

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON  
MONDAY 18<sup>th</sup> JULY 2016 COMMENCING AT 7.15 PM**

<b><u>Item.</u></b>	<p><b>Members Present :</b> Councillor Philip Reeve chaired the meeting together with Councillors Matthew Parker (from 8.15pm) , Nicola Crouch, Maggie Dunn, Peter Fisk, Kate Trevitt and Michele Faiers.</p> <p>3 members of the public were present.</p>	
<b><u>1.0</u></b>	<b><u>Public Session</u></b>	
<b><u>1.1</u></b>	The footpath has been swept along The Street but the entrance to The Park is still not included, as it is classed as a road and looked after by Suffolk County Council. It is included on their cleansing schedule for the drains. They do not provide a street sweeping service. Councillor Rebecca Hopfensperger will obtain confirmation of this ownership.	RH
<b><u>1.2</u></b>	The Clerk will report that the verges from the church to the level crossing and from Fornham Road junction along the A143 have not been cut.	LJH
<b><u>2.0</u></b>	<b><u>To receive County Councillor's report from Rebecca Hopfensperger</u></b>	
<b><u>2.1</u></b>	Councillor Rebecca Hopfensperger reported on the cost of verge cutting in Gt Barton. Suffolk County Council currently provide 1 cut for C and U class roads and 2 cuts for A and B class roads at a cost of £13 per km. A tractor and flail is used for verges. 12 cuts are also provided with a mower and strimmer at a cost of 21p per square meter. Suffolk County Council confirmed that verge cutting is one of the services that could be devolved to Parish Council level. Council will discuss this at their September meeting.	LJH
<b><u>2.2</u></b>	Councillor Hopfensperger will circulate details of the new Highways Maintenance Programme which has been adopted by Suffolk County Council.	RH
<b><u>2.3</u></b>	The pedestrian crossing point on Mill Road is going ahead with funding being provided by Councillor Hopfensperger of £2,000 and the balance to be split between the Parish Council and the Freedom Church. The Parish Council will fund the Freedom church's section until they have raised the funds.	
<b><u>2.4</u></b>	The blocked drains on Chester Place have been jetted twice which has hopefully removed the obstruction. The work to clear the drains outside the Village Hall has been ordered but will be 6/8 weeks.	
	Drain clearing on The Street has not been done every 8 weeks but Councillor Hopfensperger has now confirmed that this is now included on the schedule.	
<b><u>2.5</u></b>	The damage to the retaining wall by the village sign will be reported to Havebury Housing.	LJH
<b><u>2.6</u></b>	New speed limit signs etc have been put on Mount Road and the next stage will be the end closest to Gt Barton.	
<b><u>3.0</u></b>	<b><u>To receive Borough Councillor's Report from Sarah Broughton</u></b>	
<b><u>3.1</u></b>	Councillor Sarah Broughton reported on devolution and Road Investment Strategy consultations, both of which are on the agenda for tonight's meeting.	
<b><u>3.2</u></b>	A planning application is being prepared for the West Suffolk Operational Hub. The traffic survey will take place once the schools and the sugar beet factory are open. There was a discussion regarding which County Councillors will be on the development control committee when the planning application is presented. St Edmundsbury Borough Council is taking advice.	
<b><u>4.0</u></b>	<b><u>Chairman's welcome, reminder about the filming of meetings and to receive apologies for absence</u></b>	
	Councillor Philip Reeve welcomed everyone to the meeting. Councillor Eddie Gibson had sent his apologies.	
<b><u>5.0</u></b>	<b><u>(i) To receive members Declarations of Interest – Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interests which they have in any item of business on the agenda no later than when that item is reached &amp;, when appropriate, to leave the meeting prior to discussion and voting on the item. (ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting</u></b>	
	There were no declarations of interest and no requests for dispensation.	
<b><u>6.0</u></b>	<b><u>To sign the minutes of the council meeting on 20<sup>th</sup> June 2016, and the minutes of the Neighbourhood Plan steering group of 18<sup>th</sup> May 2016.</u></b>	
<b><u>6.1</u></b>	The minutes of the Council meeting on 20th June 2016 were signed to stand as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Peter Fisk, unanimous decision.	

