

Shimpling Parish Council
Minutes of Meeting of the Council
Monday 14th September 2020, 8.00pm via ZOOM remote conference.

Present:

Councillors: Liz Brunwin (Chair) Katie Haselhurst, Mike Atkins, Colin Johnston Gerry Shrimpton, Natalie Brown.
County Councillor: Richard Kemp **District Councillor:** Cllr Stephen Plumb, Cllr Michael Holt
Clerk: Stuart Palmer, Natasha Byford

1. **Apologies for absence:** None received
2. **Declarations of Members Interest(s):**
 - a. **To receive disclosure of pecuniary and non-pecuniary interest(s) including gifts of hospitality in excess of £25:** None made
 - b. **To consider requests for dispensation for the agenda item(s) under discussion:** None disclosed

Public Participation session

Three members of the public (MOP) attended. Nothing raised at this point.

3. **Approval of minutes of the previous meeting:** The minutes of the extra planning meeting held on 17th August 2020 were approved.
4. **Chair's report:**

The Chair gave a full report which is detailed in the earlier Annual Parish Assembly meeting.
5. **District Councillors report:** Cllr Stephen Plumb and Cllr Michael Holt gave the following updates:

Both district councillors gave a full report at the earlier Annual Parish Assembly and had nothing further to add to this item.
6. **County Councillors report:** Cllr Richard Kemp attended for the first part of the meeting and give this update.
 - SCC are exploring 3 new cycle routes in Long Melford as part of their 5 year plan to encourage more cycling in the county
 - Proposed children centre closures that were reported earlier are now confirmed.
7. **Crime matters;** The new county wide newsletter available was dated July and is available online:
<https://www.suffolk.police.uk/your-area/snt-newsletters>
There is an opportunity to receive crime information via Police Connect. Go to www.suffolk.police.uk/services/police-connect and register.
8. **Public Transport:** The Chair stated that the bus service had now been restored but there seemed to be low use due to the COVID uncertainties.
9. **Village Hall**
 - a) **Village Hall Committee** – The Chair had attended the VHC AGM. She alerted members to a possible problem next AGM in May as many officers had given notice to resign by then. The VHC are looking for people to replace them and run the VHC. One member reported that the VHC finances were reported to be in a much healthier position. The Chair thanked Marian Peck and her team for all of the hard work they had done to get the hall back open and 'COVID secure'.
 - b) **Wifi in the Village Hall-** The clerk presented a paper for the purchase of Wifi in the Village Hall. There were 4 options to consider:

Business Full Fibre 100 (12 Month Contract) 100Mbps download, 18Mbps upload. = £45 installation, £42.50 per month +VAT

- Business Full Fibre 100 (24 Month Contract) 100Mbps download, 18Mbps upload. = £40 installation, £38.50 per month +VAT

The PC could have installed and treated as a residential connection This would lead to a lower priority in the event of a fault but the PC could have.

- Full Fibre 35 (18 Month Contract) 38Mbps download, 9 Mbps upload. = £29.99 installation, £34.99 per month inc VAT
- Full Fibre 100 (18 Month Contract) 100Mbps download, 18 Mbps upload. = £19.99 installation, £38.99 per month inc VAT These are inclusive of VAT, include the router etc.

Various options were discussed. Cllr Kemp invited an option for half the costs to come from his Locality Budget as Shimpling did not make a claim last year.

The PC resolved to agree to the procurement of WIFI in the Village Hall in principle. Option D was the preferred option. As it was pointed out that there may not be a lot of use of the VH at present, it may be worth delaying installation. Members asked for the issue to be brought back to the November meeting with an update.

c) Village Hall COVID19 Risk Assessment

The Chair had received the above Risk Assessment and will circulate to members.

10. Responsible Finance Officer's Finance Report:

10a) Budget review – The Clerk supplied an up to date budget review for members. Spending is on track and to budget. The only events to point out are one off payments such as the newsletter that has no spend on it yet this year as the invoice usually come in later in year. All lines are either on budget or very slightly over or under. The Clerk anticipates staying on budget. The Clerk explained the budget report and invited questions. The Chair asked for volunteers to sit on a draft budget working group in October. Cllrs Haselhurst and Shrimpton agreed to join the chair on the WG.

10b) This has been a quiet period with little outgoing. Leaving balances as follows:

- Treasures Account £2475.90
- Business Account £20392.26
- Including CIL of £1689.64
- Including COVID emergency Fund of £8958.70

In addition to paying the approved bills, the Clerk has now set the budget onto the Scribe accounting system and can provide a budget update as above. COVID emergency fund withdrawn of £807.51 for the Village Hall and £233.79 for PC leaving a balance of £8958.70.

