

**MINUTES OF THE MEETING OF GREAT BARTON PARISH COUNCIL ON
MONDAY 15th MAY 2017 COMMENCING AT 7.15 PM**

Item.	<p>Members Present : Councillor Philip Reeve chaired the meeting together with Councillors Maggie Dunn, Eddie Gibson, Peter Fisk, Diana Boys, Nicky Crouch and Kate Trevitt. No members of the public were present. The clerk informed the Council that the public session legally forms part of the meeting.</p>	
1.0	<p><u>PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING</u> <u>(a) To elect a Chairman</u> – Councillor Kate Trevitt proposed Councillor Philip Reeve for Chairman, seconded by Councillor Nicky Crouch, unanimous decision. There were no other proposals . <u>(b)</u> The Clerk received the Chairman's acceptance of office. <u>(c) To elect a Vice-Chair</u> – Councillor Kate Trevitt proposed Councillor Eddie Gibson, who advised the Council that he did not wish to stand. Councillor Peter Fisk proposed Councillor Maggie Dunn, seconded by Councillor Kate Trevitt, unanimous decision. There were no other proposals. <u>(d) To receive any updates to Councillors registers of members interests forms</u> – There were no updates. <u>(e) To appoint a responsible financial officer and internal auditor</u> – Councillor Philip Reeve proposed the Clerk, Linda Harley as the Responsible Financial Officer and Heelis and Lodge as the internal auditor. This was seconded by Councillor Maggie Dunn, unanimous decision.</p>	
2.0	<p><u>Chairman's welcome</u> Councillor Philip Reeve welcomed everyone to the meeting. Apologies for absence had been accepted for Councillor Matthew Parker.</p>	
3.0	<p><u>Opening Public Session</u> No members of the public were present.</p>	
4.0	<p><u>To receive County Councillor's report from Rebecca Hopfensperger</u> Councillor Rebecca Hopfensperger did not attend the meeting.</p>	
5.0	<p><u>To receive Borough Councillor's Report from Sarah Broughton</u> Councillor Sarah Broughton reported that St Edmundsbury Borough Council and Forest Heath District Council are moving towards working as 1 body.</p>	
6.0	<p><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 &, 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> There were no Declarations of Interest or requests for dispensation.</p>	
7.0	<p><u>To sign the minutes of the council meeting on 24th April 2017 to stand as an accurate record and to review the draft minutes from the Annual Parish Meeting</u> The minutes of the Council meeting on 24th April 2017 were signed to stand as an accurate record of the meeting. Proposed Councillor Kate Trevitt, seconded Councillor Maggie Dunn , unanimous decision. Councillors were happy with the draft minutes from the Annual Parish Meeting.</p>	
8.0	<p><u>Chairman's Report</u> Network Rail's proposals to close crossings in Suffolk is being considered by the Secretary of State. The response to this and the West Suffolk Operation Hub planning application will be put on the website. The World War 1 commemorative celebrations across the Country was raised to see if there was any interest in lighting a beacon of remembrance in Gt Barton. This will be discussed at the June meeting.</p>	LJH LJH
9.0	<p><u>To sign the document for a 99 year lease on Icepits Wood from Suffolk County Council</u> The Parish Council resolved to sign the lease between the Suffolk County Council and the Parish Council for 99 years on Icepits Wood. Proposed Diana Boys, seconded Peter Fisk, unanimous decision. Suffolk County Council's legal department have advised that the lease will be excluded from Section 24-28 inclusive of the Landlord and Tenant Act 1954, which means that Gt Barton Parish Council will not have an automatic right of continuation and renewal of the lease at the end of the lease period or to statutory compensation. Councillor Philip Reeve has been served with a notice in accordance</p>	

