devolution proposals, Launch of new Model of Policy, County Council debates, Road Closures, Education Issues, Locality Budget Grants, and a thank you to the Council and to the Clerk. Councillor Truelove agreed to send an electronic copy of her report to the Clerk.

Cllr Truelove

BPC056/16 - DECLARATION OF INTERESTS

There were no declarations of interest declared.

BPC057/16 APPLICATIONS FOR DISPENSATION

There were no applications for dispensation.

BPC058/16 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Michael Smith and seconded by Cllr Ann Ross that Cllr Stephen Butler be appointed Vice-Chair. **Decision** – this was unanimously agreed.

BPC059/16 APPOINTMENT OF REPRESENTATIVES

Cllr Eagles reported that he had very recently resigned on 4th May 2016 from the Needham Market & Barking Welfare Charities due to his forthcoming relocation, which has resulted in a vacancy.

The following appointments were proposed and confirmed:

- i. **Needham Market & Barking Welfare Charities** – Cllr Michael Smith, Cllr Stephen Butler, David Bishop and Shaun Cochrane
- ii. **Theobalds Endowed Foundation** – Cllr Michael Smith and Shaun Cochrane
- iii. **Barking Village Hall Management Committee** – Cllr Michael Bailey
- iv. **Barking Footpaths Group** – Cllr Alex Smith as Parish Council Representative, Shaun Cochrane as Chair (replacing John Dickerson who has stood down as Chair), John Dickerson, Roy Banyard, Brian Smith, Tony Harrison, Pearl Hollocks, and Alan Hollocks. Clerk to inform Insurers of change to personnel.
- v. **Wattisham** – Cllr Craig Eagles for the time being

Clerk

BPC060/16 – EMERGENCY RESPONSE PLAN

Cllr Butler (Chair), Cllr Alex Smith & Cllr Ann Ross were re-appointed members of the Emergency Response Plan Committee for Barking.

BPC061/16 AUTHORISATION OF ANNUAL SUBSCRIPTIONS

- i) **Suffolk Associations of Local Councils. Decision** – approved @ £168.76 Clerk to action
- ii) **Community Action Suffolk. Decision** – Approved – it was reported that renewal was now free. Clerk to action.

Clerk

Clerk

BPC062/16 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th MARCH 2016

Decision - The minutes of the meeting held on 17th March 2016 were approved as a true record and were duly signed by the Chair.

BPC063/16 TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th APRIL 2016

Decision - The minutes of the meeting held on 14th April 2016 were approved as a true record and were duly signed by the Chair.

BPC064/16 MATTERS ARISING FROM THE MINUTES - CLERK'S REPORT

The Clerk reported on actions taken.

- i) **Defibrillator** – It was reported that the defibrillator has been delivered. Item to be considered later in the meeting.
- ii) **Highways** – It was reported that no response has been received from SCC Highways following the Clerk's request for up to date information on the temporary VAS Units, and nothing further about the Gateway installation. Cllr Truelove reported that she understood that the Gateway has been ordered, but will check and report back as soon as possible.
- iii) **Queen's 90th Birthday Celebrations** - Cllr Truelove reported that due to the upcoming by-election, there is a moratorium period during which the cheque for £200 cannot be handed over. It was proposed and resolved that a Birthday Tea be held for the older residents (80+) to complete the celebrations – suggested date of 31st May but to be agreed. The grant of £200 should cover most of the costs of both the Birthday Party already held on the 21st April and Birthday Tea. It was agreed that any balance would be forwarded to the Parochial Church Council to help cover the costs of the Family Fun Day, which includes the Queens 90th Birthday Celebrations, planned for 4th June.