<b>6.2</b>	The minutes of the Neighbourhood Plan steering group meeting of 18 <sup>th</sup> May 2016 were signed as an accurate record of the meeting. Proposed Councillor Peter Fisk, seconded Councillor Nicky Crouch, unanimous decision from those present at the meeting.	
<b>7.0</b>	<b>Items arising from June's Council meeting :</b>	
<b>7.1</b>	a) 1.2 – the cost of verge cutting has already been covered under 2.1	
<b>7.2</b>	b) 7.1 Councillor Rebecca Hopfensperger will look into the re-surfacing of Mill Road, before the pot holes had been filled.	RH
<b>7.3</b>	c) 11.0 A response has been sent to Network Rail's Anglia Level Crossing consultation for S25, Cattishall crossing. They have been made aware of the NE Development and meetings with St Edmundsbury Borough Council (who have made an objection), the Parish Council and Berkeley Homes. The crossing is not due to close until 2019. A further consultation will take place in Autumn 2016.	
<b>8.0</b>	<b>Chairman's Report</b> Councillor Philip Reeve reported that Suffolk County Council would like figures to confirm the number of people who would use an additional crossing on the A143. The Scouts will be approached and the village hall.	LJH
<b>9.0</b>	<b>Council to consider adopting the Terms of Reference for the Neighbourhood Plan Working Group and to sign St Edmundsbury Borough Council's Service Level Agreement for the Neighbourhood Plan</b>	
<b>9.1</b>	The Council resolved to adopt the Terms of Reference for the Neighbourhood Plan Working Group. Proposed Councillor Nicky Crouch, seconded Councillor Maggie Dunn, unanimous decision. The clerk will include these on the website.	LJH
<b>9.2</b>	The Council resolved to sign the Service Level Agreement with St Edmundsbury Borough Council for the Neighbourhood Plan. Proposed Councillor Nicky Crouch, seconded Councillor Philip Reeve, unanimous decision.	
<b>10.0</b>	<b>Council to review the draft Heads of Terms for the sale of the carpark on School Road following Councillor Philip Reeve liaising with Havebury Housing</b> A meeting will take place between the Parish Council and Havebury Housing to ensure that if the council decide to buy the car park, the right contract is in place to serve the whole community.	PR/ KT
<b>11.0</b>	<b>Council to consider the Countryside Access Consultation</b> There was a discussion on the footpaths in the village and their surfaces. Councillor Matthew Parker arrived at 8.15pm. The Clerk will ask Rights of Way to cut a wider path from East Barton Road across the arable field. The clerk will complete the on-line consultation.	LJH LJH
<b>12.0</b>	<b>Council to consider the Road Investment Strategy</b> Some members from the Transport Committee will meet to review and comment on this.	
<b>13.0</b>	<b>Council to consider the consultation on the 3 new River Orwell crossings</b>	
<b>13.1</b>	The Council decided not to respond to this consultation.	
<b>14.0</b>	<b>Councillors to consider the Devolution Consultation</b>	
<b>14.1</b>	Councillors reviewed the questions. Councillor Maggie Dunn offered to complete the on-line consultation.	MD
<b>15.0</b>	<b>Updates on village projects/matters:</b>	
<b>15.1</b>	I. Clearing footpaths – Councillors reviewed photo's of footpaths in the village where there is overgrown vegetation and debris restricting the width of the path. This is particularly prevalent along Mill Road and the A143. It was felt that the overhanging vegetation needs to be addressed at the same time. Council discussed removing the debris without damaging the path and disposing of the cut vegetation. Photographs will be sent to Suffolk County Council's Highways and a site visit requested.	LJH
<b>15.2</b>	II. Legal Services at St Edmundsbury Borough Council have considered the proposed transfer of land between the Gt Barton Village Hall and the Scout Group. They confirmed that there are two issues with regard to the proposal to build a new Scout hut. The first is the transfer of a small area of land by the Gt Barton Parish Council to the Scout Association. They are happy that the transfer will be in the spirit on the original transfer document as the intended use of this area of land is for communal use as opposed to redevelopment as housing. The second issue is in respect of the transfer of playing field land to the Scouts. The Council's leisure Services team offer no objections to this area being transferred for the provision of a new Scout hut, for nil consideration. Planning consent will need to be	

