

RISBY PARISH COUNCIL**Minutes of the Parish Council meeting held on Thursday 1st March 2018**

Councillors present: Chris Sutton, Simon Gray, Julian Read and Steve Smith.

Also present: Joanne Kirk (Clerk) and 1 member of the public

In the absence of the Chairman and Vice-Chairman, Chris Sutton chaired the meeting.

The following issues were raised during the Open Forum:

- The new development on Fisher's Field which should be completed by the end of the month and the track from School Road up to the site entrance which should be re-instated.

1. Acceptance of apologies for absence

Apologies were received from Derrick Abrey, Ian Turner and Jill Gray. Borough Councillor Susan Glossop and County Councillor Rebecca Hopfsenberger also sent their apologies.

2. Leave of absence of the Chairman and appointment of an acting Chairman

The chairman, Derrick Abrey, has decided to take a leave of absence. It was resolved that Ian Turner would take on the role of Acting Chairman. Chris Sutton agreed to be acting Vice-Chairman.

3. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

4. Approval of minutes of the meeting held on Thursday 4th January 2018

It was resolved that the minutes were correct. The Chairman then signed them.

5. Written reports from District Councillor and County Councillor Rebecca Hopfsenberger

6. Police issues

No police issues were raised.

7. Update on list of actions agreed at the last meeting

There were two outstanding councillor actions.

8. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- LCPAS - annual subscription - LGA 1972, s111 - **£80.00**
- Risby Village Hall - LGA 1972, s111 - **£78.00**
- Clerk's expenses - LGA 1972, s111 - **£5.91**

Steve Smith and Simon Gray signed the Schedule of Payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

One payment was authorised by the acting Chairman Ian Turner – a new black and white printer – LGA 1972, 111 - **£89.27**. It was resolved that the payment would be approved and that the cost of print cartridges and paper would be split between the clerk's other councils for the first year as it will be a shared printer.

c) Statement of receipts and payments (including online payments) made since the last meeting

Receipts				
Payments	Minute reference	Details	Method	Amount
05/01/18	189/9a	Clerk's expenses and PAYE adjustment	Online	£0.40
10/01/18	175/8h	Fidelity Funds Network	D/D	£15.00
19/01/18	175/8h	Vodafone - mobile phone costs	D/D	£22.10
30/01/18	175/8g & h	Clerk's salary	Online	£326.86
01/02/18	Authorised by I Turner - authorisation slip 003	Printerland - new black and white printer	Online	£89.27
20/02/18	175/8h	Vodafone - mobile phone costs	D/D	£22.10
28/02/18	175/8g & h	Clerk's salary	Online	£326.86
01/03/18	176/8h	Anglian Water Business	D/D	£25.60

d) Councillor to complete the checklist of Internal Controls

Simon Gray completed and signed the checklist of internal controls.

e) Statement of receipts for the financial year 2017/18

Date	Details of receipts – current account	Amount
03/05/17	Suffolk Association of Local Councils - Transparency Fund Grant	£448.08
03/05/17	HMRC - VAT refund	£676.87
07/06/17	Allotment rent	£260.00
06/07/17	UK Power Networks - Wayleave payment	£40.04
25/07/17	Allotment rent	£20.00
12/09/17	Stradishall PC - phone costs	£26.53
13/09/17	Ousden PC - phone costs	£26.53
15/09/17	Lidgate PC - phone costs	£26.53
26/09/17	Stansfield PC - phone costs	£26.53
02/10/17	Dalham PC - phone costs	£26.53
	Total received	£1,577.64
Transfers from reserve account to current account		
19/04/17	Transfer from reserve account	£1,000.00
31/05/17	Transfer from reserve account	£1,000.00
30/06/17	Transfer from reserve account	£3,000.00
03/08/17	Transfer from reserve account	£1,000.00
11/09/17	Transfer from reserve account	£1,000.00
19/09/17	Transfer from reserve account	£1,000.00
06/12/17	Transfer from reserve account	£1,000.00
13/02/18	Transfer from reserve account	£1,000.00
	Total transfers	£10,000.00
Date	Details of receipts – reserve account	Amount
27/04/17	SEBC - precept payment	£8,901.00
28/04/17	Interest received	£0.11
31/05/17	Interest received	£0.20
30/06/17	Interest received	£0.18
31/07/17	Interest received	£0.16
31/08/17	Interest received	£0.15
30/09/17	Interest received	£0.13
31/10/18	Interest received	£0.13
30/11/17	Interest received	£0.53
29/12/17	Interest received	£0.58
	Total received	£8,903.17