10.0	with Section 1 to the Regulatory Reform Order 2003 and a Statutory Declaration for signing. Once signed the completed lease will be sent to the Clerk for deposit with the Parish Council's solicitor.	LJH																																								
11.0	Update on meeting with Guy Smith on the Community Self help scheme We are waiting to hear the financial details from Guy Smith and wish to keep the pressure on Suffolk County Council to provide good verge cutting services and white lining at junctions.	LJH																																								
11.0	Sign contract to adopt the telephone box on Livermere Road and look at repairs and maintenance The contract was signed to adopt the telephone box on Livermere Road from British Telecom. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.	EG																																								
12.0	An article will be put in the newsletter advising that the Parish Council has adopted the telephone box and asking residents what they would like to see it used for. This will be discussed at June's meeting. Councillor Diana Boys offered to trim the nettles and vegetation around the box.	LJH																																								
12.0	Mill Road trees and hedges – update from Suffolk County Council's Guy Smith Suffolk County Council had confirmed they are unable to help with removing the dead trees on the piece of 'unowned land' between Conyers Way and Mill Road. They have offered to organise the traffic control if any works go ahead. The Clerk will advise Councillor Hopfensperger.	LJH																																								
13.0	Update on Village projects : (i) Neighbourhood Plan – the action points from 9/3/17 were approved. Councillors agreed in principle to use the Community Action Suffolk format for the questionnaire at a cost of £500. This will be ratified in June. It was agreed that information from the Housing Needs Survey is essential for the Neighbourhood Plan and the Parish Council business.	LJH																																								
13.1	Councillor Philip Reeve will confirm the cost. The Councillors agreed in principle that the survey should go ahead. The clerk will research if there are any grants available and liaise with Thurston on how they funded their survey.	PR LJH																																								
13.2	(ii) School Road car park – Anita Jones has taken over from Philip Sullivan and is being brought up to date with the project. We are still waiting for the Heads of Terms.																																									
13.3	(iii) Mill Road crossing point – Councillor Rebecca Hopfensperger will be asked to help arrange a meeting with Suffolk County Council and Kier.																																									
13.4	(iv) Update on trees from Iceptis Wood which have fallen into a resident's garden following storm Doris – The clerk is liaising with the insurance company. An update is awaited.																																									
13.5	(v) Footpath alongside High Silvers – raised at APM – Councillor Kate Trevitt had inspected the path. The clerk will ask the residents to trim back overhanging vegetation back to boundary along footpath.	LJH																																								
13.6	(vi) Bottom of goal posts by the Scout Hut need treating and repainting – P Reeve/P Fisk to review - This item will be carried forward to the next meeting and can be checked with the basketball surface.	PR/ PF																																								
14.0	Councillor's Reports There were no reports.																																									
15.0	Clerk's Report The Clerk had nothing further to report.																																									
16.0	Finance																																									
16.1	a) Payment of Accounts The Council resolved to pay the following accounts. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision.																																									