Cllr Truelove

<p>iv) Water Main Renewal – It was reported that the planned completion date is 31st May and it does appear that Anglian Water are now finishing off and clearing away. Clerk to establish when any resurfacing work is likely to take place.</p>	Clerk
<p>BPC065/16 PLANNING No new applications had been received i) 3140/15 - Moat Farm Barns – No appeal decision yet received. ii) Container at Barking Forge – Clerk to speak with Mr Pile at the Forge to establish if planning permission is needed for the container recently delivered on site and to speak with MSDC if not, as there appears to be an inconsistency of approach at MSDC Planning.</p>	Clerk
<p>BPC066/16 ADOPTION OF REVISED STANDING ORDERS It was reported that a revision to the Standing Orders is required to incorporate changes to financial controls and procurement arrangements. Decision – It was proposed and resolved to adopt the revised wording as presented.</p>	
<p>BPC067/16 RISK ASSESSMENTS i) To Review Risk Assessment and Management (Financial) – The annual financial risk assessment was undertaken as required by the Parish Council’s auditors. ii) To receive and approve Annual Risk Assessments undertaken by the Council – Decision - The Risk Assessments undertaken by the Council throughout the year were presented and approved.</p>	
<p>BPC068/16 FINANCE i) Adoption of revised Financial Regulations It was reported that a revision to the Financial Regulations is required to incorporate changes to financial controls and procurement arrangements. Decision – It was proposed and resolved to adopt the revised wording as presented. ii) Audit a. Review of the Effectiveness of Internal Audit A review of the effectiveness of the Internal Audit process was undertaken, as required by the Parish Council’s auditors. b. Annual Report from the Clerk (attached to these minutes) The Clerk presented the 31st March 2016 Year End Bank Reconciliation for approval. Balance @ 31st March 2016 £39,433.17 Decision – approved and signed by the Chair. c. End of Year Statement of Accounts 2016 The Statement of Accounts was presented for approval. Decision – approved and signed by the Chair and the Clerk. d. Annual Governance Statement The Annual Governance Statement for Year End 31st March 2016 was completed by the Council and signed by the Chair and the Clerk. iii) Bank Signatories The bank signatories were reviewed. Decision - It was decided to make no changes to the current bank signatories. iv) Clerk’s Finance Report (attached to these minutes) The Clerk reported on the financial movements since the previous meeting. Balance @ 21st May 2016 was £44,368.79. v) Authorisation of Payments Decision - Payments totalling £1,350.43 were approved. Clerk to action.</p>	Clerk
<p>BPC069/16 2016 – 17 ACTION PLAN The Action Plan for 2016 – 17 was presented and reviewed. Decision – It was proposed and resolved to adopt the Action Plan as presented for the forthcoming year.</p>	

BPC070/16 DEFIBRILLATOR

As was reported earlier, the defibrillator and cabinet have been delivered, the insurance for the year has been quoted by Community Action Suffolk to be £13.42 per annum, the BT telephone box is available and suitable for adoption, and no planning permission is needed as there is no change of use (a service is still being provided). **Decision** – It was proposed and resolved that the Clerk speak with BT to get the ball rolling, to find out the cost of insuring the telephone box and to arrange training as soon as is practicable.

Clerk

BPC071/16 TRANSPARENCY CODE FUNDS

It was reported that the funding application for funding for 2015 – 16 as the result of the introduction of the Transparency Code, has been successful and that £1,124.93 has now been deposited in the Councils bank account. **Decision** – It was proposed and resolved to allocate the funds as per the application form and to purchase a lap top and printer scanner with the funds. Clerk to action. It was proposed and resolved to now apply for funding for the year 2016 – 17, which now includes software. Clerk to action.

Clerk

Clerk

BPC072/16 HAY CROP

It was reported that Natural England has inspected the Tye/hay crop and has refused permission for a derogation to use a boom sprayer to control the ragwort plants, due to the high botanical interest of the underlying sward, and the desirable plant species such as knapweed and oxeye daisy that are present which will be adversely affected by the herbicide treatment. The agronomist has suggested that the hay crop be cut and removed after 15th June, which is one month earlier than the date in the HLS Agreement and to remove the ragwort by hand at the flowering stage (late June onwards) and disposed of off-site. A derogation approval has been received in this respect. It is possible a hay making supplement of £75 per hectare will be made available to help with this very time consuming operation. Clerk and Cllr Michael Smith to oversee this process. It was also reported that a good coating of pig muck would improve the quality of the hay, but may not be popular with the residents and dog walkers.

