

BARKING PARISH COUNCIL

MINUTES of the Meeting held at The Annexe, Barking Village Hall at 7.30pm
on Thursday 20th July 2017

PRESENT:

Cllr M Bailey (*Chair for this meeting*)
Cllr S Butler *Vice -Chair*
Cllr A Ross
Cllr R Fellowes

IN ATTENDANCE:

Mrs R J Cochrane *Clerk*
County Cllr Anne Whybrow
District Cllr Anne Killett

APOLOGIES:

Cllr A Smith - (*Chair*) - holiday
Cllr M Smith – family commitments

BPC082/17 PUBLIC FORUM

There were no members of the public present.

BPC083/17 DISTRICT COUNCILLOR REPORT *Councillor Anne Killett Report attached to these minutes*

District Cllr Anne Killett was present and reported on Electoral Boundary Review – Public consultation now open on line, boundaries will shift, all encouraged to make suggestions; Locality awards – open for applications from local groups providing health and wellbeing, £6,000 available across all wards; New Joint Local Plan – shortly going out for consultation, deadline Oct 2017 now; Barking described as ‘Hinterland Settlement’, Barking clustered with Needham Market, as is Willisham; Planning application 3506/16 Barking Road – Planning Referrals Committee 26th July 2.30pm. It was agreed that Cllr Butler would attend to speak on behalf of the Parish Council.

Cllr
Butler

BPC084/17 COUNTY COUNCILLOR REPORT – *Councillor Anne Whybrow - verbal report*

County Councillor Anne Whybrow was present and reported on new VAS sign – on order; Grass Verges - some verges have been cut; road sign nr Barking Forge – totally covered in Old Man’s Beard - SCC Highways would have no objection to anyone strimming around the sign; Highways Dept being re-organised.

BPC085/17 TO RECEIVE APOLOGIES

Apologies had been received from The Chair – Cllr Alex Smith, and Cllr Michael Smith.

BPC086/17 DECLARATION OF INTERESTS

No interests were declared.

BPC087/17 APPLICATIONS FOR DISPENSATION

None had been received.

BPC088/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON 18TH MAY 2017.

Decision - The minutes of the meeting held on 18th May 2017 were approved as a true record

and were duly signed by the Chair of the meeting – Cllr Bailey. Proposed Cllr Butler, Seconded Cllr Ross.

BPC089/17 MATTERS ARISING FROM THE MINUTES - CLERK'S REPORT

- **3506/16 Barking Road Planning Application** – Cllr Butler, Cllr Fellowes and the Clerk attended the Planning Committee Meeting on 14th June at which Cllr Butler spoke on behalf of the Parish Council. No decision was made and the Committee will attend a site visit.
- **Cameron Croft** – Meeting with the owner still to be arranged to view the boundary.
- **1401/17 Land adjacent to Home Farm** – Planning application now approved but Permitted Development Rights have been removed.
- **BT Openreach Wayleave Request** – This request has now been withdrawn as it is understood another location has been identified.
- **Vertas Grounds Management Contract** – No improvement to the offer was received so the contract was renewed as originally invoiced.

Clerk

BPC090/17 PLANNING

i) 0358/17 Colchester Barn/The Lodge, Barking Road

Decision – The decision was taken to support the application for the following reasons.

- The provision of three additional dwellings in this particular location, provided that the criteria set out in the Barking Village Design Statement are followed, is considered to be appropriate housing for the parish.
- This proposal would provide much needed additional housing in this rural location and would not appear to have any detrimental visual impact on the surrounding area as the properties would be out of view behind established hedging.
- Although there will be additional vehicle movements, it is considered that there is adequate space for a wide access drive to allow vehicles to pass and not cause a negative impact on the B1078/the Barking Road.
- In addition to the requirements as laid down in the Barking Village Design Statement, another condition would be that the existing sandblasting business be relocated to a more appropriate site.

Clerk to respond accordingly to MSDC within the deadline.