<b>15.3</b>	sought. This item will now be pursued by the Village Hall Management Committee.										
	III. The Council resolved to progress the pedestrian crossing point on Mill Road. Funding will be £2,000 from Councillor Rebecca Hopfensperger and the remaining balance will be split between Gt Barton Parish Council and the Freedom Church, with the Parish Council providing the funding to allow the Freedom Church time to fund raise. Funds will be taken from the Small Projects Reserve. Proposed Councillor Philip Reeve, seconded Councillor Nicky Crouch, unanimous decision.										
<b>15.4</b>	IV. The requested update on the Icepits Wood Ecology Report (for submission with the planning application) has not been received. Councillor Nicky Crouch will chase.	NC									
<b>15.5</b>	V. Councillor Matthew Parker is waiting for the Terms and Conditions of the Radarlux VAS. The Clerk will chase. The council were happy for a 3 <sup>rd</sup> party to review and format the VAS figures.	LJH									
<b>15.6</b>	VI. Progressing the School Lane/Downing Drive link footpath – the Council are happy to use a 3 <sup>rd</sup> party who has offered to review this situation and suggest a way forward. Councillor Philip Reeve will provide the timeline of events.	PR									
<b>15.7</b>	VII. The issue of the flooding on Chester Place has been taken on by Councillor Rebecca Hopfensperger. The drains have been jetted and the blockage hopefully removed. It was confirmed that the Parish Council are unable to support any litigation or legal issues.										
<b>16.0</b>	<b><u>Council to review their 3 year objectives (2015-2018) to aid with precept planning in September</u></b>										
<b>16.1</b>	Councillor Philip Reeve will re-word these objectives for approval at the next meeting.	PR									
<b>17.0</b>	<b><u>Councillors Reports</u></b>										
<b>17.1</b>	There were no reports.										
<b>18.0</b>	<b><u>Clerk's Report</u></b>										
<b>18.1</b>	The Clerk reported on the VOTY competition for 2017/18, playground accident cover, 368 users accessed the village website for 438 sessions with 1134 pages being reviewed in June. Councillors Philip Reeve and Peter Fisk will put up a VAS mounting pole on Cox Lane.	PR/ PF									
<b>19.0</b>	<b><u>Procedural Matters</u></b>										
<b>19.1</b>	(a) The Council resolved to accept the full review of their internal audit testing and the effectiveness of their internal audit procedures. They were happy that there is an adequate and effective system of internal audit of its records and of its system of internal control in accordance with proper practices. Proposed Councillor Kate Trevitt, seconded Councillor Philip Reeve, unanimous decision.										
	<table border="1"> <thead> <tr> <th>Internal Control</th> <th>Suggested testing</th> <th></th> </tr> </thead> <tbody> <tr> <td>Proper bookkeeping</td> <td> <ul style="list-style-type: none"> <li>Is the cashbook maintained and up to date?</li> <li>Is the cashbook arithmetic correct?</li> <li>Is the cashbook regularly balanced?</li> </ul> </td> <td>Bank reconciliation checked against cashbook monthly by Clerk and a rota of 3 Councillors (excluding the Chairman) and reported to full Council. Includes arithmetic and balancing cashbook.</td> </tr> <tr> <td>a) standing orders and financial regulations adopted and applied; b) payments controls</td> <td> <ul style="list-style-type: none"> <li>Has the council formally adopted standing orders and financial regulations?</li> <li>Have items or services above the de minimus amount been competitively purchased?</li> <li>Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul> </td> <td>Standing Orders adopted 16.05.16 Item 15(i) New Financial Regulations adopted 16.05.16 Item 15(c) No items or services above the de minimus amount have been purchased. Yes Yes Yes – recorded on</td> </tr> </tbody> </table>	Internal Control	Suggested testing		Proper bookkeeping	<ul style="list-style-type: none"> <li>Is the cashbook maintained and up to date?</li> <li>Is the cashbook arithmetic correct?</li> <li>Is the cashbook regularly balanced?</li> </ul>	Bank reconciliation checked against cashbook monthly by Clerk and a rota of 3 Councillors (excluding the Chairman) and reported to full Council. Includes arithmetic and balancing cashbook.	a) standing orders and financial regulations adopted and applied; b) payments controls	<ul style="list-style-type: none"> <li>Has the council formally adopted standing orders and financial regulations?</li> <li>Have items or services above the de minimus amount been competitively purchased?</li> <li>Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	Standing Orders adopted 16.05.16 Item 15(i) New Financial Regulations adopted 16.05.16 Item 15(c) No items or services above the de minimus amount have been purchased. Yes Yes Yes – recorded on	
Internal Control	Suggested testing										
Proper bookkeeping	<ul style="list-style-type: none"> <li>Is the cashbook maintained and up to date?</li> <li>Is the cashbook arithmetic correct?</li> <li>Is the cashbook regularly balanced?</li> </ul>	Bank reconciliation checked against cashbook monthly by Clerk and a rota of 3 Councillors (excluding the Chairman) and reported to full Council. Includes arithmetic and balancing cashbook.									
a) standing orders and financial regulations adopted and applied; b) payments controls	<ul style="list-style-type: none"> <li>Has the council formally adopted standing orders and financial regulations?</li> <li>Have items or services above the de minimus amount been competitively purchased?</li> <li>Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	Standing Orders adopted 16.05.16 Item 15(i) New Financial Regulations adopted 16.05.16 Item 15(c) No items or services above the de minimus amount have been purchased. Yes Yes Yes – recorded on									