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16.2	<p>b) <u>To receive a financial report from the Responsible Financial Officer</u></p> <p>The vibrating mole repellants have been removed from the playground as children have taken them out of the ground.</p> <p>The new Head Teacher of the Primary Academy is Clare Ratley who is currently a teacher at the school.</p> <p>The unaudited statement of Accounts and Annual Governance Statement have been posted on the website along with a statement that the Annual Return as published may be subject to change. Electors rights have also been advertised along with the dates for inspection.</p> <p>The bank balances were reported as :</p> <table border="1" data-bbox="352 488 1445 689"> <tr> <td>Current Account</td> <td>£70,103.47</td> </tr> <tr> <td>Business Reserve Account</td> <td>£40,378.95</td> </tr> <tr> <td>Total</td> <td>£110,482.42</td> </tr> <tr> <td>Items paid/owed from newsletter advertising</td> <td>£100 received from Twinn Accountants, £150 from J K Mayes</td> </tr> <tr> <td>Other credits received</td> <td>£32,360 precept, £846.78 VAT refund</td> </tr> </table>	Current Account	£70,103.47	Business Reserve Account	£40,378.95	Total	£110,482.42	Items paid/owed from newsletter advertising	£100 received from Twinn Accountants, £150 from J K Mayes	Other credits received	£32,360 precept, £846.78 VAT refund													
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16.3	<p>c) <u>Reconciling cashbook to bank statements for April 2017 and completing the bank reconciliation</u></p> <p>The bank reconciliation for April had been checked and signed by Councillor Maggie Dunn.</p>																							
16.4	<p>d) <u>Consider reserve budgets and review spending against them</u></p> <table border="1" data-bbox="352 853 1445 1682"> <thead> <tr> <th>RESERVES</th> <th>BALANCE</th> </tr> </thead> <tbody> <tr> <td>Small Projects</td> <td>£19,398 - (Items paid this month: Purchase of red telephone box £1, Cottee traffic assessment for WSOH planning appln £1,000, litter pick refreshments £10.17) earmarked: £3,000 School Lane footpath, Mill Rd crossing from PC £2,750 & from Freedom Church £1,750, Replacement tree for Conyers Green £150 = £7.650) Total balance £16,248</td> </tr> <tr> <td>Neighbourhood Plan</td> <td>£6,610– Items paid this month : S Deare NP Clerk salary £208,) (earmarked : S Deare salary £1,300 and LJ Harley extra hours £95 = £1,395) Total balance £5,215</td> </tr> <tr> <td>Youth Project</td> <td>£1,038</td> </tr> <tr> <td>General</td> <td>£25,595 (£3200 reserved for VAS)</td> </tr> <tr> <td>Allotments</td> <td>£ 214</td> </tr> <tr> <td>Asset maintenance</td> <td>£ 4,425</td> </tr> <tr> <td>Asset acquisition</td> <td>£7,556 (£1,600 from precept)</td> </tr> <tr> <td>Village Sign</td> <td>£444 balance earmarked for restoring the old sign.</td> </tr> <tr> <td>Icepits Wood</td> <td>£17,552 (earmarked : £15,000 pump track) Balance = £2,552</td> </tr> <tr> <td>Total reserves</td> <td>£82,832</td> </tr> </tbody> </table> <p>Amounts to nearest pound</p>	RESERVES	BALANCE	Small Projects	£19,398 - (Items paid this month: Purchase of red telephone box £1, Cottee traffic assessment for WSOH planning appln £1,000, litter pick refreshments £10.17) earmarked : £3,000 School Lane footpath, Mill Rd crossing from PC £2,750 & from Freedom Church £1,750, Replacement tree for Conyers Green £150 = £7.650) Total balance £16,248	Neighbourhood Plan	£6,610– Items paid this month : S Deare NP Clerk salary £208,) (earmarked : S Deare salary £1,300 and LJ Harley extra hours £95 = £1,395) Total balance £5,215	Youth Project	£1,038	General	£25,595 (£3200 reserved for VAS)	Allotments	£ 214	Asset maintenance	£ 4,425	Asset acquisition	£7,556 (£1,600 from precept)	Village Sign	£444 balance earmarked for restoring the old sign.	Icepits Wood	£17,552 (earmarked : £15,000 pump track) Balance = £2,552	Total reserves	£82,832	
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16.5	<p>e) <u>Consideration of weekly, monthly, quarterly risk assessments including confirmation of which assessments have been carried out</u></p> <p>Weekly playground inspections had been carried out. The following items were raised from the playground inspection :</p> <p>The base screws on the spinning pole have been fixed by the inspector and the rubber buffer is missing from the latch plate on the gate.</p>	PR																						
16.6	<p>f) <u>Consider employing a professional to appraise the traffic assessment of the West Suffolk Operational Hub planning application. (ii) To receive confirmation as to whether Fornham St Martin or Fornham All Saints are contributing to the assessment.</u></p> <p>The Council resolved to employ a professional to appraise the traffic assessment of the West</p>																							

