



ERISWELL PARISH COUNCIL

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MINUTES of the ERISWELL PARISH COUNCIL Full Council Meeting held on TUESDAY NOVEMBER 12th, 2019

Present:

Cllr L. Hall (Chairman)

Cllr A. Bibbey (Vice Chair)

Cllr B. Thomas

Cllr Z. Eaton

Cllr J. Seaney

In attendance: Wg. Cdr. J. Turnbull, D/Cllr D. Gathercole, Nicola Glading, Parish clerk and five members of the public

20. RECORDING OF MEETING

None

21. APOLOGIES FOR ABSENCE

a) Apologies were received from Cllr M Keles, D/Cllr Frost and C/Cllr C. Noble

b) Council consented to accept the apologies received

22. DECLARATIONS OF INTEREST

None

23. PUBLIC PARTICIPATION

Persons present reported that:

1. There are brambles, etc. growing on the footpath that commences at no. 10 and along the edge of the A1065, rendering these impassable. Clerk to look into.
2. "Suffolk Connect" Bus service: the clerk confirmed that Suffolk County Council has withdrawn the subsidy which means that people have to pay £5 a trip. It was suggested that West Suffolk issued tokens to enable free travel in certain circumstances. D/Cllr Gathercole will look into.
3. Signs at Lords Walk "Reliable Rentals", are these too close to the road? Clerk to look into.
4. An advertising mini car with slogan "Fair Price Rentals" has been parked at Lords Walk. Clerk to check if this is parked on grass and monitor the situation.
5. There are many advertising signs around the Lords Walk area; is there a limit imposed by Bye laws? D/Cllr Gathercole will check.
6. Anxiety was reported about the yellow tags that were attached to the bins by West Suffolk District Council These are recyclable and can be put in the blue bins, but may constitute a hazard to wildlife, and was thought to be a pointless exercise in any case.
7. The streetlight 414 outage at 5 The Street, Eriswell has been reported to Suffolk County Council Highways; however, it remains inoperative. Clerk to chase SCC.

24. UPDATES FROM COUNTY and DISTRICT COUNCILLORS

1. Update from Wg. Cdr. Jamie Turnbull: Wg. Cdr. Turnbull has served for 24 years in the regular air force and is the new incumbent of this regular full-time reserve service post, with an initial contract for 4 years. He lives in Wisbech and has a grown-up family and seven dogs. He apologised for the recent unavoidable noise which ensued from operational commitments. A flight simulator building is to be erected within the next 18 months. A direct benefit to the local economy is that 40% of the supply chain is sourced locally.
Wg. Cdr. Turnbull is aware of the issues and public anxieties about parking of delivery vans/ lorries and the picking up of deliveries on the Lords Walk approach road. The Base has no jurisdiction on parking outside the wire, however, there is concern and an alternate area is sought. It was

suggested that the area behind the shops is used as a delivery pick up point for service men; Wg. Cdr. Turnbull will look into this.

The street lighting on Radcliffe Road is not working. Wg. Cdr. Turnbull will look into this

The contracts Compound will be fully used by April 2020. Planning permission for this meant that triple SI regulations had to be overcome. This should alleviate pressure of traffic on the A1065.

2. Update from C/Cllr Colin Noble: C/Cllr Noble was not present.
3. Update from D/Cllr Gathercole: Cllr Gathercole has noted the issues around car parking and bus service. There is no provision for people living at Earlsfield to meet, and no childrens play equipment These are at the village and there is no footpath for people to use. Similarly, Eriswell village people are unable to access the shops and businesses at Earlsfield on foot. A quotation for a footpath that was obtained by C/Cllr Noble was very expensive. Cllr Gathercole re-iterated that he will look into the West Suffolk tokens for bus service.

25. MINUTES OF THE PARISH COUNCIL MEETING held on 8th October 2019

- a) The minutes of the Parish Council meeting held on 8th October 2019 were **unanimously AGREED** as a true record and the Chair was authorised to sign the same.
- b) Business remaining from previous meeting: None

26. CO-OPTION OF NEW COUNCIL MEMBERS

- a) None

27. VILLAGE VISION

- a) it was **unanimously RESOLVED** that two priorities for EPC would be:
 1. Footpath between the two halves of the village
 2. Village Hall improvements: Vice Chair and clerk to speak to the Village Hall Management Committee. The Reading Rooms are owned by Lord Iveagh and any works would have to be agreed by the estate.