		spreadsheet monthly.
Risk management arrangements	<ul style="list-style-type: none"> <li>Does a review of the minutes identify any unusual financial activity?</li> <li>Do minutes record the council carrying out an annual risk assessment?</li> <li>Is insurance cover appropriate and adequate?</li> <li>Are internal financial controls documented and regularly reviewed?</li> </ul>	<p>No – minutes reviewed monthly by full Council</p> <p>Yes – carried out in December.</p> <p>Yes - Checked by Council annually 16.05.16 item 15(e)</p> <p>Yes – Regularly reviewed through risk assessments which are updated annually.</p>
Budgetary Controls	<ul style="list-style-type: none"> <li>Has the council prepared an annual budget in support of its precept?</li> <li>Is actual expenditure against the budget regularly reported to the council?</li> <li>Are there any significant unexplained variances from Budget?</li> </ul>	<p>Yes – Prepared from October – November annually.</p> <p>Yes – reported quarterly.</p> <p>No – All variances from budget explained and documented to full Council quarterly.</p>
Income Controls	<ul style="list-style-type: none"> <li>Is income properly recorded and promptly banked?</li> <li>Does the precept recorded agree to the Council Tax authority's notification?</li> <li>Are security controls over cash and near-cash adequate and effective?</li> </ul>	<p>All income recorded in cashbook and promptly banked.</p> <p>Yes – Checked by RFO &amp; Chairman.</p> <p>Yes – reviewed by full Council annually and internal auditor.</p>
Petty cash procedures	<ul style="list-style-type: none"> <li>Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>Is petty cash expenditure reported to each council meeting?</li> <li>Is petty cash reimbursement carried out regularly?</li> </ul>	No petty cash held.
Payroll Controls	<ul style="list-style-type: none"> <li>Do all employees have contracts of employment with clear terms and conditions?</li> <li>Do salaries paid agree with those approved by the council?</li> <li>Are other payments to employees reasonable and approved by the council?</li> <li>Have PAYE/NIC been properly operated by the council as an employer?</li> </ul>	<p>Yes – Clerk/RFO and Neighbourhood Planning Clerk</p> <p>Yes – Both Clerks salary invoices are checked monthly by Chairman and a Councillor. All 'other' payments to employees are firstly approved by full Council. PAYE/NIC – processed through Basic PAYE Tools using RTI. Payments made to HMRC quarterly and checked by 2 Councillors.</p>
Assets controls	<ul style="list-style-type: none"> <li>Does the council maintain a register of all material assets owned or in its care?</li> <li>Are the assets and Investments registers up to date?</li> </ul>	<p>Yes .</p> <p>Yes and reviewed annually.</p> <p>Yes – checked annually</p>

