

<p>once a month, or on a request basis. The sole focus will be on "Highway" parking infringements. Police will still deal with obstructions.</p> <p>Council Tax: Historically, in their respective predecessor areas Forest Heath residents have traditionally paid less Council Tax than residents of St Edmundsbury, West Suffolk District Council has now agreed to harmonise over 4 years meaning the "levelling up" process will be in the lifetime of this current administration. Inevitably, this will mean that there will be a differential between the rises needed across the new combined authority.</p> <p>To illustrate the point the following Band D council tax levels for 2020/21, for each of its predecessor areas, are:-</p> <ul style="list-style-type: none"> • Forest Heath - £163.98 (an increase of £11.70, 7.7%). • St Edmundsbury - £183.78 – (an increase of £1.62, 0.9%). 	
<p>6.1 Village Groups</p> <p>6.1.1.1 The Bowls Club provided an update on progress in regard to the possible purchase of land. The offer made to Greene King including legal costs and VAT is £64,800. Sport England are providing £49500 as a grant and subject to market valuation. Havebury Housing are providing £5000. This leaves a shortfall of £10,300.</p> <p>3 options were presented –</p> <ol style="list-style-type: none"> 1. The Parish Council meets the shortfall 2. The shortfall is jointly funded by the Bowls Club and the Parish Council. 3. The Bowls Club meets the shortfall. <p>Option 2 was seen as the most realistic proposal and the Parish Council was asked to give their agreement to this option.</p> <p>There was some discussion about this, Greene King have not yet formally accepted the Bowls Club offer. There also needs to be discussion on the basis of an agreement for instance if the Bowls Club folds, want to sell the land etc. Cllr Hogg proposed and Cllr Mihr seconded that the Council agree in principle option 2 subject to the official acceptance of the offer by Greene King and the land valuation by Sport England. Further work will need to be done to agree how the Parish Council will find the money and working up an agreement between themselves and the Bowls Club once the final figure is known.</p> <p>4 councillors voted for and 1 abstained, 1 had a declaration of interest so did not vote.</p>	
<p>6.1.1.2 Annual Village Meeting update. Cllr Clark confirmed the Village Hall Committee will be providing refreshments.</p> <p>There will also be a short video at the end as a refresher on how to use the defibrillator. Cllr Clarke needs to confirm if the Neighbourhood Watch scheme will be launched at the meeting or not.</p>	PC
<p>6.1.2 The Clerk provided an update as Cllr Flood was not at the meeting. There is website accessibility compliance coming into enforce in September 2020 and Cllr Flood had confirmed with our website host that we are compliant already.</p>	
<p>6.1.2.1 It was agreed to discuss under the social media policy agenda item 6.2.1</p>	
<p>6.1.3 Cllr Mihr had been in touch with Cllr Spicer about the potential loan of machinery for clearing the paths but it was felt this wasn't needed at this stage. The hedges on Rushford Road were raised as they are quite overgrown and some storm damage. Cllr Smith would check if W Suffolk were involved in maintaining any of those and update Cllr Mihr.</p> <p>Councillors were reminded that various issues can be logged with the County Council, there is a link from the Parish Council website to do this.</p>	AS




