

Minutes of

CRETINGHAM, MONEWDEN AND HOO PARISH COUNCIL MEETING

held on
Thursday 11th January 2018 at 7.30 in Monewden Village Hall

Present: Cllrs Brian Martin (Chair), , Richard Chenery, Alan Peat, Caroline Saxby, David Defoe, Maria Whelan

Clerk Jane Page CiLCA

Public: None

20. Apologies – to accept apologies for absence -Cllr Gourlay and Cllr Vickery sent apologies which were accepted by council Cllr Toptani (absent)

20.1 Declarations of Interest and to accept any dispensations - none

20.2 To consider confirming the Minutes of the Parish Council Meeting on 21st September 2017 - the Minutes were confirmed and signed

20.3 Public forum - to receive and note comments from members of the public present, through the Chairman only - no public were present

20.4 Matters for debate

20.4.1 Review of Risk Assessment

Risk Assessment - The internal control and internal audit procedures for Cretingham, Monewden and Hoo are regularly reviewed and a full Risk Assessment document is maintained. Council now keep a duplicate electronic copy of non confidential documents lowering our risk from medium to low

20.4.2 Review of Internal Control and Internal Audit

All cheques are signed by two of the named Councillors at council meetings, once council approval has been given, and invoices and cheque stubs are checked and counter signed. All expenses are tracked and full accounts are kept updated. Fidelity Guarantee insurance is calculated for the highest amount the council are likely to hold in their funds, taking into account the peak in funds at the times of the precept. An independent professional auditor carries out the internal audit which covers:

Proper book keeping with review of cash book, bank reconciliation and statements, supporting vouchers, invoices and receipts,

Financial regulations including Standing Orders,

Control and risk management,

Budgetary and income controls,

Petty cash, payroll, asset control and valuation, bank reconciliation, year end procedures.

Internal Audit is considered effective as all measures and suggestions have been taken up over the years. The Council, Clerk/RFO and Internal Auditor have clearly defined roles. The audit documents are prepared throughout the financial year and are constantly reviewed by the council

20.4.3 Review of Standing orders ,Financial Regulations and Asset Register Standing orders are updated regularly as are Financial Regulations and the Asset Register is kept up to date.

20.4.4 Budget/Precept setting for 2018-19 - **DECISION** - Councillors agreed unanimously to raise the Precept from £2150 to £2365. The Clerk will receive an extra paid half an hour per week with a review of a similar increase in the next financial year but will receive no rise in pay band this year

20.4.5 Appointment of Data Protection Officer - The Clerk was appointed to the role

20.4.6 Donations for this financial year - there were no donations due to low funds available

20.4.7 Whether to apply for grant for First Aid Course - the grant has been applied for

20.4.8 Village signs - the Hoo sign is in need of some attention. **ACTION** - Cllr Peat will investigate ownership of the land and action to be taken and report at the next meeting

To hear reports from: SCC
SCDC

There were no reports from either

20.5 Planning applications and Notifications

To consider any planning applications received by the date of the meeting where reasonable and practical to do so

DC/17/3970/FUL Green Farm Road, Monewden - Farm Equipment Shed next to existing building - no objections

DC/17/4384/PN3 - Rose Cottage Monewden - Proposed building for Agricultural/forestry development - polytunnel and storage building to shelter tractor. trailers and other equipment essential for effective agricultural use of the site - no objections

DC/17/4634/FUL - Land North Brandeston Road, Cretingham - proposed erection of four houses together with parking and associated external works - Cretingham, Monewden and Hoo Parish Council have no objections to the above application and fully support low density housing in small villages for local people. One request - please can the yellow render as illustrated be Suffolk Pink instead

DC/17/5182/LBC Poplar Farm Ipswich Road Cretingham - conversion, renovation and change of use of former agricultural barns to form single residential dwelling, foul drainage (private treatment plant) no objections

DC/17/4774/FUL Mill House Brandeston Road Cretingham - single storey and first floor extension to existing detached dwelling - no objections

DC/17/4992/LBC Poplar Farm Ipswich Road, Cretingham

Listed building consent for repair, renovation, renewal and alteration of front porch, five windows and a door, external render and roof covering - no objections

20.6 Correspondence since last meeting circulated to Councillors *emailed

Coastline Lite*

Suffolk View*

Flu jab info*

Council Matters Newsletter* (Came and Co)

Suffolk Coasts and Heaths Newsletter*

DAS request for donation

SCDC Car park consultation*

CAS Newsletter Dec*

20.7 Financial matters and payments due:

balance on 8th December 2017 £3328.07 * includes cashed cheque*

Precept £1.075.00 received Sept 17

Cheques for approval:

10001 Clerks pay October £102.00*

10002 CAS Website £60.00

10003 Clerks pay November £102.00

10004 Clerks expenses £28.22

10005 Ladywell Accountancy £48.00

Balance on 11th January to include cashed cheques £3089.85

20.8 Reports

Cllr Peat - Environment - nothing to report

Cllr Chenery - Police - no crime reported in our parishes. NHW Scheme still not active

Cllr Defoe - Highways - several potholes reported - some more than once

Chairman and Cllr Chenery attended SCDC re Land Allocation. Council have requested some land in Monewden be disregarded in the consultation as totally unsuitable for development as backed by the Suffolk Preservation Society

Cllr Whelan has inspected village sign and suggests it needs re setting and some maintenance

SCDC have confirmed that they will visit airfield but have yet to confirm this has been done

Electoral register request has been submitted

Request has been received for council comments on listing of Cretingham War Memorial containing World War I names - council support listing **ACTION** Clerk will pass comments on

20.9 Items to go forward to next Agenda

30 MPH signage

The meeting closed at 8.30pm

Dates for next meetings **March 8th, May 10th, Sept 13th 2018**

Signed

Dated