<b>19.2</b>		<ul style="list-style-type: none"> <li>Do asset insurance valuations agree with those in the asset register?</li> </ul>	(16.05.16 Items 15 (d) and (e))																		
	Bank Reconciliation	<ul style="list-style-type: none"> <li>Is there a bank reconciliation for each account?</li> <li>Is a bank reconciliation carried out regularly and in a timely fashion?</li> <li>Are there any unexplained balancing entries in any reconciliation?</li> <li>Is the value of investments held summarised on the reconciliation?</li> </ul>	<p>Yes. Yes – Current account monthly and business reserve account quarterly. No – checked by Chairman and full Council.</p> <p>Yes.</p>																		
	Year-end procedures	<ul style="list-style-type: none"> <li>Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?</li> <li>Do accounts agree with the cashbook?</li> <li>Is there an audit trail from underlying financial records to the accounts?</li> <li>Where appropriate, have debtors and creditors been properly recorded?</li> </ul>	<p>Yes – Receipts and Payments.</p> <p>Yes – checked by full Council. Yes – checked by internal auditor.</p> <p>No debtors or creditors.</p>																		
Effectiveness of Internal Audit:																					
<table border="1"> <thead> <tr> <th>MEETING THE STANDARDS – Expected Standard</th> <th>Evidence of Achievement</th> <th>Areas for development</th> </tr> </thead> <tbody> <tr> <td>1. Scope of internal audit</td> <td>Terms of reference were (re)approved by full council on 18.07.16 Item (c) Scope of audit work takes into account risk management processes and wider internal control Terms of reference define audit responsibilities in relation to fraud.</td> <td>None found.</td> </tr> <tr> <td>2. Independence</td> <td>Internal Auditor has direct access to the Clerk who is in charge of governance (see Financial Regulations). Financial reports are made quarterly to the Council and annually to the internal auditor. Auditor does not have any other role within the Council.</td> <td>None found.</td> </tr> <tr> <td>3. Competence</td> <td>There is no evidence that internal audit work has not been carried out ethically, with integrity and objectivity.</td> <td>None found.</td> </tr> <tr> <td>4. Relationships</td> <td>Responsible Financial Officer &amp; Clerk are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files). Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters. The responsibilities of council members is understood; training of members is carried out as necessary.</td> <td>None found.</td> </tr> <tr> <td>5 Audit Planning and reporting</td> <td>The Audit Plan properly takes account of corporate risk. The precept is approved by the council annually in November/December. Internal Audit has reported in accordance with the plan 15.6.15.</td> <td>None found.</td> </tr> </tbody> </table>				MEETING THE STANDARDS – Expected Standard	Evidence of Achievement	Areas for development	1. Scope of internal audit	Terms of reference were (re)approved by full council on 18.07.16 Item (c) Scope of audit work takes into account risk management processes and wider internal control Terms of reference define audit responsibilities in relation to fraud.	None found.	2. Independence	Internal Auditor has direct access to the Clerk who is in charge of governance (see Financial Regulations). Financial reports are made quarterly to the Council and annually to the internal auditor. Auditor does not have any other role within the Council.	None found.	3. Competence	There is no evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	None found.	4. Relationships	Responsible Financial Officer & Clerk are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files). Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters. The responsibilities of council members is understood; training of members is carried out as necessary.	None found.	5 Audit Planning and reporting	The Audit Plan properly takes account of corporate risk. The precept is approved by the council annually in November/December. Internal Audit has reported in accordance with the plan 15.6.15.	None found.
MEETING THE STANDARDS – Expected Standard	Evidence of Achievement	Areas for development																			
1. Scope of internal audit	Terms of reference were (re)approved by full council on 18.07.16 Item (c) Scope of audit work takes into account risk management processes and wider internal control Terms of reference define audit responsibilities in relation to fraud.	None found.																			
2. Independence	Internal Auditor has direct access to the Clerk who is in charge of governance (see Financial Regulations). Financial reports are made quarterly to the Council and annually to the internal auditor. Auditor does not have any other role within the Council.	None found.																			
3. Competence	There is no evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	None found.																			
4. Relationships	Responsible Financial Officer & Clerk are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files). Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters. The responsibilities of council members is understood; training of members is carried out as necessary.	None found.																			
5 Audit Planning and reporting	The Audit Plan properly takes account of corporate risk. The precept is approved by the council annually in November/December. Internal Audit has reported in accordance with the plan 15.6.15.	None found.																			

	Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	None found.
	Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	None found.
	Be seen as a catalyst for change	Supportive role of audit for developments such as governance review, risk management and ethics (code of conduct).	None found.
	Add value and assist the organisation in achieving its objectives	Demonstrated through positive Council responses to recommendations and follow up action where called for.	None found.
	Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and local government governance.	None found.
	Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	None found.
	Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates	None found.
	<p>The internal audit was confirmed to be competent and independent of the financial operations of the council, demonstrating competence, objectivity and independence, be free from any actual or perceived conflicts of interest and the auditor has no involvement in the financial decision making of the Council. The auditor does not perform any operational duties, initiate or approve any accounting transactions or direct the activities of any council employee.</p> <p>(b) Using volunteers to help with Council projects was agreed by the Council.</p>		
<b>20.0</b>	<b><u>Finance</u></b>		
<b>20.1</b>	<b><u>(a) Payment of Accounts</u></b>		
	The Council resolved to pay the following accounts. Proposed Councillor Michele Faiers, seconded Councillor Maggie Dunn, unanimous decision.		
	<b>Details</b>	<b>Chq no</b>	<b>TOTAL INVOICE</b>
	Gt Barton Horticultural Society - grant for flower show prize	1868	£ 10.00
	Vertas Group Ltd – grass cutting church and playing field	1869	£ 1,433.62
	Earth Anchors Ltd – magnetic pins for notice board	1870	£ 13.19
	Gt Barton Thanksgiving Fund -Hall hire	1871	£ 20.00
	Kallkwik - newsletter printing	1872	£ 16.57
			<b>VAT</b>
			£ 238.94
			£ 2.20