Clerk

- #### **ii) 1401/17 Land adjacent to Home Farm** – As reported earlier, the planning application is now approved but Permitted Development Rights have been removed.

BPC091-/17 FINANCE

i) To Receive Internal Auditor Report (*attached to these minutes*)

It was reported that the Internal Audit for the Year Ending 31st March 2017 has been completed by Heelis & Lodge and the report was presented for consideration. There were no matters to be brought to the attention of the Council.

ii) Clerk's Finance Report (*attached to these minutes*)

The Clerk reported on the financial movements since the previous meeting. Balance @ 20th July 2017 was £38,814.45.

iii) Authorisation of Payments

Decision - Payments totalling £2,630.63 from the Community Account were approved and cheques signed. Clerk to action.

Clerk

BPC092/17 ELECTORAL REVIEW OF MID SUFFOLK – WARDING ARRANGEMENTS

Decision – It was resolved to suggest that either the Ward remain as it is or change the boundary to include Ringshall as this is the next door Parish which has much in common with

Barking. The Council did not wish to be included in the same Ward as Needham Market, as one is an increasingly large Town and Barking a rural countryside community.
Clerk to respond to consultation within the deadline.

Clerk

BPC093/17 BARKING TYE BYELAWS

It was reported that there were two incidents which needed action to be taken by the Council.

i) **Sunset Cottage** – Builders materials left out on the Tye, effectively using part of the common as an extension of a building site, which is an unacceptable breach of the Bye Laws. It was reported that the Clerk had requested that these items be removed. They now have been, so no further action is necessary.

ii) **High Cottage** – It was reported that a motor vehicle has been left on the Tye for several months now – it was further reported to be uninsured with no current MOT.

Decision – It was resolved that the Clerk write to the owner of High Cottage instructing them to remove the vehicle from the Tye by the end of July. Clerk to action.

Clerk

BPC094/17 Sale of Play Equipment located to the rear of Barking Village Hall

It was reported that an offer of £100 has been received from Mr Sebastian Blemings for the play equipment sited to the rear of Barking Village Hall. It was proposed to accept this as a fair offer as it would cost the Council at least £725 to remove and dispose of the equipment.

Decision – It was resolved to accept Mr Blemings offer. Clerk to relay the decision to Mr Blemings. Clerk to also inform the Barking Village Hall Committee.

Clerk

BPC095/17 Barking Footpath Group

It was reported that Shaun Cochrane has resigned from the Barking Footpath Group. His resignation was tendered at the Annual Parish Meeting. To date, no one has come forward to replace him. **Decision** - It was proposed and resolved to advertise for volunteers, and if no one comes forward, to fold the group. All issues with the Public Footpaths will then be administered by the Parish Clerk. Clerk to advertise for volunteers.

Clerk

BPC096/17 VILLAGE HALL MANAGEMENT COMMITTEE UPDATE

Cllr Bailey reported that DAB have been reminded of all outstanding ‘snagging’ issues with the Annexe. There are several outstanding matters to be resolved. The back door and toilet door don’t close properly. The back door actually needs replacing. The barge boards appear to have been painted now. A risk assessment has been completed for the whole building. A new broom and mirror are in hand. The MSDC Grant Certificate still hasn’t been hung, but is due to be very soon. There has been a considerable increase in bookings for the main hall. Hire charges are not being increased for the time being. Thursday afternoons are now ‘Fitness Afternoons’. DAB has been asked to quote to relay the car park. Painting the outside is still to be completed. A window on the south side needs replacing.

BPC097/17 CLERK’S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

ii) **Cutting the Tye** – R Holder has been asked to tidy up the Tye following the main cut of the hay crop. A few areas need attention to comply with the terms of the Stewardship Agreements. Probably a couple of hours work will suffice. Cost likely to be no more than £120.

BPC098/17 CORRESPONDENCE FOR INFORMATION

The ‘correspondence for information’ folder was circulated. All reminded again to circulate this folder promptly.

All

BPC099/17 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

None were reported.