<p>Cllr Hogg raised the problem of dog fouling particularly on the Thetford Road bend, round to the village sign. An article would be put in the Parish News and Cllr Flood would be asked to make up some more signs which could be put round the village.</p>	<p>RS CF</p>
<p>6.1.4 Cllr Clarke advised that someone had gone to use the defibrillator but thought they were not allowed to use it because of the green tag. The green tag is there to show if the device has been tampered with and can be broken when the defibrillator needs to be used. A sign has now been put up to advise people of this.</p> <p>The latest speed device figures are on the website. The battery on the device does seem to be deteriorating and may need replacing soon. These cost approx. £100 each.</p> <p>The Volunteer group met for another successful time on Sat Feb 2nd. The next scheduled meeting is 2nd May. It is likely the Playing Field Committee will request some help to lay the bark when it is delivered but no date is fixed yet as the weather needs to improve.</p> <p>Neighbourhood Watch signs had been bought and needed to be put up. Cllr Clarke will check on the status of this</p>	<p>PC</p>
<p>6.2 Policies</p> <p>6.2.1 Health and Safety Policy – it was agreed that we would separate volunteers out from contractors. Contractors need to ‘demonstrate they hold the adequate and appropriate level of Public Liability insurance.’</p> <p>A new point will be added into say - The Village has a volunteer group that meet approx. once a quarter and the Parish Council Insurance has Public Liability insurance to cover this. All Councillors agreed these changes. The Clerk to publish.</p> <p>Social Media Policy – it was agreed to take out the Parish Council website and email from the list. There was separate discussion about email and Councillors agreed we did not need a separate policy about this. Guidance had been issued about having a separate Parish Council email address, most councillors have done this and Councillors agreed they would ensure they are following this guidance in terms of their devices at home being password protected.</p> <p>A few amendments to the document were made, it was felt the Local Code of Conduct covered a number of the points. All Councillors agreed these changes. The Clerk to publish.</p>	<p>RS</p>
<p>6.2.2 It was agreed the recruitment policy would be worked on by the Clerk and Cllr Hindry as it needed some work doing to it, and an update copy circulated prior to the May meeting for sign off then.</p> <p>The Clerk flagged there is a requirement to have some GDPR policies about date retention, breach etc. Many Parish Councils don't seem to have these policies either. It was agreed we would see what the SALC Internal Audit raised about this and take action then.</p>	<p>RS/SH</p>
<p>6.2.3 Cllr Clarke gave an update on the Community Emergency Plan. If this is needed/wanted then it needs a refresh and discussion about how it works in practice. It was agreed that it would be raised at the Village Meeting as it is a Community plan and therefore the Community should be involved in developing it. Cllr Clarke to make sure it is on the agenda for the village meeting.</p>	<p>PC</p>
<p>6.3 Planning</p> <p>6.3.1 DC/20/0199/TPO It was agreed the Parish Council supported this and the Clerk would send the response back.</p>	<p>RS</p>




6.3.2 DC/20/0255/LB It was agreed the Parish Council supported this and the Clerk would send the response back.	RS
6.4.1 & 6.4.2 Cllr Haycock requested on behalf of the Playing Field Committee that the Parish Council pay their insurance policy as a grant and also cover the grass cutting costs too. The insurance figure is £322.86 as at January 2020 and the grasscutting has ranged from around £550 up to £700 depending on how many cuts are needed. Both were agreed unanimously. Cllr Haycock also advised that £500 had been allocated from the County Councillor and District Councillor towards the bark chippings.	
6.5 6.5.1 The application for a new bank account had been submitted but nothing further has happened. It was agreed to put this on hold for now but the Clerk to follow up when possible.	RS
6.5.2 Risk Assessments, these had been previously circulated and the document was agreed.	
6.5.3 Asset Register – there was some discussion around why we using insurance values, the format of this document would be checked and recirculated by email for Councillors to agree.	RS
6.5.4 Internal Control Document – it was agreed to change the external audit text to ‘The Council does not need to have an external audit unless it decides to. As it is under £25,000 it can exempt itself under the Annual Governance and Accountability Return.’ Reference will be made to the existing Standing Orders and Financial Regulations adopted by the Parish Council.	RS
6.5.5 Suffolk Local Code of Conduct, this had been previously circulated and the document was agreed.	
6.5.6 The income and expenditure from 1 April 2019 to 29 th Feb 2020 was agreed, including the VAT reclaim.	
6.5.7 The payment schedule was agreed and signed off and cheques signed for <ul style="list-style-type: none"> • Clerk Salary £479.22 • Clerk Expenses £26.10 The Clerk had become aware from training this week we should be paying the Information Commissioners Office Data Protection Fee of £40. It was agreed the Clerk could progress this and a cheque would be signed off for expenses. Village Hall Insurance was due this month, the Clerk will be provided with the information shortly and it was agreed that a cheque could be raised for this. It was unanimously agreed that no further action would be taken regarding the HMRC response to the Council’s query about claiming VAT back from the village hall roof project. It was unanimously agreed that the 2 clerical errors on the budget could be changed.	RS
7. Correspondence received The recent budget correspondence was discussed. It was agreed that the Clerk’s hours could be discussed at this meeting with the public present. The Councillors were happy with the current situation, hours have been approved and signed off at the meetings. There will be a proposal put together by the Chair for the next meeting to agree if the Clerk’s contract should be changed to 5 hours or accept that it’s a flexible arrangement where the Clerk gets paid for the hours worked.	JL




<p>Other items had been covered in the meeting and a draft response would be written and circulated to Councillors for review.</p> <p>A member of public had asked if anyone wanted to help with any tree planting in the village. Some village groups might be interested in this but the concern was ongoing maintenance. The amenity area near the bungalows maybe a possible location too. The Clerk can pass on details if anyone wants to take this forward.</p>	<p>RS</p>
<p>8. Date of next meeting Thurs 14th May The meeting closed at 21.20pm</p>	



463 Peter Clarke Chair

Rowena Salter Clerk