f) **Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2018-19**

Payment	2017/18	2018/19	Notes
Community Action Suffolk - Insurance	£578	£578	
Subscriptions:			
LCPAS	£80	£80	
Vodafone UK (phone costs)	£210	£210	£139 refunded from other councils
Risby Village Hall- rental	£120	£120	Dependent on the number of meetings
CAS Ltd - website hosting fee	£60	£60	
Anglian Water (water charges for allotment)	£121	£121	Variable amount depending on usage
Bus shelter cleaning	£240	£240	
HMRC - PAYE	£108	£108	Quarterly payment, amount may vary slightly
Clerk's salary	£3,922	£3,922	Monthly payment, amount may vary slightly
Fidelity Funds Network - contribution to clerk's workplace pension	£180	£180	
ICO - data protection registration	£35	£55	

g) **Review the grass cutting contract with McGregor Services**

It was resolved that the Council would continue with McGregor Services for another year and that the clerk would send them a new contract.

- i) To review the clerk's salary for 2018/19 and approve online payment.**
The clerk's hourly rate remains the same at £12.56 in line with the NALC national salary award for 2017/18. It was resolved that payments would continue to be made online.
- j) PAYE details and tax code for the clerk's salary**
Simon Gray reviewed the clerk's Confidential Cashbook and confirmed that the PAYE details and tax code were correct.
- k) Review of the income and expenditure for 2017/18 against the budget and the level of reserves for general and earmarked expenditure**
Councillors reviewed the income and expenditure for 2017/18 against the budget. At year-end Risby Parish Council will be within budget. The estimated reserve as of 31/03/18 is £13,315 which includes allocated funds of £9,729. The general reserve is within the recommended guidelines of no more than one year's annual precept.
- l) Review the register of fixed assets and insurance values**
Councillors reviewed the assets register. The following new assets were added in 2017/18
- The defibrillator and cabinet, the phone box and printer.
- One asset was disposed of: a filing cabinet
The phone box, defibrillator and assets have been added to the Council's insurance. The printer is covered by general office contents.
- m) Review of the Council's Risk Assessment**
It was resolved that no amendments were necessary. The Chairman then signed it.
- n) Liability insurance**
The Council has the following levels of liability cover:
- Public liability cover: £10,000,000
 - Employee dishonesty: £25,000
 - Employer's liability (clerk only) £10,000,000
- o) Review of the Council's Financial Regulations to ensure that they are being complied with**
It was resolved that the Council's Financial Regulations were being complied with. The Chairman then signed them
- p) Appointment of an internal auditor to complete the Internal Audit Report in the Annual Governance and Accountability Return 2017/18 and review of the effectiveness of the internal audit**
It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £65 would be paid. The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met for the following reasons:
- Does the internal audit sufficiently cover all aspects of the financial controls relevant to the council (for example risk management, detection of fraud, internal controls) and are terms of reference in place and approved? Yes. New Financial Regulations were adopted on 1st May 2014 to introduce procedures to detect fraud when using electronic banking. A checklist of internal controls is completed by a councillor at every meeting to verify payments on bank statements against actual payments as listed in the accounts to ensure that there are no discrepancies.
 - Is the internal auditor independent (i.e. does not have any role within the Council)? Yes. The internal auditor does not have a role within the Council.
 - Is the internal auditor competent to carry out their work ethically, with integrity and objectivity? Is there any evidence to suggest that this may not be the case? Yes, she is a parish council clerk and RFO for Newmarket Town Council. There is no evidence to suggest that she will not carry out the work ethically, with integrity and objectivity.
 - Is the Responsible Officer consulted in the internal audit plan? Yes.
 - Are the responsibilities of members of the Council understood and has the necessary training been undertaken? Yes
 - Is there a plan in place for when the internal audit will be undertaken and does the plan properly take account of corporate risk? The internal audit will take place in April 2018 prior to the accounts being approved at the Annual Meeting on 3rd May 2018. The internal auditor's report will be presented to the Parish Council at this meeting and any issues raised by the internal auditor will be discussed at the meeting and an action plan produced.
- q) To review the effectiveness of the Council's internal controls**
The following internal controls are in place:
- At each meeting a councillor checks bank statements against the Parish Council's accounts to ensure that transactions correspond and that the bank reconciliation agrees with the bank statement
 - Where possible payments are approved at meetings and a Schedule of Payments is prepared which is checked by two councillors. Corresponding invoices are checked and signed by two councillors at the same time.
 - Regular payments are approved at the March meeting and the invoices paid when they are received. These invoices are checked and signed by two councillors at the next meeting after they have been paid.