	Southern Ecological Solutions – Ecological assessment Icepits Wood	1873	£ 960.00	£ 160.00																
	S A Deare-NP Clerk (July)	1874	£ 146.53																	
	L J Harley - Clerk's salary & expenses (July)	1875	£ 957.90																	
	S A Deare-NP Clerk (August)	1876	£ 146.73																	
	L J Harley - Clerk's salary & expenses (August)	1877	£912.82																	
	Total		£ 4,617.36	£ 401.14																
<b>20.2</b>	<p><b><u>(b) To receive a financial report from the Responsible Financial Officer</u></b></p> <p>The Statement of Accounts and Annual governance Statement for the previous financial year were published on the appropriate date for the correct period with relevant accompanying information in accordance with the requirements of the Accounts and Audit regulations, along with a signed statement confirming that they are subject to change.</p> <p>Proper opportunity for the exercise of Elector's rights, to view the accounts, have been made in accordance with the Accounts and Audit Regulations. A statement that sets out details of how public rights can be exercised and the period of the exercise of these rights has been published.</p> <p>The bank balances were reported as :</p> <table border="1"> <tr> <td>Current Account</td> <td>£56,831.40</td> </tr> <tr> <td>Business Reserve Account</td> <td>£40,370.18</td> </tr> <tr> <td>Total</td> <td>£97,201.58</td> </tr> <tr> <td>Items paid/owed from newsletter advertising</td> <td>£0</td> </tr> <tr> <td>Amount owed from Suffolk County Council for work carried out in Icepits Wood</td> <td>£5,700 – cheque has just been received but not banked.</td> </tr> <tr> <td>Other credits received</td> <td>£0</td> </tr> <tr> <td>Business Reserve Account interest</td> <td>£1.66</td> </tr> </table>				Current Account	£56,831.40	Business Reserve Account	£40,370.18	Total	£97,201.58	Items paid/owed from newsletter advertising	£0	Amount owed from Suffolk County Council for work carried out in Icepits Wood	£5,700 – cheque has just been received but not banked.	Other credits received	£0	Business Reserve Account interest	£1.66		
Current Account	£56,831.40																			
Business Reserve Account	£40,370.18																			
Total	£97,201.58																			
Items paid/owed from newsletter advertising	£0																			
Amount owed from Suffolk County Council for work carried out in Icepits Wood	£5,700 – cheque has just been received but not banked.																			
Other credits received	£0																			
Business Reserve Account interest	£1.66																			
<b>20.3</b>	<p><b><u>(c) Consider the internal audit report</u></b> – No items had been raised by the internal auditor and the Council resolved to approve the report and the terms of reference. Proposed Philip Reeve, seconded Nicky Crouch, unanimous decision.</p>																			
<b>20.4</b>	<p><b><u>(d) Reconciling cashbook to bank statements for June 2016 and completing the bank reconciliation</u></b></p> <p>The bank reconciliation for June had been checked and signed by Councillor Matthew Parker.</p>																			
<b>20.5</b>	<p><b><u>(e) Consideration of risk assessments including which assessments have been carried out</u></b></p> <p>The playground inspection raised a fallen tree by the basketball hoop, but this has now been removed. The weekly playground inspections have been undertaken and there were no new items to report.</p>																			
<b>20.6</b>	<p><b><u>(f) Consider reserve budgets and review spending against them</u></b></p> <p>Councillors were provided with the following information. There were no questions.</p> <table border="1"> <thead> <tr> <th>RESERVES</th> <th>BALANCE</th> </tr> </thead> <tbody> <tr> <td>Small Projects</td> <td>£11,367 – Bal c/fwd from last financial year £488.49 (<b>earmarked</b> : £3,000 School Lane footpath = £8,367)</td> </tr> <tr> <td>Neighbourhood Plan</td> <td>£6224– Items paid this month : S Deare NP Clerk salary July and August £293 and L J Harley extra hours £11.66 Hall Hire £20 (<b>earmarked</b> : S Deare salary £1911 and L J Harley extra hours £200 = £4,585)</td> </tr> <tr> <td>Youth Project</td> <td>£1,038</td> </tr> <tr> <td>General</td> <td>£25,595</td> </tr> <tr> <td>Allotments</td> <td>£ 326</td> </tr> <tr> <td>Asset maintenance</td> <td>£ 4,462</td> </tr> <tr> <td>Asset acquisition</td> <td>£5,956</td> </tr> </tbody> </table>				RESERVES	BALANCE	Small Projects	£11,367 – Bal c/fwd from last financial year £488.49 ( <b>earmarked</b> : £3,000 School Lane footpath = £8,367)	Neighbourhood Plan	£6224– Items paid this month : S Deare NP Clerk salary July and August £293 and L J Harley extra hours £11.66 Hall Hire £20 ( <b>earmarked</b> : S Deare salary £1911 and L J Harley extra hours £200 = £4,585)	Youth Project	£1,038	General	£25,595	Allotments	£ 326	Asset maintenance	£ 4,462	Asset acquisition	£5,956
RESERVES	BALANCE																			
Small Projects	£11,367 – Bal c/fwd from last financial year £488.49 ( <b>earmarked</b> : £3,000 School Lane footpath = £8,367)																			
Neighbourhood Plan	£6224– Items paid this month : S Deare NP Clerk salary July and August £293 and L J Harley extra hours £11.66 Hall Hire £20 ( <b>earmarked</b> : S Deare salary £1911 and L J Harley extra hours £200 = £4,585)																			
Youth Project	£1,038																			
General	£25,595																			
Allotments	£ 326																			
Asset maintenance	£ 4,462																			
Asset acquisition	£5,956																			