	Suffolk Operation Hub planning application at a cost of £1,000.00. Proposed Councillor Philip Reeve, seconded Councillor Maggie Dunn, unanimous decision. Fornham St Martin and Fornham All Saints may also contribute.	LJH																		
16.7	<p>g) Consider allowing the Allotment Association to use the balance of their reserve for a different purpose than container rent.</p> <p>The Council resolved to allow the Allotment Association to use the balance of their reserve of £214 for other allotment spending. Proposed Councillor Diana Boys, seconded Councillor Kate Trevitt, unanimous decision.</p>																			
16.8	<p>h) Following the actual figures from 2016-17 increase the following budgets for 2017-18 : Clerks NI and tax from £360 - £850, Employers NI from £402 to £700 and Mileage from £120 to £200 – funds from small projects reserve.</p> <p>The Council resolved to increase the following budgets from their small projects reserve : Clerks NI and tax from £360 - £850, Employers NI from £402 to £700 and Mileage from £120 to £200 = £850. Proposed Councillor Nicky Crouch, seconded Councillor Philip Reeve, unanimous decision.</p>	LJH																		
17.0	Good Governance – CONTINUING PROCEDURAL ITEMS FOR THE COUNCIL’S ANNUAL MEETING:																			
17.1	(a) Review of nominations to existing committees, appointment of Chairman, their terms of reference, place of meeting, determine if the public can participate, whether Chair and Vice-Chair are ex-officio members & whether they have voting rights, notice requirements and quorum (no less than 3) and their delegated arrangements: Planning, Suffolk Association of Local Councils representative (1) Village Hall representatives (2) Youth Group, Bank signatories (4), Neighbourhood Plan, Personnel (3), Tree Specialist & deputy, Emergency Plan, Iceptits Wood, Finance & Transport and the representative for the Edwards and Calthorpe Educational Trust.																			
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	Personnel	Philip Reeve Ed Gibson Kate Trevitt
	Emergency Plan Committee Rep	Ed Gibson
	Icepits Wood	Philip Reeve (Chair) Matthew Parker (Vice- Chair) Peter Fisk Ed Gibson Diana Boys 1 Members of the Gt Barton Community Woodland Group (John Roe) Non-councillor members : Rob Crouch Jamie Gilmour, Mark Blewitt & Russell Hill
	Finance	Philip Reeve (Chair) Ed Gibson (Vice-Chair) Matthew Parker Maggie Dunn Peter Fisk
	Edwards and Calthorpe Educational Trust	Kate Trevitt representative
	There were no changes to the terms and conditions of any committees. The Council resolved to appoint the members to the committees as listed above.	
17.2	(b) No new committees were appointed.	
17.3	(c) A full review of Standing Orders and Financial Standing Orders had been completed.	
17.4	Councillors were happy that there were no amendments needed.	
17.5	(d) A full review of inventory of land and assets (asset register) had been carried out. The only item raised was damage to a grit bin on Livermere Road.	
17.6	(e) A review of insurance cover to confirm the council are adequately and sufficiently insured had been carried out. The Council's funds are covered by their fidelity guarantee.	
17.7	(f) The Council's and employees memberships of other bodies was confirmed – Suffolk Association of Local Council's, Community Action Suffolk and Society of Local Council Clerks.	
17.8	(g) A full review of the Council's procedure for handing requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 had been carried out.	
17.9	(h) The Council confirmed that it meets the conditions for the General Power of Competence: Clerk holds CiLCA, Clerk has completed relevant General Power of Competence training, members of council that have been elected are equal to or greater than 2/3 of total members	
17.10	(i) The Council were happy for the Clerk to attend SALC's quarterly Information and Networking events .	
17.11	(j) A full review of risk assessments in place for audit purposes had been carried out	
17.12	(k) The council adopted Governance and Accountability for smaller authorities in England March 2016 and were happy that their procedures were compliant with it.	
17.13	(l) Full council and planning committee meeting dates for 2018 were set :	
	COUNCIL MEETING 2017	PLANNING MEETING 2017
	15 th January	8 th January
	19 th February	5 th February
	19 th March	12 th March
	16 th April	9 th April
	21 st May	4 th May
	18 th June	11 th June
	16 th July	4 th July
	20 th August * (If needed)	13 th August
	17 th September	10 th September
	8 th October	1 st October
	19 th November	12 th November
	10 th December	3 rd December