BPC100/17 DATE OF NEXT MEETING

Date of next scheduled meeting will be Thursday 21st September 2017 to be held at Barking Village Hall Annexe at 7.30pm.

Meeting closed at 9.37pm

Chairman Date

MSDC Councillor Report to Barking Parish Council 20th July 2017

<p>Electoral Boundary Review – Public consultation now open</p>	<p>Population growth in some wards in MSDC triggered a Boundary Review. On 13th June a 9 week public consultation period began, closing on 14th August 2017. The boundary commission welcome views from individuals and organisations across the district on where they think new ward patterns should be drawn. The Commission is minded to recommend that 34 councillors should be elected to Mid Suffolk District Council in the future. It is now inviting proposals to help it draw up a pattern of wards to accommodate 34 district councillors.</p> <p>In drawing up a pattern of electoral wards, the Commission must balance three criteria:</p> <ul style="list-style-type: none"> • To deliver electoral equality where each district councillor represents roughly the same number of electors as others across the district. • The pattern of wards should, as far as possible, reflect the interests and identities of local communities. • The electoral arrangements should provide for effective and convenient local government. <p>Local people and organisations for their views as to the best pattern of wards for the district which meet the requirements set out above. Do give you views, and your reasons. E.G. if you think two parishes should be in the same ward, say why, such as shared facilities, ties and organisations.</p> <p>The website gives advice about how you can get involved in the consultation and put your views forward: www.lgbce.org.uk . There are maps on tbsite where you can draw boundaries, and mark areas of interest https://consultation.lgbce.org.uk</p>
<p>Locality awards – open for applications</p>	<p>As district Councillor I have a locality budget of £6,250 to allocate to groups within Barking and Somersham ward. This was announced on 12th June, awards close on 30th September 2017, so if you have a possible project please get in touch with me. The funding should be spent within the 2017/18 financial year. i.e. by 31st March 2018. Eligible groups are: Not-for-profit groups, with a current constitution, their own bank account with two unrelated signatories and residing at different addresses. These include parish and community councils, uniformed youth groups, sports groups or clubs. Possible activities: including BUT NOT LIMITED to: Sports tournaments, sports equipment, play equipment, pavilion updates, hearing loops, defibrillators, start-up lunch club, pop up cafes, coffee mornings, energy efficiency projects, promoting exercise and outdoor activities in rural areas, walking leaflets, walking festivals, dance classes, exercise classes, older peoples exercise, one off celebratory events recognising national or regional events. History projects resulting in a lasting benefit for the community. Contribution towards installation of WIFI in rural areas, enhancing local nature sites, training for volunteers, first aid, H&S safeguarding, fire safety training, group leader training, speed watch campaigns, anti-social behaviour and associated prevention activities.</p>
<p>New Joint Local Plan</p>	<p>This will replace the current local plan updated in 2012. It will bring together Mid Suffolk and Babergh policy. A consultation draft is ready. The Strategic Planning team will be contacting Parishes about consultation events, and consultation will be likely to be held from August to October. It is likely that Parishes will be grouped together as makes sense for communities on the ground. The team are keen to get public input and comment,, seeing parishes as expert in their own area.</p>
<p>Planning application 3506/16 Barking Road</p>	<p>This application will be heard at the Planning Referrals Committee on Wednesday 26th July 2.30 pm. The application was considered at the Development Control Committee B on 14th June and was deferred to allow members to make a site visit, and then to be considered by the full committee. The planning officers recommend approval of the application.</p>
<p>Contact</p>	<p>Anne Killett 01473 658127 Anne.Killett@midsuffolk.gov.uk</p>

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Barking Parish Council – 2016/17

Receipts: £16,326.29

Payments: £22,017.64

Reserves: £33,741.82

Annual Return Completion:

Section One: *Yes (Minute reference to be added)*

Section Two: *Yes (Minute reference to be added)*

Section Four: *Yes, completed by Internal Auditor*

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts
The Cash Book is referenced and supporting paperwork is in place. Payments under the Local Government Act 1972 Section 137 are separately identified in the Cash Book. VAT payments are also identified and tracked within the Cash Book.