10c) To resolve to write of the PC printer to a value of £50

The PC printer is broken. It is not cost effective to repair. As the new clerk has a printer and is willing to use it and charge the PC for consumables (paper and ink) it was resolved to write off the printer to a value of £50 on the asset register.

10d) To acknowledge payments made outside the meeting

None made

10e) The following accounts were approved for payment:

• Clerk's net salary after Tax	£344.35
• HMRC Tax payment	£86.20
LGA 1972 s 111 (ancillary Powers)	
• Admin and Expenses payment	£6.30
LGA 1972 s 112 (Emp of Staff) •	
• Lark Valley Willow grass cutting	£550.80
(Open Spaces Act 1906 ss 9&10)	
• Ace Fire Ltd re Fire equipment in VH	£193.80

(LGA 1972 s133)

The above payment schedule was approved by members.

11. Clerks Report: A full copy of the Clerk's report was circulated to members prior to the meeting. The following matters were considered for resolution:

Summary of Progress: During this period (July-Sept) the clerk worked 1 hours over the given time frame of 4hrs per week. This was due to extra work recruiting and handing over with the new Clerk.. The Clerk's record of work was reviewed and accepted. Other items from the Clerk's report are covered elsewhere on the agenda.

12. Human Resources:

12a) To confirm the appointment of Natasha Byford as Proper Officer, Clerk and Responsible Finance Officer for Shimpling Parish Council from 24th August 2020. This was confirmed.

12b) To create a new volunteer role of **Volunteer Assistant Parish Clerk**. Members discussed the proposal including reporting lines and title. Resolved to introduce the role for the handover period subject to review and possible changes to the job description which will be re-circulated.

12c) It was resolved to appoint Stuart Palmer to the voluntary role of Volunteer Assistant Parish Clerk from 24th September when he leaves the office of Clerk for a period of handover to be reviewed.

12d) The new NALC pay scales had been agreed and circulated. It was proposed to adopt them for the Parish Clerk's pay and back date them to the agreed date of 1st April. There had been considerable delay in agreeing them due to union negotiations and COVID19. The Clerk would move from £10.79 to £11.08 per hour.

13. Planning:

The Clerk gave an update on planning applications:

Planning Decisions

- a) DC/20/02019 - Cromwell House, The Street, Shimpling, Bury St Edmunds Suffolk IP29 4HS – Erection of a cart lodge - Approved
- b) DC/20/02189 - Barn At Shimplingthorne , Old Rectory Lane, Shimpling, IP29 4HQ – Erection of 4 dormer roofs and balcony. - Approved
- c) DC/20/02127 - Gatefields Farm, Stanstead Road, Shimpling (Part In The Parish Of Stanstead), Bury St Edmunds Suffolk IP29 4HD – Erection of a cart lodge – Approved
- d) DC/20/02648 Barn At Midway Farm, Old Bury Road, Shimpling IP30 0JL - Approved

Planning Applications

- e) No new applications received

Joint Local Plan

- f) To receive an update on Joint Local Plan. On track.

14. Covid19 Emergency Fund

- a) To receive applications from the emergencies fund. The Chair presented a bill for further cleaning of the hall to prepare for re-opening at £80.00 and this was authorised. She had received utility bills at the last minute and was unable to get them on the agenda. It was not clear what period they covered. Resolved to ask for further details and inspect outside the meeting and to pay if in line with previous decision to pay costs incurred from March to September.

15. Playground

The recent playground inspection recommended a series of minor remedial actions. The Clerk was actioned to get a quote off the inspection company for the work. The quote was obtained and circulated and came to a total of £744.00 inc VAT. Members thought that this was expensive and wanted to see an itemised invoice to look at individual costs so that the PC could prioritise. Clerk actioned to get an itemised quote and a further quote for the work.

Action: Clerk to get an itemised quote and a further quote.

16. **Correspondence Received:** The Chair received an urgent item of correspondence from Mrs J Pine of the Hallifax Trust. The PC have to approve Trustees to their board. Accordingly the PC were invited to confirm the appointment and re-appointment of:

- Mr Richard Weller Poley
- Mrs Jayne Schofield
- Mrs Jenny Pine and
- Mr Nick Smith.
- Mr Darren Hickey

Members confirmed all five appointments. The Clerk was actioned to respond to the Trust.

Action: Clerk to write letter of confirmation to the trust

17. Urgent Matters to be brought to the attention of the council

Nothing raised.

Public Participation

The Chair was prepared to open to the floor again but all MOP had left

There being no further business the meeting concluded at 9.15 pm.