

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL
Minutes of the meeting held Monday 13 November 2017 at the Riverside Centre

Present: Councillors Ian Norman, Ian Tayler, Rosemary Conibeer, Viviane Garland, Gordon Gilbert, Richard Ayres,

Apologies: Tim Plant, Jill Pass, Councillor Carol Poulter (SCDC), Councillor Andrew Reid (SCC)

In attendance: Parish clerk Debbi Tayler

117/17 Apologies

Apologies had not been received from Councillor Pass, Andrew Reid (SCC) or Carol Poulter (SCDC). Apologies were received from Tim Plant.

118/17 Declarations of Interest

There were no declarations of interest.

119/17 Minutes of meetings held 11 and 18 September 2017

The minutes of the last meetings were unanimously approved and signed.
Councillor Norman gave an update on the drainage issues at Farnham Leisure which are still not resolved.

120/17 Questions from the public

There were no questions from the public.

121/17 Reports from County and District Councillors

There were no reports from the county or district councillors.

122/17 Clerk's Report

The correspondence log was circulated.

The clerk advised that the council will be required to appoint a Data Protection Officer. She is attending a briefing next week and will report back at the next meeting.

Regarding the offer of an alternative website hosting service, Suffolk Cloud, the clerk suggested the PC remain with the existing provider at present as they are about to issue a major update to their systems and they are cheaper than the new provider. This was agreed.

123/17 RFO's report

The current bank balance in Barclays Bank is £6154.78.

There were six invoices for approval:

Annual insurance premium	278.49	Legal power LGA 1972 s.111
Clerk's salary	181.32	LGA 1972 s.112
PAYE Month 7&8	45.20	LGA 1972 s.112
DPR training J Pass	26.40	LGA 1972 s.111
Website hosting subs	60.00	LGA 1972 s.142
ICO registration	35.00	LGA 1972 s.111

The annual insurance premium had already been paid as it was due on 30 September and the insurance company requested the invoice be settled as soon as

possible. The clerk had paid the ICO registration and the website hosting subscription as these had both fallen due.

The invoices were all approved. The balance in the account is now £5528.37. There were receipts as follows:

29 September	Precept	1750.00
24 October	Allotment rents	35.00

The clerk advised that from 15 December HMRC will no longer have the facility to make PAYE payments at a Post Office. The clerk will therefore bring the use of internet banking to the next meeting for discussion and approval. This will entail revising the risk assessment and financial regulations as well as the approvals sheet.

124/17 Request for grant funding from the Riverside Centre

The Riverside Centre is embarking on a project to repair and update equipment and surfacing on the children's playground in line with Health and Safety regulations. The Executive Committee will be seeking funding from a variety of local authority pots, the total cost will be around £24,500. If all other requests are met in full the outstanding balance will be around £10,000.

It was agreed at a previous meeting that a payment should be made but the amount would be discussed once the quotations were received, this is now the case.

Councillor Ayres proposed a payment of £1,500 seconded by Councillor Tayler.

Councillor Conibeer proposed an amended amount of £2,000, this was not supported. The council voted by majority to pay £1,500. This will be paid as a grant under s.19 (3) Local Government (Misc. Provisions) Act 1976.

125/17 Asset Register 2017/18

The existing asset register was discussed. It was agreed that the clerk will check if the current template is acceptable for audit purposes and resubmit the item at the next meeting. It was also agreed that she will speak to the insurance company about the amounts submitted to them and if they are sufficient for replacement purposes in case of loss.

126/17 Expenditure v budget quarterly report

The clerk presented the quarterly report for 30 September. This was discussed and approved. It was agreed that this report is a snapshot in time and not a forecasting tool like the budget setting figures which will be presented December/January.

127/17 Allotment tenancy agreements and update

Councillor Tayler advised that there is now a tenant for plot 5b, Shirleen Aherne, who lives in Great Glemham. Mr Collier is keen to give up half his plot and there is a resident in Stratford St Andrew who would like an allotment. They have been put in touch with one another.

The advice from SALC concerning who may be eligible for an allotment is that the agreement may be silent on the issue as long as a policy decision is minuted. It was agreed that people from outside the parish may be included on the waiting list but if there are parish residents who apply they should be given preference. The Allotment Manager will make this decision. All allotment tenants will now be issued with a revised contract that is in line with the NALC template and guidelines.

128/17 Reports from external meetings

Councillor Gilbert had attended a SPLG meeting. The chair has resigned and a new one needs to be appointed. Leiston cum Sizewell Town Council has withdrawn from the group.

113/17 Items for future meetings

Items will include the Emergency Plan, asset register, internet banking and Data Protection Officer. Budget setting and the precept will be discussed in either December or January.

Date of next meeting 11 December.

The meeting was closed at 21.15.

Signed.....Date: _____