17.14	(m) The council renewed by resolution the approval of the use of a variable direct debit to pay the emergency telephone line at the Village Hall, St Edmundsbury Borough Council bin emptying, NEST pension scheme, HMRC PAYE and the lease of land on Green Lane for allotments.												
17.15	(n) Confirmed the charity they wish to support as the Ixworth doctor's surgery Patient Transport fund, in accordance with the General Power of Competence. The amount allocated in the precept is £240.00.												
17.16	(o) The Council readopted the Suffolk Code of Conduct 2012.												
17.17	(p) The Council reviewed it's 3 year objectives to 2018. The Iceptis Wood Committee are working on the Woodland Management Plan .												
17.18	(q) Councillor Diana Boys signed the Dignity at Work/Bullying and Harassment policy, to agree and accept it's terms.												
17.19	<p>(r) The following review of internal audit and control was undertaken: The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of internal controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report will provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.</p> <p>In completing the annual report at section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for.</p> <p>The scope and frequency of testing reflects that audit work always requires the application of judgement and is carried out following risk assessments. It is in proportion to the likelihood of fraud, error or misstatement that could occur. It is directly related to the size and level of business activity of the council.</p> <p>The following schedule shows the key internal controls to provide assurance that the minimum level of coverage has been met:</p>												
	<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"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced? </td> <td>Bank reconciliation checked against cashbook bi-monthly by Clerk and a Councillor (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; and b) payments controls</td> <td> <ul style="list-style-type: none"> • Has the council formally adopted standing orders and financial regulations? • Has a Responsible finance officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits? </td> <td> Standing Orders & Financial Regs adopted 22.05.17 Item 12(a) Yes – 22.05.2017 Item 1(e) No items or services above the de minimus amount have been purchased. Yes Yes Yes – recorded on spreadsheet monthly. </td> </tr> <tr> <td>Risk management</td> <td> <ul style="list-style-type: none"> • Does a review of the minutes identify </td> <td>No – minutes reviewed</td> </tr> </tbody> </table>	Internal Control	Suggested testing		Proper Bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced? 	Bank reconciliation checked against cashbook bi-monthly by Clerk and a Councillor (excluding the Chairman) and reported to full Council. Includes arithmetic and balancing cashbook.	a) standing orders and financial regulations adopted and applied; and b) payments controls	<ul style="list-style-type: none"> • Has the council formally adopted standing orders and financial regulations? • Has a Responsible finance officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits? 	Standing Orders & Financial Regs adopted 22.05.17 Item 12(a) Yes – 22.05.2017 Item 1(e) No items or services above the de minimus amount have been purchased. Yes Yes Yes – recorded on spreadsheet monthly.	Risk management	<ul style="list-style-type: none"> • Does a review of the minutes identify 	No – minutes reviewed
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arrangement	<p>any unusual financial activity?</p> <ul style="list-style-type: none"> • Do minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Are internal financial controls documented and regularly reviewed? 	<p>monthly by full Council</p> <p>Yes – carried out in December.</p> <p>Yes - Checked by Council annually 22.05.17 item 12(c)</p> <p>Yes – Regularly reviewed through risk assessments which are updated annually.</p>
Budgetary Controls	<ul style="list-style-type: none"> • Has the council prepared an annual budget in support of its precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from budget? 	<p>Yes – Prepared in December 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"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority's notification? • Are security controls over cash and near-cash adequate and effective? 	<p>All income recorded in cashbook and promptly banked.</p> <p>Yes – Checked by RFO & Chairman.</p> <p>Yes – reviewed by full Council annually and internal auditor.</p>
Petty cash procedures	<ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each council meeting? • Is petty cash reimbursement carried out regularly? 	<p>No petty cash held.</p>
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment with clear terms and conditions? • Do salaries paid agree with those approved by the council? • Are other payments to employees reasonable and approved by the council? • Have PAYE/NIC been properly operated by the council as an employer? 	<p>Yes – Clerk/RFO</p> <p>Yes – Clerks salary invoices are checked monthly by Chairman and a Councillor.</p> <p>All 'other' payments to employees are approved by full Council.</p> <p>PAYE/NIC – processed through Basic PAYE Tools using RTI.</p>