Clerk
Cllr M Smith

BPC073/16 VILLAGE HALL PLAY AREA

It was reported that more play bark is needed to meet the required standards. However, the cost is not insignificant and the fact that the play area is rarely used is very relevant. It was suggested that the Council needs to decide if it wants to continue spending more funds on a play area that is underused, or to remove the equipment and replace it with something else, or have the area returned to grass. The Clerk is awaiting a quote from Fenland Leisure Group Ltd to replace the play bark, and for suggestions for alternative use of the area. It was resolved to defer this item to the next meeting when more information would be available.

Clerk

BPC074/16 VILLAGE HALL MANAGEMENT COMMITTEE UPDATE

Cllr Bailey reported a new lock on the front door, funding is still being sought for the Community Room extension , the urn is not working, and there is a new booking system with Jerry Reynolds the new booking clerk with Sue Bailey as deputy, as Bridget Turner has now retired from the role.

BPC075/16 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

- i. **Play Area on Tye** - A new toddler swing seat was needed as there was a large finger entrapment in one of the seats. Replaced @ £99 + vat by Fenland Leisure Group Ltd.
- ii. **Tree on Causeway** – Criminal damage was reported to the very old ‘Hanging Tree’ on

the Causeway. Clerk reported this to the Police who put a 'Police Aware' tape around the trunk. This has since been removed by persons unknown. The tree is not on land owned by the Parish Council, but the owner will be made aware by the police once the owner has been identified.

BPC076/16 TO CONSIDER EXCLUSION OF THE PRESS AND THE PUBLIC IN RESPECT OF THE FOLLOWING ITEMS OF A CONFIDENTIAL MATTER

It was resolved to exclude the member of the Public for the following item.

The member of the Public left the meeting at this point.

i) To review Clerks Terms and Conditions/Hours (in view of new Transparency Code requirements). It was suggested that the new Transparency Code has highlighted the fact that the role of Clerk is much more onerous than it was in 2014 when the new Clerk took over from the previous incumbent, yet the number of hours allocated has not increased. It was resolved to consider this matter fully at the next meeting. Meanwhile the Clerk to try to record the hours worked.

Clerk

BPC077/16 CORRESPONDENCE FOR INFORMATION

The 'correspondence for information' folder was circulated.

BPC078/16 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

i) **Hedge adjacent to Hillside.** It was reported that the Hedge beside the footway adjacent to Hillside needs cutting again. A member of the public reportedly fell and broke her elbow near this site and it was suggested that the width of the footway at this point is far too narrow and pedestrians are having to walk in the road. **Decision** - Clerk to report once again to SCC Highways.

Clerk

ii) **Play area of the Tye** – Beer bottles are reported to have been left lying in the grass near the play area. **Decision** - It was resolved to keep an eye on the situation.

PC079/16 DATE OF NEXT MEETING

Date of next meeting will be 21st July 2016 at 7.30pm.

Meeting closed at 9.50pm

Chairman Date

ANNUAL REPORT 2016 BOSMERE DIVISION BARKING

County Councillor Julia Truelove

BUDGET SETTING

The revenue Budget 2016-2017 and the Capital Program for 2016-2019 are now in place. The level of savings being targeted over the next two years totals £73 million. Major issues which have to be addressed include the implementation of the single state pension from 2016, the cost of the new demand in adult care services due to the increasing complexity of care needs, and the new 'National Living Wage'.

Suffolk County Council's 2% increase in council tax is specifically to fund increased social care costs. The freeze on general council tax rates has been maintained.

DEVOLUTION PROPOSALS

Suffolk C.C. is part of devolution proposals covering Suffolk and Norfolk, then extended into Cambridgeshire and Cambridge city. The joint plan was subsequently rejected by Cambridgeshire and Cambridge. Another deadline in June has now been set for agreement to be reached.

Areas to be addressed include transport and infrastructure, flooding, utilities, digital, planning and development.

NEW MODEL OF POLICING LAUNCHED

From April 1st, key changes have taken place, among them staff reductions:

- Inspectors 4, Sergeants 6, Constables 16, Police staff 17, PCSOs 68
- Reorganisation of policing areas from 15 to 9
- Reduction in police bases from 33 to 18
- Roles and work of the operational teams to function within Safer Neighbourhood Teams

Amongst the benefits envisaged are those resulting from closer working with partners, a flexible workforce, and a focus on increased prevention. Planning is under way for further joint facilities in Stowmarket. The future role of Neighbourhood Watch teams has not been determined.