	Village Sign	£444 balance earmarked for restoring the old sign.	
	Icepits Wood	£10,555 – Item paid this month £800 Ecological Report ( Owed from Suffolk County Council £5,700 net = £16,255)	
	Total Reserves	£65,968	
	Amounts to nearest pound		
<b>20.7</b>	<b><u>(g) Consideration of payment of extra hours to Clerk, for work carried out for Neighbourhood Plan</u></b>		
	No extra hours were claimed by the Clerk.		
<b>20.8</b>	<b><u>(h) Council to choose a pension provider</u></b>		
	This item was carried forward to September. The Council must start their declaration of compliance by 1/10/2016.		
<b>20.9</b>	i) The Clerk provided the council with rates for interest bearing accounts for them to review. Councillor Peter Fisk left the meeting at 10.30pm.		
<b>20.10</b>	j) The list of aggregate receipts and payments for the quarter against the budget and any overspends will be provided at Septembers meeting.		
<b>20.11</b>	k) The Council resolved to continue to pay the Clerk £36 per month to cover her expenses working from home. Proposed Councillor Philip Reeve, seconded Councillor Kate Trevitt, unanimous decision. This will be reviewed again in 2019.		
<b>20.12</b>	l) Councillor Philip Reeve will provide the quote to replace the bearings on the spinning pole for the next meeting.		
<b>20.13</b>	m) The Council resolved to approve the expenses for the Royal Coffee Morning. Proposed councillor Kate Trevitt, seconded Councillor Michele Faiers. Unanimous decision.		
<b>21.0</b>	<b><u>Planning</u></b>		
<b>21.1</b>	<b><u>(i) Council to sign the committee meeting minutes from 11<sup>th</sup> July 2016 to stand as an accurate record of the meeting.</u></b>		
	The council signed the minutes from the planning committee meeting of 11 <sup>th</sup> July 2016 as an accurate record of the meeting. Proposed Councillor Maggie Dunn, seconded Councillor Michele Faiers, unanimous decision.		
	The Council supported the following applications:		
	<b>Berwyn, The Park</b>	<b>DC/16/1132/HH</b>	<b>(i) 1 ½ storey side extension and raising the roof on existing front elevation to provide additional accommodation (ii) New entrance porch</b>
	<b>46 Conyers Way</b>	<b>DC/16/1228/TPO</b>	<b>(i) 1 x Birch reduce crown by 25% (ii) 1 x Ash remove over hanging limb and prune remaining tree to boundary line (approx. 3 metres) (iii) 4 x Elm and 1 x Ash prune back by 3 metres</b>
<b>21.2</b>	<b><u>(ii) Council to consider the completed planning applications from St Edmundsbury Borough Council for July 2016.</u></b>		
	Councillors considered the following applications:		
	Smallwood, Livermere Road	DC/16/0821/HH	(i) first floor front side and rear extensions including raising of roof height and (ii) widening of vehicular access
	White House, Bury Road	DC/16/0806/HH	Installation of 2.4 metre high close boarded timber fencing along the front boundary
	1 New Cottages, Cattishall	DC/16/0895/HH	Detached single storey double garage to front of property
	7 Anglesey Place	DC/16/0881/TPO	TPO 448(2006)5 - Tree Preservation Order - (i) 1no. Leyland Cypress (T1 on plan) fell (ii) 1no. Hornbeam (T2 on plan) and Beech (T3 on plan) lift to a height of 2.5 metres and (iii) Area of Portugal Laurel (G1 on plan)

PR



			coppice 3 stools on east side and reduce height of remaining trees to produce a hedge (all within area A1 on order)	
	Felsham Barn, Lithgo Paddock	Dc/15/0824/TPO	TPO 370 (1974) - Tree Preservation Order - crown raise to 8 metres to appropriate pruning points (without removing scaffolding limbs); reduce lateral spread by up to 3 metres to appropriate pruning points and reduce height by up to 3 metres to appropriate pruning points of 1 No. Oak tree (T1) (G2 on the Order)	
	Oakwood House, Livermere Road	DC/16/0962/HH	reposition of proposed garage building - revised scheme of DC/15/0166/HH	

**22.0**

**Correspondence**

The list of correspondence has been circulated.

**23.0**

**Urgent Business**

A fence is causing concern on School Road as it is bulging out towards the footpath. The clerk will contact the resident.

**24.0**

**Date of next meeting**

The next meeting will be on Monday 19<sup>th</sup> September 2016.

There being no further business the meeting finished at 10.35 pm.

.....Sign & Date

.....Print name.

CHAIRMAN

Signed as confirmation that they are a true record.

LJH

--	--	--