A sample of transactions was closely examined and was found to be in order. All documents were very well presented for the Internal Audit review.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: *Revised Standing Orders were adopted by the Council on 19 May 2016 (Minute BPC066/16 refers).*

Financial Regulations in place: *Revised Financial Regulations were adopted by the Council on 19 May 2016 (Minute BPC068/16 refers).*

VAT reclaimed during the year: *Regular claims were made to HMRC during the year and the appropriate reimbursements received at bank.*

Data Protection registration: *The Council is registered for the provision of council services (Registration ZA048094 expiring 18 May 2018 refers).*

Code of Conduct: *The revised Code of Conduct was adopted by the Council at its meeting on 24 July 2014 (Minute BPC089/14 refers).*

Minutes of Council meetings: *The Minutes are well presented and provide a clear record of Council's decisions.*

Risk Assessment Appropriate procedures in place for the activities of the council

Risk Assessment document in place: *Comprehensive Risk management documentation is in place. The Risk Assessment and Management (Financial) documentation was reviewed by the Council at its meeting on 19 May 2016 (Minute BPC067/16i refers). The documentation was reviewed again by the Council at its meeting on 16 March 2017 (Minute BPC047/17iii refers).*

The Annual Risk Assessment was presented and approved by the Council at its meeting on 19 May 2016 (Minute BPC067/16ii refers). Insurance was in place for the year of audit. The level of Employee Dishonesty (Fidelity Guarantee) cover is £50,000 which meets the current recommended guidelines of year end balances plus 50% of the precept.

Transparency Code Compliance for smaller councils with income/expenditure under £25,000.

Smaller Council: *Yes*

Website: <http://barking.onesuffolk.net/home/parish-council/>

Smaller authorities should publish on their website:

- a) all items of expenditure above £100
Published – Yes, within published Minutes
- b) annual governance statement (By 1 July)
2015/16 Annual Return, Section One Published – Yes
- c) end of year accounts (By 1 July)
2015/16 Annual Return, Section Two Published – Yes
- d) internal audit report (By 1 July)
2015/16 Annual Return, Section Four Published – Yes
- e) list of councillor or member responsibilities
Published – Yes
- f) the details of public land and building assets (By 1 July)
Published – Yes
- g) Minutes, agendas and meeting papers of formal meetings
Published – Yes

The Council is meeting the requirements of the Transparency Code.

Budgetary controls Verifying the budgetary process with reference to council minutes and supporting documents

Precept 2016/17: *£8,488* Date: *21 January 2016 (Minute BPC 017/16 iv refers).*

Precept 2015/16: *£8,688* Date: *26 January 2017 (Minute BPC 012/17 refers).*

Satisfactory budgetary procedures are in place. The Precepts were agreed in full Council and the Precept decision and amount has been clearly Minuted.

The Clerk ensures the Council is aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions.

Reserves stood at £33,741.82 at the year-end, 31 March 2017. As this level of Reserves is higher than would normally be expected, the Council will be making it clear to the External Auditors that sums are being held for specific projects (the External Auditors normally require an

explanation when the level of Reserves total more than twice the Precept).

Income controls

Precept and other income, including credit control mechanisms

Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements on a test basis.

Petty Cash

Associated books and established system in place

Petty Cash is not held; an expenses system is in place.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: *The Council is operating Real Time Information in accordance with HMRC regulations. Detailed pay slips are produced.*

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

The Asset Register displays a total valuation of £37,068 as at 31 March 2017, an increase of £1,996 on the total valuation at the end of the previous year. The Register notes that the increase reflects the acquisition of a former BT kiosk and a Defibrillator in the year of account.

The valuation of £37,068 has been correctly entered into Box 9 of Section 2 of the Annual Return.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

The bank statements reconciled with the overall totals of the end of year accounts and bank reconciliations for all accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts and Payments basis and were in order. Sample audit trails were undertaken and were found to be in order.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

**Internal Audit
Procedures**

The Council has satisfactory internal financial controls in place. Cheque stubs and invoices are initialled by signatories. The Clerk provides

comprehensive financial reports to Council meetings. Councillors are provided with information to enable them to make informed decisions.