COUNTY COUNCIL DEBATES

Recent motions debated include those relating to the proposed cuts in the Fire Service, and the consequences of changes in Community Bus Transport. The proposed closure of the two remaining park and ride facilities has also been questioned. However, a consultation process is now under way with Ipswich Buses, so they might be saved.

ROAD CLOSURES

Road closures across the Division have caused much prolonged concern for road users over many months. Starting with Broadband works and swiftly followed by much needed improvements in Barking by Anglia Water have created overlong difficulties for drivers and public transport users. I have asked for more effective communication by S.C.C. with utilities and the public in order that projects are timed with better regard to the needs of all road users.

EDUCATION ISSUES

For the first time in several years, G.C.S.E., A level academic and vocational qualifications though still low, are above the national average, an increase of 2.08% from last year. The rise in the overall league tables out of 151 local authorities is from 125 up to 106.

LOCALITY BUDGET GRANT

I have been very pleased to award £2,000 for a defibrillator 'package' for Barking. The project has been fully supported by the Parish Council. I have also granted £200 towards a planned event to celebrate the Queen's 90th Birthday.

CONCLUSION

Finally, I wish to thank the Parish Council for their work on behalf of their community and for their support towards resolving issues in which I have become involved. An especial 'thank you', too, to Rosemary Cochrane, Barking's Parish Clerk.

CLERK'S FINANCE REPORT

19th May 2016

Clerk's report on the Council's current financial position and movements since the last report:

i) Community A/C (Current - 20154156): Balance at 16th May 2016 £6,068.54

Payments

101551	80.00	Four Parishes Magazine	Donation
101552	30.00	SALC	Training New Cllr Module 1
101553	234.35	R Cochrane	Clerks salary Jan 2016
101554	234.55	R Cochrane	Clerks salary Feb 2016
101555	1,186.44	Vertas Group Ltd	Grass Cutting
101556	128.00	Barking Village Hall Committee	Hall Hire 2015 – 16
101557	SPOILT		
101558	72.00	M J Smith	Brushcutting Pill Box
101559	196.87	R Cochrane	Clerks expenses and annual storage payment
Total out	£2,162.21		

Receipts

25/4/2016	4,589.55	MSDC Precept and Discretionary Grant
5/5/2016	322.12	HMRC VAT Refund
Total receipts	£4,911.67	

Payments for authorisation

101560	35.00	ICO	Information Commissioners /Office Renewal (Data Protection)
101561	90.00	SALC	Training New Cllr Modules 2 - 4
101562	38.28	Environment Agency	Tye Drainage
101563	237.95	R Cochrane	Clerks salary March 2016
101564	99.00	Fenland Leisure Products Ltd	Replacement swing seat on Tye
101565	234.75	R Cochrane	Clerks salary April 2016
101566	168.76	SALC	Membership renewal
101567	21.00	R Cochrane	Clerks expenses March 2016
101568	158.41	R Cochrane	Clerks expenses April 2016
101569	15.60	S Cochrane	Queens 90th Birthday expenses (music)
101570	33.68	A Ross	Queens 90th Birthday expenses (cake)
101571	18.00	SALC	Clerks networking day
101572	200	St Marys Church	Donation – Grass Cutting
Total to be authorised £1,350.43			

