

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 5th January 2015 at Gt Waldingfield Village Hall 7.30pm

Present: Councillors Steve Graham (Chairman), Peter Clifford, Richard Edgeley, Andy Green and Keith Shapley.

Attending: D Crimmin (Clerk) and PC Gary Austin.

15/001 Apologies for Absence

Apologies received from Cllrs Hart of Chilton (illness) and Gore (holiday) as well as Jenny Antill (Babergh District Councillor).

15/002 Declaration of Interests

Cllr Edgeley declared a pecuniary interest in item 15/012, as he is a landowner of part of the proposed Chilton Woods site, and left the meeting while this item was discussed.

15/003 Requests for councillor dispensation

No requests received.

15/004 Standing Orders

The councillors resolved to adopt the revised Standing Orders dated 5th January 2015.

15/005 Minutes of Meeting held on 19th November 2014

The minutes of the meeting were approved and signed by the Chairman as a correct record.

15/006 Public Forum

The Police report is recorded in Appendix A.

15/007 Clerks Report (Appendix B) and Chairman's Report

After reviewing the Clerk's report the councillors requested the Clerk to write to BDC to see what actions, if any, are being taken in relation to the conditions applied to the operation of the Homebase car wash.

15/008 Questions to the Chair

No questions raised.

15/009 Routine Correspondence (Appendix C)

After the councillors reviewed the correspondence and the emails circulated by the Clerk, there were no further actions requested of the Clerk.

15/010 Planning

- a. No further planning application had been received since the agenda was posted.
- b. The councillors noted that the scheduled meeting for the Judicial Review into the Prolog planning permission did not take place in December and that a new date is now awaited.

15/011 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix D), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- b. Following a review of the agreed Expenditure budget and proposed reserves (Appendix E) the councillors resolved to set a Precept of £7,658.15 for 2015 / 2016 (excluding BDC's grant) which will mean a 0% increase in the Band D Council Tax.
- c. The councillors resolved to award David Gotts the contract for the footpath and churchyard maintenance for 2015 at a total cost of £540.
- d. The changes to the Lloyds Bank signatories are still being processed.

Signed _____ Date _____

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15/012 Chilton Woods

The councillors reviewed their meeting with AMEC on the 2nd December 2014 and despite assurances that CPC's concerns over the Chilton Woods masterplan would be considered, the councillors felt very disappointed with the outcomes. Councillors were updated on a meeting of the Chairmen of Chilton, Great Waldingfield and Long Melford Parish Councils and Cllr Clifford on the 2nd January at which CPC's concerns were shared by the other councils. The councillors resolved that a further letter be sent to SCC, BDC, Atlas and other stakeholders outlining CPC's reasons why the master plan has not got any approval from CPC and should not currently be issued for public consultation. The councillors to review a draft of the communication so that it can be issued on the 9th January 2015.

15/013 Health Centre

Cllr Clifford updated councillors that the open day at the Health Centre in December went very well with approximately 700 members of public taking the time to look round the Centre. The Centre is partially open from today and will be fully open on the 12th January 2015. A Health Centre User Group may be formed.

The councillors are concerned with the absence of a barrier at the end of the footpath where it joins Waldingfield Road and the Clerk to raise issue with SCC Highways and Colin Spence. An L shaped barrier, stopping access to the grass verge on the RHS when approaching Waldingfield Road, is recommended.

15/014 Burial Authority matters

The councillors noted the burial arrangements for Margaret Shaw and Veryan Herbert. Issues regarding rabbit holes, dropped soil levels and broken fence will be reviewed by the Clerk and Cllr Clifford for necessary repairs to take place.

15/015 Policies & Procedures

The councillors reviewed the following policies and procedures:

- Complaints Procedure
- Disciplinary Procedure
- Disciplinary Rules
- Grievance Procedure
- Protocol for Reporting of Meetings
- Training & Development Policy

and resolved to adopt them from the 5th January 2015.

15/016 Footpaths and other amenities

No further issues were raised.

15/017 Outstanding issues with SCC

SCC has agreed to pay for hedging to be planted along the fence line at Aubrey Drive. Woodland Bats will be co-ordinating the planting and it is hoped that the local community will become part of the project.

