




Boyton Parish Council Minutes of meeting 5 March 2014. 7.00pm






	Key Tasks	lead	date
AP7e130717	Manhole cover job - to follow up with Malcolm King and cc Andrew Reid	RJ	
AP2a130911	Red line planning map: Suffolk Coastal Planning and JM to be contacted	RJ	
AP1220114	SRD box (speeding) - reminder to be sent	GB	6/3
AP8b050314	VAT claim is to be submitted	GB	6/3
Ap8e050314	Internal Audit - Heelis and Lodge to be contacted	GB	
AP9050314	SALC to be contacted re training needs	KL	
AP10a050314	Itemised list from the building Audit be sent to the PCC	ACa	
AP10b050314	Agenda items –a brief statement or proposal to describe the issue	ALL	
AP10c050314	Lynda Dart to be contacted re Mission Hall	GB	6/3
AP11050314	Events Plan to be made available for next meeting	AC	
AP13a050314	Notification of Environment Agency event on 31 March to be circulated	ACa	
AP13b050314	Carol Mayston to be contacted to arrange a local walkthrough date	ACa	
Expenditure approved			
050314282	SALC training	£117.60	
050314283	SALC training	£30.00	
050314284	Hall hire	£15.00	
050314285	Hall Hire	£6.00	
050314286	Clerk's Salary (Q4)	£165	

**DATE OF NEXT MEETING 16 April Annual Parish 7.00P.M.
And 7 May Annual General Meeting**

Attendance	Parish Councillors: Richard Jesty (RJ), Ali Crawford(AC), Kay Lane (KL), Andrew Cassy (ACa), Sally Wood (SW) Other attendees: Gerry Bathe (Parish Clerk and RFO), John Carpmael, Isobel Lilley, Gary Lowe, Wendy Jesty and SCC.Cllr Andrew Reid (AR)
1. Public comment	It was noted that Boyton is now included in the HABSS project. Other villages recently added include Ramsholt and, Sutton Heath. Boyton Wood: plastic cylinders have now been removed.
2. Agency reports	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  BCG March.pdf </div> <div style="text-align: center;">  SCC News Update March 2014.pdf </div> <div style="text-align: center;">  Boyton PCC March2014.pdf </div> </div> <p>Isobel Lilley provided a verbal update on the PCC (attached copy). AR requested a list of households in Boyton which are remote from the likely route of new BT broadband cabling.</p>
3. Apologies	Fred Stentiford (business) and Jane Marson
4. Declaration of interest	None
5. Minutes	Agreed and approved
6. Action point update	All discharged except those listed above. AP220114 Ruth will discuss the request for a regular report at the next PCC meeting. AP7b220114 Gary awaiting more progress on the development.
7. Policy reviews	a) The Standing Orders were amended and approved. Proposer – KL, seconder-AC b) Information Security and Data protection policy approved. Proposer – RJ, seconder-KL c) Code of Conduct reviewed and approved. Proposer – AC, seconder-RJ
8. Finance	a) Expenditure items were approved (see above)

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	<p>b) VAT reclamation of £43.20 is to be submitted to HMRC.</p> <p>c) Financial regulations reviewed and subject to amendment (ref cash floats not permissible –to include “with the exception of petty cash”), approved. Proposer- AC and seconder- KL.</p> <p>d) Andy Cassy will continue to act as Financial Officer in support to the RPO</p> <p>e) Review of internal control –It was agreed that the Internal Audit be undertaken by Heelis and Lodge. Preparation for the internal audit is almost complete.</p> <p>f) The Risk assessment 2014/5 was approved. Proposer -RJ Seconder- SW.</p> <p>g) A Financial report was provided. Income to date £1930.70. Expenditure- £2105.21 Bank reconciliation- £1279.69.</p> <p>h) Insurance Policy- Community Suffolk has been contacted re fidelity guarantee.</p>
<p>9. Training</p>	<p>The training programme had been circulated. Kay whilst keen to undergo training, had to date found it very difficult because of her work shifts. It was agreed that she would contact SALC and discuss her needs.</p>
<p>10.Village Hall</p>	<p>a) Following a report on the Hall 18 months ago, little progress on the recommendations relating to Health and Safety seemed evident apart from the kitchen upgrade currently being planned. Concern was expressed about the Council inviting public to attend the meetings/events despite the status of the building. Liability issues were discussed. ACa had prepared an itemised list from the report. It was agreed that this be sent to the PCC requesting a written response preferably prior to 16 April.</p> <div style="text-align: center;">  <p>building audit precis Village Hall.doc</p> </div> <p>b) SW requested that a description or proposal under each item to aid clarity could be included.</p> <p>c) It was agreed that Lynda Dart from the Mission Hall be contacted in regard to possible alternative venue.</p>
<p>11.Task group updates</p>	<p>Events group- A draft programme was submitted. Informed by residents’ ideas, an annual expenditure of £200 was anticipated. The final document would be made</p> <div style="text-align: center;">   <p>Events list 2014 collated feedback draft.pdf from Dec 2013 report</p> </div> <p>available for the Annual Parish meeting.</p>
<p>12 Boyton Dock proposal</p>	<p>Deferred to next meeting</p>
<p>13 Emergency Plan</p>	<p>a) It was noted that the Environment Agency was holding an event on 31 March. This would be circulated to wardens and other interested parties.</p> <p>b) It was agreed that Carol Mayston (Environment Agency) be contacted to arrange a date for the local “walkthrough” to take place.</p>