

## MINUTES

of the Meeting of Occold Parish Council held at 8pm on Thursday 4<sup>th</sup> April 2013 in the Village Hall.

Present: Mr C Cripps, Mr J Hewitson, Mr S Hubner, Mr P Standford

### **1. Apologies and Declarations of Interest**

Mr Hull, Mrs Noller and Mr Owen had sent apologies  
Also District Councillor Charles Tilbury

### **2. Reports from County Councillor, District Councillor, Community Police Officer**

#### **2(1) County Councillor report**

County Councillor Andrew Stringer gave his report to the meeting. See Appendix

Councillors felt that it would be appropriate for a letter of congratulation to be sent to Crispin Recycling Ltd at Brome as they had recently been awarded Best Newcomer in the Creating the Greenest County Awards

Councillor Stringer also reported that the planning application for the Mendlesham REP had been resubmitted. In the light of the fire at Tilbury recently which had taken several days to put out, and had the Thames nearby as a source of water, he believed that there were serious concerns about safety with regard to fire risk and how the fire service might deal with any fire at the site

#### **2(2) District Councillor report**

The Clerk read the District Councillor report to the meeting. See Appendix

#### **2(3) Community Police Officer report**

The Clerk read the police report to the meeting. See Appendix

**3. Minutes of the previous Meeting** held on Monday 4<sup>th</sup> March 2013, which had previously been circulated to Councillors, were approved

### **4. Matters Arising**

There were no matters arising from the Minutes

### **5. Correspondence**

**5(1)** Correspondence for circulation – leaflet for Thornham Walks 2013; *Suffolk View* Spring 2013; *Parish Matters* Spring 2013; *Under One Roof* February 2013; information about villages undertaking Neighbourhood Plans; SALC LAIS1349 *Over a Year of Localism*; SALC LAIS 1350 *Precept Referendum Bill* and email from SALC

**5(2)** A letter had been received from Community Action Suffolk, a new organisation formed from the merger of 10 charitable organisations in Suffolk including SuffolkACRE. It was decided that membership would not be of significant benefit to the parish council as the advice provided is not as relevant as that from SALC

## **6. Planning Matters**

**6(1)** PA 0513/13 Barleyfields, Bulls Hall Road

Notification had been received of non-material amendment to the application, regarding the positioning of the garage door

**6(2)** PA0309/13 The Mill House, The Causeway, Occold

It was noted that permission had been granted

**6(3)** PA 0462/13 Kings Farm, Cranley Road, Eye

Councillors were informed that the Clerk had been notified of this application for a single storey extension since the last meeting of the parish council. After consultation with the chairman it had been decided not to call an extra meeting to discuss it as it was out of the parish and would have no impact on residents in Occold

## **7. Meetings and Training**

**7(1)** Mr Hewitson gave a report on the SALC Mid Suffolk North meeting held in Eye on March 11<sup>th</sup>. See Appendix

**7(2)** Information had been received about forthcoming SALC courses

## **8. Finance**

**8(1)** Submitted for payment invoice from Essex & Suffolk Water for cemetery tap for period 1.4.13.to 31.3.14 for £95.90. Approved (Mr Hubner abstained)

**8(2)** It was agreed to reimburse the Clerk for membership renewal fees for Suffolk Preservation Society of £25 that she had paid on behalf of the Parish Council (Mr Hubner abstained)

**8(3)** It was noted that a VAT refund of £754.22 (covering a three year period) had been received

**8(4)** It was noted that S137 expenditure limit for 2013-2014 had been set at £6.98 per elector

**8(5)** It was noted that the date for audit had been set for 11<sup>th</sup> June 2013. The Clerk was asked to arrange for Mrs Crisp to undertake the internal audit

**8(6)** Advice had been received from SALC regarding online banking for parish councils. Although some councils had decided to use this facility there was, as yet, no legal basis for being able to ignore the requirement for two signatories on parish council cheques and so councillors risked a legal challenge in doing so.

The Clerk had looked at the possibility of opening a new deposit account for some of the council's reserves. Most high street banks offered Treasurer's Accounts or similar for non-profit making organisations, but these were current accounts with little interest. The Nationwide offer a 95 day Business Saver Account and the Clerk was asked to find out some

more information about this for the next meeting

**8(7)** It was noted that acknowledgment had been received from Jubilee Baptist Church and Occold PCC for recent donations

**8(8)** It was noted that acknowledgment had been received from Marie Curie Cancer Care for recent donation

**8(9)** It was noted that excess transaction fees of £7.50 had been incurred on the bank account as more than six cheques had been presented in one month due to all the charity donation cheques being sent out close to one another

**8(10)** An Audit Briefing from the external auditors BDO had described a further requirement for all parish councils to be registered for PAYE as a result of an HMRC requirement for parish councils to submit Real Time Information about payments to employees regardless of tax or NI levels. Having checked with SALC the Clerk had found that this is factually incorrect as it only applies to councils that have some employees above the NI/tax threshold and some below

**9. Matters to be advised (at the Chairman's discretion)**

**9(1)** It was reported that Mr Standford and Mr Hull had both attended a recent reception at the school to meet the new head teacher who will take up his post in September

**10. The next meeting** will be the Annual Parish Council Meeting and will be held on **Monday 13<sup>th</sup> May 2013** immediately after the Annual Parish Meeting at 8pm in the Village Hall.

Meeting closed 8.55pm