15/018 Risk Assessment (Appendix F)

The councillors reviewed CPC's Risk Management Register as at January 2015 (Appendix F) and were satisfied that all issues were covered

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15/019 Effectiveness of CPC's Internal Audit and Internal Control process

The councillors reviewed the current system of CPC's internal controls and internal audit and resolved that they were satisfied:

- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2014
- With the report provided by the internal auditor at the conclusion of audit for review by CPC.
- With the Internal Control processes undertaken by the council.

15/020 Standing Order 3d

There were no members of the public present.

15/021 Clerk's Appraisal and Contract of Employment

The Clerk's appraisal was deferred to the March meeting. The councillors noted the salary increase that the Clerk is entitled to, from the 1st January 2015, following the agreement of the National Joint Council terms and conditions by NALC and the SLCC as well as the pro rata non-consolidated payment due in December 2014.

15/022 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 2nd March 2015 starting at 7.30pm.

The meeting closed at 9.03pm.

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Appendix A Public Forum

PC Gary Austin reported that there were no crimes in the parish during December although there were a number of crimes in adjoining parishes. He outlined a number of initiatives that the Police were undertaking in order to resolve crimes and asked that residents contact Police if they observe suspicious activity no matter what time of the day or night that these occur.

Appendix B Clerk's Report

Minute	Action	Complete ✓
12/010	Frank Lawrenson is now progressing CPC's views on being a formal partner for Chilton Woods S106 agreement.	
12/025	Church Field Road street lights are part of a county wide project to upgrade to LED's currently being tendered by SCC. Contract to be decided in early 2015.	
14/028	SCC are reviewing CPC request to lease / licence the Drive to Churchyard. How long has CPC maintained Drive?	
14/073	Broken footpath sign notified to SCC	
14/130	Minutes updated on website.	✓
14/132	Wrote to BDC regarding Car Wash.	✓
14/133	Wrote to Police re parking issues.	✓
14/135	Wrote to SoS regarding Prolog judicial review.	✓
14/136 a	Payments made to suppliers.	✓
14/136 e	Financial Regulations published on website.	✓
14/137	Wrote to Atlas and BDC regarding CPC's concerns over the Place Shaping process for Chilton Woods.	✓
14/144	CPC's 2015 meeting dates circulated to District and County Councillors, Police and Chilton Direct as well as being published on notice boards and website.	✓
14/148	Minutes updated on website.	✓
14/150	No comments on the CIL received.	✓
	Speed Watch Outings (Drivers reported)	
	No surveys undertaken since last meeting.	
	Other Issues	
	New Newsletter format published.	

Appendix C Routine Correspondence reviewed by councillors

Cores Log Ref	Date Received	From	Regarding	Agenda	Routine
CH14010	14/11/14	BDC	Election 2015 - Estimated Costs		✓
CH14011		Newsletter	The Local Councillor		✓

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Appendix D RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
22/10/14	Bank Compensation	BS 64		113.00	0.00
05/11/14	D Gotts - Footpath maint	699	LA 2011 ss 1 to 8	0.00	525.00
20/11/14	SCC P3 Scheme			222.18	0.00
05/01/15	Newton Parish Council - Speed Watch	700	LA 2011 ss 1 to 8	0.00	50.00
05/01/15	The Christopher - Room Hire	701	LA 2011 ss 1 to 8	0.00	31.70

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	04/12/14	£12,102.24	£12,020.54	£81.70	£0.00	£0.00
Instant Access Account	20/10/14	£27.07	£27.07	£0.00	£0.00	£0.00
Lloyds Fixed Term Deposit	21/10/14	£12,000.00	£12,000.00			£0.00
Co-operative Bank	09/09/14	£0.00	£0.00			£0.00
		£24,129.31	£24,047.61	£81.70	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£19,763.84				
Income			Expenditure			
Precept	£7,773.96	£7,773.96	Clerks Salary		£2,583.00	£1,756.77
Bank Interest	£144.00	£150.34	Admin Expenses	£562.00	£1,160.00	£610.51
Churchyard	£0.00	£300.00	Insurance		£200.00	£173.96
Grants	£450.00	£763.51	Annual Subscriptions		£255.00	£251.00
Wayleave	£9.20	£9.20	Audit Inspections		£160.00	£55.00
Other	£0.00	£302.75	Donations		£200.00	£0.00
VAT Repayment	£0.00	£90.31	Chairman's Allowance		£200.00	£0.00
			Dog & Litter Bins		£200.00	£0.00
			Footpaths		£550.00	£525.00
			Churchyard / Memorial		£50.00	£13.30
			Community Warden		£650.00	£650.00
			Street Lighting	£510.00	£0.00	£507.82
			Projects		£750.00	£468.56
			VAT Paid		£0.00	£94.38
Total	£8,377.16	£9,390.07	Total	£1,072.00	£6,958.00	£5,106.30
			Assets C/Forward			£24,047.61
Total		£29,153.91	Total			£29,153.91