ii) Barclays Active Saver (33796183): Balance at 16th May 2016 £9,551.83

Payments: n/a Receipts: n/a

iii) Barclays Base Rate Reward (83036480) Balance @ 16th May 2016 £27,774.37

Payments: n/a Receipts: 1/4/2016 £11.78 Interest
 1/5/2016 £12.17 Interest

Total Receipts £21.66

iv) Parish Paths Partnership (50502480) Balance at 16th May 2016 £83.65

Payments: n/a Receipts: n/a

v) Village Hall Extension Project (23784843) Balance @ 16th May 2016 £890.40

Receipts: n/a
 Payments: 100010 £609.60 Rapid Racking Shelving Phase 1

Total funds held @ 16th May 2016 £44,368.79

R Cochrane 16th May 2016

Barking Parish Council Year End 31/3/2016 Bank Reconciliation

Bank Accounts @ 31/3/2016	Payments & Receipts																																																																																																		
<p>Current Account (1) Account 20154156 £ 2,453.31 Less un-presented cheques*</p> <p>Base Rate Reward Account 83036480 £27,750.42</p> <p>Active Saver Account 33796183 £9,551.83</p> <p>Barking Village Hall Extension Project Account 23784843 £890.40</p> <p>Parish Paths Account 50502480 £83.65</p> <p>Sub-total £40,729.61 *Less un-presented cheques 1,296.44 Total £39,433.17</p> <p>Un-presented cheques</p> <table style="margin-left: 20px; width: 80%;"> <tr><td>101551</td><td style="text-align: right;">80.00</td></tr> <tr><td>101552</td><td style="text-align: right;">30.00</td></tr> <tr><td>101555</td><td style="text-align: right;">1,186.44</td></tr> <tr><td></td><td style="text-align: right;">1,296.44</td></tr> </table> <p>Section 1 of Annual Return (rounded as required for purposes of the Annual Return)</p> <table style="width: 80%; margin-left: 20px;"> <tr><td>Balance b/f (1 April 2015)</td><td style="text-align: right;">£36,568</td></tr> <tr><td>Precept</td><td style="text-align: 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<tr><td>Bank Interest</td><td style="text-align: right;">167.54</td></tr> <tr><td>VAT Recovery</td><td style="text-align: right;">3,016.46</td></tr> <tr><td>Total Receipts</td><td style="text-align: right;">£34,835.84</td></tr> </table> <p>Payments</p> <table style="width: 100%;"> <tr><td>The Tye (other)</td><td style="text-align: right;">933.17</td></tr> <tr><td>The Tye (Grass Cutting)</td><td style="text-align: right;">4,745.46</td></tr> <tr><td>Village Hall Hire</td><td style="text-align: right;">128.00</td></tr> <tr><td>Clerks Salary</td><td style="text-align: right;">2,808.53</td></tr> <tr><td>Admin</td><td style="text-align: right;">762.73</td></tr> <tr><td>Subscriptions</td><td style="text-align: right;">192.00</td></tr> <tr><td>Street Lighting</td><td style="text-align: right;">280.46</td></tr> <tr><td>Replacement Street Lamps</td><td style="text-align: right;">5,026.03</td></tr> <tr><td>Donations</td><td style="text-align: right;">297.00</td></tr> <tr><td>Insurance</td><td style="text-align: right;">414.50</td></tr> <tr><td>Audit Fees</td><td style="text-align: right;">186.00</td></tr> <tr><td>Election</td><td style="text-align: right;">87.50</td></tr> <tr><td>Misc (maintenance, etc)</td><td style="text-align: right;">952.96</td></tr> <tr><td>Bin Emptying</td><td style="text-align: right;">288.00</td></tr> <tr><td>Training</td><td style="text-align: right;">165.00</td></tr> <tr><td>Sub Total</td><td style="text-align: right;">17,267.64</td></tr> <tr><td>Village Hall Extension Phase 1</td><td style="text-align: right;">14,693.61</td></tr> <tr><td>Parish Footpath Group</td><td style="text-align: right;">9.60</td></tr> <tr><td>Total</td><td style="text-align: right;">£31,970.85</td></tr> </table> <p>Balance @ 1st April 2015 £36,568.18 Plus total receipts £34,835.84 Less total payments £31,970.85 Balance @ 31st March 2016 £39,433.17</p>	Precept	8,488.00	Discretionary Grant	129.50	Sale of Calendars	84.50	ELS/HLS	2,415.50	Cleansing Grants	842.40	Locality Award 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Street Lighting	280.46																																																																																																		
Replacement Street Lamps	5,026.03																																																																																																		
Donations	297.00																																																																																																		
Insurance	414.50																																																																																																		
Audit Fees	186.00																																																																																																		
Election	87.50																																																																																																		
Misc (maintenance, etc)	952.96																																																																																																		
Bin Emptying	288.00																																																																																																		
Training	165.00																																																																																																		
Sub Total	17,267.64																																																																																																		
Village Hall Extension Phase 1	14,693.61																																																																																																		
Parish Footpath Group	9.60																																																																																																		
Total	£31,970.85																																																																																																		