

Boyton Parish Council Minutes of meeting 16 March 2016

	Key Tasks	lead	Date
AP1603161	Coastal plan notes to be emailed Andy Cassy to be contacted to acknowledge his work on Quiet Lanes and to ask for proposals related to Legacy and carbon footprint projects to be submitted.	Cllr Block GB	20/3
AP4130116	Gritters: follow up about the outstanding documents from Tony Gibson	AC	
AP5b160316	Bird-listening event in May. Details to go to Village Voices -10 April deadline	GL	
AP5c160316	Rights of Way officer to be contacted re Boyton Wood path, definitive rights of way map and to arrange a meeting. Footpath group to be formed. Recommendation that Jamie Greenwell be invited by JC to join.	GB JC	20/3
AP6160316 AP7160316	Suffolk Coastal to be informed of approval of the planning application and the grant application with caveats.	GB	
AP11160316	An article of thanks about Alan Stoddard to be written	JC	
Expenditure approved			
160316dd20	Hall hire x 1 sessions 16 Mar		
160316dd21	Clerks salary		

DATE OF NEXT MEETING Wednesday 7.00pm

Attendance	Parish Councillors: John Carpmael (JC), Jess Richardson (JR), Richard Jesty (RJ), Ali Crawford (AC), Gary Lowe (GL). Cllr. Christine Block, Members of the Community: I Lilley, S Wood
1. Public and Agency reports	<p>Written reports were provided by SCC Cllr Andrew Reid, Rev'd R Hatchett</p> <p>Key Issues arising:</p> <p>Cllr. Reid: report arrived today and will be circulated to the information team.</p> <p>Cllr. Christine Block: Cllr. Block had attended a briefing on the Coastal path. She will email notes. Plans are in progress for the merger of Suffolk Coastal with Waveney. Boundaries Commission will review (usually a year) and intended implementation date is 2018/9. £30 million will be made available in exchange for a directly elected major for Norfolk, Cambridgeshire, Peterborough and Suffolk. The portfolio of responsibilities will include transport and road networks, strategic planning –housing and £175 million will be ring-fenced for new homes. The briefing will also be circulated.</p> <p>BCG Andy sent a report which arrived today. The group continues to meet on a quarterly basis. The herb garden continues, the oil syndicate had a record low price again. Suma food purchase continues to be supported and the welcome pack is available to new residents. 2017 marks the 10th anniversary. A carbon footprint survey is being planned and a legacy project is being developed. This may include maps on the notice board or/and Quiet Lanes.</p> <p>Rev'd Ruth Hatchett: The report was noted with thanks. It was noted that anyone living in the community can attend the Annual Parochial Church meeting to vote for a new warden, but unless they are on the church electoral roll, cannot be involved in the remainder of the meeting. Further guidance was available on the Diocesan website. The PCC is willing to be involved in the Queen's birthday planning group.</p> <p>SNT: The SNT service was no longer able to provide either a report or attend meetings. The clerk reported that 1 crime had been committed in Mill Lane in December 2015 (from on-line data)</p> <p>Isobel Lilley reported that although Suffolk County Council had recently cleared the drains,</p>

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	they had failed to clear the drain at the bottom of Mill Lane. It was recommended that she report this on-line at Suffolk County Council. Litter continues to be of concern despite the recent litter pick-up.
2. Apologies	Rev'd Ruth Hatchett, Cllr. Andrew Reid Absent: Malcolm Lane (ML)
3. Declaration of interest and dispensation	RJ as member of Village hall committee: Play equipment item
4. Minutes and O/S actions	<p>Minutes of 13/1/16 were approved.</p> <p>AP5181115 - Andrew Reid has an agreement that Malcolm King from SCC Highways will complete the agreed tasks by April.</p> <p>AP4130116- Gritters: AC to follow up about the outstanding documents from Tony Gibson.</p> <p>AP7130116 - The Dock repair is planned for April/May dependent on weather. Current efforts to secure the loan of a petrol concrete mixer are in hand!</p> <p>AP9130116:</p> <ol style="list-style-type: none"> a) Sizewell talk: One of the speakers is not able to attend as he continues to be unwell. It was agreed that this item be considered later in the year. The bird listening event has been planned for early May and information will be circulated. It will need to go in Village Voices. b) Queen's birthday: Draft plan is being produced by Jess and will be circulated. Volunteers wanted for the working group. c) Volunteer for Bonfire night and Apple press still to be found.
5. Updates	<p>Fibre Broadband. JC reported that:</p> <ul style="list-style-type: none"> • Most problems are related to installation • A link with Giles Ellerton (regional Partnership East of England director of BT) has been established • Poor communication from BT has meant that villagers are unaware of the full picture. • Not all providers are able to provide the service. These include <i>Sky, Talk Talk and Utilities warehouse</i>. Consumers will need to switch suppliers. • Those who complained via John will receive a personal service with a named BT staff member to resolve issues. • Normal landlines will remain. • Installation: 1 single splitter allows 32 lines. All lines have now been used in the village. A 2nd splitter is to be installed in April. This will meet the needs of the village. • Poles: When an engineer surveys a 'job', she will assess if there is a need for a pole. This will delay installation by a month, if one is required. <p>Footpaths:</p> <ul style="list-style-type: none"> • In 2000, the Countryside Rights of Way Act set 10 years from 2016 to ensure that all footpaths were registered. Failure to comply would mean that the path could be lost. JC had visited County records to look at old records. It was noted that many paths have already been lost. It was agreed that current paths be identified and registered. It was agreed that a footpath group should be formed to manage the task. It was also noted that a request for a path to be registered through Boyton Woods had been submitted several years ago and the DMMO was still outstanding. It was agreed that this be followed up with the Rights of Way officer (Annette Robinson). <p>Neighbourhood Watch: JR has requested a starter pack from the service and will come to the next meeting to discuss way forward.</p> <p>Flooding and traffic flow: Awaiting Malcolm King's (Suffolk CC) commitment to resolve issues as noted above.</p>
6. Planning Application	The application DC/16/0636/LBC for internal developments at Valley Farm was approved.
7. Grant application	The application for play equipment grant of £1800 from Suffolk Coastal to the Boyton