- The chairman rules off and signs the Schedule of Payments so that no amendments can be made after the meeting.
 - Cheques must be signed by two signatories along with the corresponding invoice.
 - A record of online payments is kept and checked at each meeting.
 - If a supplier changes their bank details, the supplier must supply a written hard copy notifying the change.
- It was resolved that these controls are adequate and are working well.

r) Review the Council's Standing Orders

The Council's Standing Orders were reviewed. No changes have been made.

r) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2018 and complete the inspection checklist.

It was resolved that Steve Smith would inspect the Council's property.

9. Planning

No planning applications were received.

10. Highways/rights of way matters/tree or transport issues

a) Email from SCC Highways re its Community Self Help Survey

The survey asks if communities are willing to carry out things that Highways does not have the funding to pay for and how they would do this (volunteers, own funds). Councillors confirmed that the Parish Council is already willing to take on responsibility for minor highways issues in the village as and when required and subject to funds being available.

b) Parking on The Green

A number of letters have been given to drivers who have parked on The Green and there seems to have been an improvement since then. The problem is now vehicles parking on the Lower Green. It was resolved that the Council would continue to give letters to drivers who park on both greens and review the situation in May.

c) Annual Tree Survey

The survey has been carried out but the report has not been received yet.

d) Faulty street lights

The clerk was asked to report street lights 1 and 8 in School Road which are not working.

11. Update on preparations for GDPR

a) Risk assessment

Councillors reviewed the new GDPR risk assessment and agreed that systems are being put in place to protect personal data. It was resolved that the risk assessment would be adopted.

b) Security of data and measures we need to take to protect data

It was resolved that the following measures would be taken to protect personal data:

- Hard copy documents will be kept at the clerk's home. Sensitive documents such as the electoral roll will be stored in a fireproof safe or in the clerk's home office.
- The Council would purchase a new lock for the clerk's office with the cost split between the clerk's six councils.
- The clerk has installed CLAM XAV anti-virus software for Mac on her laptop as part of a free trial. It was resolved that the Council would pay the one-off subscription of £19.99 split between the clerk's six councils.
- The clerk will install Virtu free encryption software for sensitive emails and the Council will review whether to buy the software at a later date.
- Allotment information will be kept by Chris Sutton who will store it securely at home. The file on his computer will be password protected.

c) GDPR checklist for councillors

It is a requirement of GDPR that councillors are made aware of their own individual responsibilities to protect personal data. Each councillor read and signed a checklist explaining the measures they would need to take to ensure that they comply with GDPR. It was resolved that all correspondence would be directed through the clerk and the originals emails deleted from the councillors' inboxes and sent emails.

d) Insurance cover if there is a data breach

The Council's existing insurance policy already provides cover in respect of claims relating to the Data Protection Act. The insurer will cover the Council or any employee in respect of legal costs and expenses incurred in the defence of any prosecution brought against the council for a data breach (subject to a number of conditions), but it will not cover the cost of any fines. The clerk is still awaiting clarification about whether this cover will extend to GDPR

12. Village issues

a) War memorial

Saxon Monumental Craft has looked at the war memorial and have quoted £1,350 to repaint the letters and to clean it. It was resolved that Chris Sutton would apply for a grant from the War Memorial Trust to cover the cost of the work.

b) Email from a resident about dogs running off the lead near the Orchard off Welham Lane

It was resolved that an article would be included in the next newsletter reminding residents of their responsibility to keep their dogs under control but that ultimately it is the responsibility of the police if a dog is dangerous.

c) Update on the Broadband provision at the eastern end of Risby

A resident has made enquiries with Openreach about installing an additional cabinet at the eastern end of the village as part of Openreach's Community Fibre Partnership (CFP). At a proposed cost of over £80,000 with individual residents expected to pay almost £400 it looks unlikely that the scheme will go ahead, though discussions with Openreach and Better Broadband for Suffolk are ongoing.

13. Correspondence

a) Email from Suffolk Neighbourhood Watch Association requesting a one-off donation of £50 to help them run the scheme now that they have taken over responsibility for the scheme from Suffolk Police and asking if Risby would be interested in joining the scheme.

It was resolved that Steve Smith would check with the resident who used to run Neighbourhood Watch to find out if the scheme is still running in Risby before a decision is made.

b) Email from Community Payback asking if there are any village projects they can help with

It was resolved that details of the scheme would be passed on to the Village Hall Trustees and the PCC

c) Email from Team Big Things about a TV show which will be funding numerous public art projects around the country and asking if Risby residents would like to nominate their own village to win the chance of creating a new landmark for their community

It was resolved that the information would be passed on to the Village Hall Trustees.

d) Letter from Newstalk requesting a donation

It was resolved that the Council would find out if any residents at the Nursing Home use the scheme. If the scheme benefits any Risby residents it was resolved that a donation of £25.00 would be made.

There being no further business the meeting closed at 8.41pm.

Signed (Chairman) Dated