The Internal Audit Report for the previous year (2015/16) was reported to the Council at its meeting on 21 July 2016 (Minute BPC092/16i refers). No matters of concern were raised.

The Council reviewed the effectiveness of the internal audit at a meeting held on 19 May 2016 (Minute BPC068/16 ii (a) refers). An Audit Plan is in place.

The Council appointed Heelis & Lodge as the Council's Internal Auditors for the year 2016/17 at the meeting held on 16 March 2017 (Minute BPC047/17ii refers)

External Audit

The External Auditor's Report for the previous year (2015/16) was reported to the Council at its meeting on 15 September 2016 (Minute BPC117/16i refers). No matters of concern were raised by the External Auditor.

Additional Comments

- *The Annual Parish Council meeting was held on 19 May 2016, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.*
- *I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work.*

Trevor Brown
for
Heelis & Lodge

1 June 2017

CLERK'S FINANCE REPORT

20th July 2017

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

i)	Community A/C	██████████	Balance at 13 th July 2017	£6,246.39
			Less o/s cheques to be presented	n/a
			Total balance	<u>£6,246.39</u>

Payments

101626	60.00	Barking Village Hall	Hall Hire Rural Coffee Caravan visits 2017
101627	100.00	Needham Market Community	First Responders Grant
101628	160.00	Barking Village Hall	Hall Hire 2016/2017
101629	114.98	R Cochrane	Clerks expenses March 2017 (ink)
101630	35.00	ICO	Data Protection Renewal 2017
101631	52.00	William Dalby	Litter Picking March 2017
101632	237.12	R Cochrane	Clerks Salary March 2017
101633	173.57	SALC	Membership Renewal 2017/18
101634	284.54	R Cochrane	Clerks Salary April 2017
101635	65.00	William Dalby	Litter Picking April 2017
101636	117.60	R Nash	Grass Cutting March & April 2017
101637	48.30	R Cochrane	Clerks Expenses March & April 2017
Total out	£1,448.11		

Receipts

14/6/2017	224.92	HMRC	VAT Refund
10/7/2017	1207.75	RPA	ELS/HLS Payment
Total receipts	£1,432.67		

Payments for authorisation

101638	39.49	Environment Agency	Drainage Fee
101639	84.00	Four Parishes magazine	Donation
101640	200.00	St Marys Church Barking	Donation
101641	360.00	MSDC	Bin Emptying 2017/17
101642	52.00	William Dalby	Litter Picking May
101643	284.54	R Cochrane	Clerks Salary May 2017
101644	284.54	R Cochrane	Clerks Salary June 2017
101645	52.00	William Dalby	Litter Picking June
101646	32.00	R Cochrane	Clerks Expenses May 2017
101647	20.00	R Cochrane	Clerks Expenses June 2017
101648	1,222.06	Vertas Group Ltd	Grass Cutting Qtr 1
Total to be authorised	£2,630.63		

ii)	Barclays Active Saver	██████████	Balance at 13 th July 2017	<u>£4,588.43</u>
	Payments:	n/a		
	Receipts:	n/a		

iii)	Barclays Base Rate Reward	██████████	Balance @ 13 th July 2017	<u>£27,895.98</u>
	Payments:	n/a	Receipts:	1/6/2017 £5.73 Interest
				3/7/2017 £6.11 Interest
			Total Receipts	£11.84

iv)	Parish Paths Partnership	██████████	Balance at 13 th July 2017	<u>£83.65</u>
	Payments:	n/a	Receipts:	n/a

v)	Village Hall Extension Project	██████████	Balance @ 13/7/2017	<u>£0</u>
	Receipts:	n/a	Payments:	n/a

Total funds held @ 13th July 2017 £38,814.45

R Cochrane 20th July 2017