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	<p>Parochial Church Council was approved subject to the following provisions:</p> <ol style="list-style-type: none"> a) To ensure that the equipment is open to the public for a minimum of 5 years b) To ensure that independent ROSPA checks are undertaken annually and any repairs completed in a timely fashion. These checks to be reported to the Parish Council. c) Regular checks throughout the year to be undertaken by members of the PCC or appropriate sub-group d) that the public liability insurance of the PCC is checked to ensure that it covers the use of play equipment. <p>It was noted that:</p> <ol style="list-style-type: none"> a) the name of the applicant under the heading, Project Title was invalid: the term Boyton should have been Boyton Parochial Church Council. Some residents might have incorrectly assumed the applicant was Boyton Parish Council. b) Under section E, the applicant had incorrectly identified grandchildren as the primary group i.e. children and especially grandchildren. In the view of Boyton Parish Council, the play equipment was primarily for the children and young people of the village who have waited many years for equipment that they had chosen. <p>It was agreed that since Boyton Parish Council has a remit to represent the electorate particular in the use of public funds, it was agreed that if the four primary caveats were not accepted by Boyton PCC, then Boyton Parish Council would not be able to support the application.</p>
8. Employment Committee	Members to include JC, JR and RJ. Date of first meeting to be arranged to agree terms of reference.
9. Guidance on non-Heritage Asset	Incorrect guidance was provided. GB to locate the correct paperwork! It was noted that Council might wish to consider the pill boxes at Boyton Docks as a non-heritage site. It was also noted however that the guidance incorrectly provided, might also be considered for identifying assets under the <i>Community Right to Bid</i> legislation (This gives communities a right to identify a property/asset that is believed to be of value to their social interests or social wellbeing and gives them a fair chance to make a bid to buy the property/asset in the open market if the property/asset owner decides to sell).
10. Quiet Lanes	The Council approved the Quiet Lane project partnership and Boyton's representative, Andy Cassy. The meeting on 21 April at Hollesley Village Hall was noted. It was agreed to ask Andy Cassy to keep Council informed of developments.
11. Alan Stoddard	The excellent work of Allan Stoddard who has now moved to Woodbridge was noted. His gift of papers on the history of the village is to be held by the Council. It was agreed that an article of thanks would be written by JC.
12. Finance	<ol style="list-style-type: none"> a. The current financial statement was approved (attached) b. The new financial procedures were approved c. payments were agreed for: <ol style="list-style-type: none"> i. Clerks salary and ii. Hall hire
13. Audit	Policies and procedures (see attached list) and risk analysis for 2016/7 were approved. Heelis and Lodge to be contacted in the first instance.

Signed
Date

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Boyton Parish Council Policies Review 2016/7

	Reviewed and amended
Standing Orders	16 March 2016
Finance regulations	Replaced with updated version 16 March 2016
Code of Conduct	16 March 2016
Information policy	16 March 2016
Risk analysis 2016-2017	16 March 2016
Grievance and Disciplinary	16 March 2016
Dealing with Media	16 March 2016
Reporting of Meetings	16 March 2016
Procurement	16 March 2016
Casual Vacancy & Co-options	16 March 2016
Safeguarding	16 March 2016
Grant application guidance	16 March 2016
Grants scheme policy	16 March 2016
Grant application form	16 March 2016

BOYTON PARISH COUNCIL RECEIPTS PAYMENTS SUMMARY 2015/6

2014/5	RECEIPTS	2015/6	Reasons for +10% difference
£1,680.00	Precept	£1,612.19	
£500.00	Grants	£1,064.75	grants from SCDC
£170.02	Other income	£320.00	donation for play equipment
£0.00	VAT repayment	£22.80	VAT rated activities
£2,350.02	total	£3,019.74	

PAYMENTS

£0.00	VAT	£22.80	VAT claim this year
£35.29	Administration	£0.00	
£540.20	Clerks salary	£859.80	
£145.60	Insurance	£145.60	
£0.00	Clerk's Expenses	£0.00	
£0.00	Grants & Section 137	£123.00	grant to Disability Advice (Subsection 2A of Section 38 of the 1989 Local Government and Housing Act which amended Section 142 of the Local Government Act
£156.00	hall hire	£87.00	less use
£150.00	Subscriptions	£182.00	including Information Commissioner
£20.00	Training	£140.00	new councillor training
£767.00	Other	£1,184.75	Return of grants to SCDC and Village Voices
£0.00	Election fees	£100.00	2015 elections
35.00	Audit	84.00	SALC audit (Heelis and Lodge not contactable)
0.00	events	43.32	contribution by Council
£1,849.09	total	£2,972.27	

RECEIPTS AND PAYMENTS SUMMARY

	Balance as at 1 April 2014	£1,781.62
	total receipts	£3,019.74
	less payments	£2,972.27
£0.00	total	£1,829.09

CUMULATIVE FUNDS REPRESENTED

1301.69	Current Account	£1,829.09
21.00	Unpresented cheques	£0.00
£0.00	unpresented deposits	£0.00
1280.69	balance c/f	£1,829.09