		Payments made to HMRC and checked by 2 Councillors.
Assets controls	<ul style="list-style-type: none"> • Does the council maintain a register of all material assets owned or in its care? • Are the assets and Investments registers up to date? • Do asset insurance valuations agree with those in the asset register? 	<p>Yes .</p> <p>Yes and reviewed annually.</p> <p>Yes – checked annually (22.05.17 Items 17 (b) & (c))</p>
Bank Reconciliation	<ul style="list-style-type: none"> • Is there a bank reconciliation for each account? • Is a bank reconciliation carried out regularly and in a timely fashion? • Are there any unexplained balancing entries in any reconciliation? • Is the value of investments held summarised on the reconciliation? 	<p>Yes.</p> <p>Yes – Current accounts bi-monthly</p> <p>No – checked by Councillor and full Council.</p> <p>Yes.</p>
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)? • Do accounts agree with the cashbook? • Is there an audit trail from underlying financial records to the accounts? • Where appropriate, have debtors and creditors been properly recorded? 	<p>Yes – Receipts and Payments.</p> <p>Yes – checked by full Council.</p> <p>Yes – checked by internal auditor.</p> <p>No debtors or creditors.</p>
The Effectiveness of the Internal Audit was also reviewed as good practice:		
	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	None found.

		management and fraud and corruption matters. The responsibilities of council members is understood; training of members is carried out as necessary.		
	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.	
17.19	(s) The newsletter editor agreed that following a review of the newsletter fees, they should not be increased this year.			
18.0	The Council resolved to accept and were happy with all of the procedural items from item 15(a) to (s). Proposed Councillor Maggie Dunn, seconded Councillor Philip Reeve, unanimous decision.			
	Planning			
	<u>(i) Council to sign the committee meeting minutes from 18th April and 8th May 2017 to stand as an accurate record of the meeting.</u>			
	The Council signed the minutes from the planning committee meeting of 8 th May 2017 as an accurate record of the meeting. Proposed Councillor Peter Fisk, seconded Councillor Maggie Dunn, unanimous decision. The minutes from 18 th April will be re-circulated.			
	The Council supported the following application :			
	Barton House, The Park	DC/17/0798/HH	Single storey rear extension	
	LH			

The Council supported the following application and commented that the pole immediately south of the railway line should not impede access to the approved parking bays in the immediate vicinity of this pole. Taylor Wimpey must be consulted about the proposals.

Land off Mount Road, Gt Barton	Application under The Overhead Lines (Exemption) (England and Wales) Regulations 2009 - Install 2no. new supporting poles and associated stay wires (dismantle the existing 11,000 volt overhead network)
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(ii) Council to consider the completed planning applications from St Edmundsbury Borough Council for May 2016.

No completed applications had been received.

19.0 Correspondence

No correspondence had been received.

20.0 Urgent Business

The patches of woodland on the green at Diomed Drive were reported as being very overgrown. The grass has been cut and patches of dead grass have been left laying on the green.

LJH

The Clerk will contact St Edmundsbury Borough Council.

Following a resident raising concerns about there only being 1 small sign at the Fornham Road/Liveremere Road junction, Suffolk County Council will be asked to assess the signage.

LJH

The restored village sign was presented to the Council by Councillor Peter Fisk. There will be further discussion on where it will be displayed at June's meeting and whether it should be painted.

LJH

The clerk will supply some Neighbourhood Plan posters to the NP Clerk for the Village Hall notice board.

LJH

The clerk will confirm if permission has been given in writing to put a VAS mounting post in a residents garden on Cox Lane.

LJH

21.0 Date of next meeting

The next meeting will be on Monday 19th June 2017.

There being no further business the meeting finished at 10.00 pm.

.....Sign & Date

.....Print name.

CHAIRMAN
Signed as confirmation that they are a true record.

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