Unrecovered VAT = £94.38

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Appendix E Precept

At the November meeting you agreed a total expenditure budget of **£7,350 for 2015 / 16**

Reserves held by CPC

It is proposed to increase the Community Centre reserve to £15,000 by the end of 2015 / 16. It is assumed that CPC will produce the Welcome Pack during 2015 / 16. Only income received from burials will be set aside in the Churchyard Maintenance Reserve.

	2013 / 2014		2014 / 2015		2015/ 2016	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Community Centre	9,500.00	11,000.00	11,000.00	13,000.00	13,000.00	15,000.00
Asset Replacement	1,000.00	1,100.00	1,100.00	1,200.00	1,200.00	1,300.00
Churchyard Maintenance	980.00	980.00	980.00	1,280.00	1,280.00	1,280.00
Street Light	0.00	510.00	510.00	0.00	0.00	0.00
Welcome Pack	562.00	562.00	562.00	562.00	562.00	0.00
Election Costs	1,000.00	1,150.00	1,150.00	1,250.00	1,250.00	1,250.00
Total Earmarked Reserves	13,042.00	15,302.00	15,302.00	17,292.00	17,292.00	18,830.00
General Reserves	3,773.97	4,461.84	4,461.84	4,396.25	4,396.25	?

Precept for 2014 / 2015

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to CPC regarding the Tax Base for 2015 / 2016 which I circulated to you via email on the 2nd December 2014. CPC's Tax Base will reduce from **148.33** in 2014 / 15 to **146.12** in 2015 / 16.

Using the projections for income, expenditure and earmarked reserves, CPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show:

- Example 1 Set the Precept to £7,350
- Example 2 Set the Precept at £7,750
- Example 3 Reduce the Precept in order to keep the Band D Council Tax the same as in 2014 / 15

	2013 / 2014	2014 / 2015	2015/ 2016 Example 1	2015/ 2016 Example 2	2015/ 2016 Example 3
START OF YEAR					
Earmarked Reserves	13,042.00	15,302.00	17,292.00	17,292.00	17,292.00
General Reserves	3,773.97	4,461.84	4,396.25	4,396.25	4,396.25
Total Reserves	16,815.97	19,763.84	21,688.25	21,688.25	21,688.25
Income ex Precept	1,471.88	1,616.23	579.20	579.20	579.20
Precept	7,250.00	7,773.96	7,350.00	7,750.00	7,658.15
Total Income	8,721.88	9,390.19	7,929.20	8,329.20	8,237.35
Expenditure	5,774.01	7,465.78	7,350.00	7,350.00	7,350.00
END OF YEAR					
Earmarked Reserves	15,302.00	17,292.00	18,830.00	18,830.00	18,830.00
General Reserves	4,461.84	4,396.25	3,437.45	3,837.45	3,745.60
Total Reserves	19,763.84	21,688.25	22,267.45	22,667.45	22,575.60
Tax Base	138.32	148.33	146.12	146.12	146.12
Band D Council Tax	£52.41	£52.41	£50.30	£53.04	£52.41

Signed _____

Date _____

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The Council Tax that a Band D household in Chilton pays is the Precept demanded by CPC divided by the Tax Base for that year. Finally, I would again recommend that the grant being given to CPC by BDC in relation to the Precept is not taken into account when resolving the Precept and is treated as an unbudgeted grant for 2015/16.

Appendix F Risk Assessment

CHILTON PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2015				
Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	Medium	Medium	Yes	Public Liability insurance Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Copy of filing system index and data backup offsite
Churchyard records out of date	Medium	Low	No	Annual review by councillors
Headstone safety issues	Medium	Low	No	Annual walk of churchyard to review 5 yearly external inspection by stonemasons

End of Appendices