28. SPEED INDICATOR DEVICE (SID)

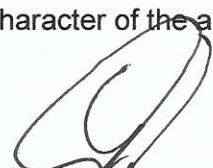
- a) The regulations pertaining to Community Speedwatch were **NOTED**. It is not possible to borrow the speed gun from Lakenheath.
- b) The regulations pertaining to the deployment of a Speed Indicator Device were **NOTED**. Cllr Thomas and the clerk will liaise with Suffolk County Council Highways to define placement of the poles; this is the first step and the type and funding of the SID will then need to be decided upon. The clerk has sourced a SID that has both a smiley face/thankyou legend as required.

29. MATTERS RELATING TO PLANNING APPLICATIONS FOR ERISWELL

a) Reconsultation - Application No. DC/19/0824/FUL. Change of use of land from former vehicle holding/checkpoint area to use for car sales/ rental business including siting of modular office building
LOCATION: Former Vehicle Holding Area Lords Walk RAF Road to A1101, Little Eriswell, Suffolk
APPLICANT: Mr J Ott

It was **unanimously AGREED** that Eriswell Parish Council has **NO OBJECTION** in principle but would require:

1. That any signage is restrained, appropriate, carefully monitored and unobtrusive
2. That the lighting of the area is not conspicuous and managed in such a way that it does not give rise to local objection
3. That the water run-off from the business is managed in an acceptable manner
4. That the car sales business does not detract from the residential character of the area



b) Application no: DC/19/1755/ADV. Proposal Application for Advertisement Consent – 1 no. nonilluminated free standing sign.

LOCATION: Land East of A1065 Brandon Road Eriswell Suffolk.

APPLICANT: Mr M Ballard

It was **unanimously AGREED** that Eriswell Parish Council has **NO OBJECTION**

c) Application no. DC/19/2162/FUL. Outdoor sports facility including press box and associated development for the use of base personnel only

LOCATION: Land South Of Bedford Road Raf Lakenheath Brandon Road APPLICANT: Defence Infrastructure Organisation, Defence Infrastructure Organisation

It was **unanimously AGREED** that Eriswell Parish Council has **NO OBJECTION**

Further NOTED: That the clerk and chairman will liaise to facilitate a mechanism for showing of Plans going forward.

30. CLERKS REPORT

a) The clerks report was **NOTED**:

(i) No items were actioned under delegated powers.

(ii) Car parking at the Lords Walk/ Earlsfield shops (from last meeting) Clerk had spoken to the new owner of the car park (Reliable Rentals) and the placement of new bins would be acceptable, although he suggests one is placed on the grassed area to the shop on the far right as you come into the car park. He was aware that a food supply vehicle was parked periodically. Clerk reported that in terms of monitoring the usage of the car park, there appeared to be fewer vehicles and more room to park than previously. The councillors agreed that this was indeed the case.

(iii) Inconsiderate/ dangerous parking from last meeting: Clerk had reported the concerns, and these were being addressed, see minute 24.1. Update from Wg. Cdr. Jamie Turnbull.

(iv) Lords Walk/ Earlsfield roundabout adoption question from last meeting: Clerk reported that the roundabout has been bought, councillors were shown the relevant papers.

(v) Duplication of websites: it was **AGREED** that the defunct website would be discontinued. Clerk to inform.

(vi) Lords Walk/ Earlsfield Shop rents- question from last meeting. It is thought that most of the proprietors are owners.

(vii) There is a fault in the streetlight at 5 The Street, Eriswell (141); the clerk has reported to Suffolk County Council Streetlighting department, but it has not yet been attended to, Clerk to chase the repair. Clerk to ascertain whether an SCC Service Agreement is in place and confirm the definitive list of EPC/ SCC owned streetlights.

31. CHAIRS ITINERARY and REPORTS

a) Chairs report, the letter sent to Lord Iveagh/ Elveden Estates about the provision to provide a connecting footpath was **NOTED**.

b) Councillors reports: none

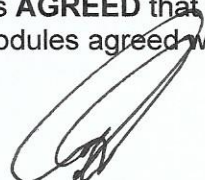
32. COUNCILLORS TRAINING

a) Training requirements and dates for training were discussed. It was **AGREED** that 2 half day sessions on Saturdays in January 2020 would be most convenient. Training modules agreed were:

1. *Roles and Responsibilities* a) What Makes a Good Council?

b) The Role of the Chairman

2. *Powers, Duties and Expenditure*



- a) Councils and the Law - the legal framework and powers/ duties
- b) Managing and Monitoring the Budget

3. *Productive meetings*

- a) Contributing to Effective Meetings Use of the agenda and the importance of rules for council meetings
- b) The Code of Conduct - what you can and cannot do as a councillor

4. *Working with the community*

Clerk to arrange the training with SALC and notify surrounding Parish Councils as there may be interest in joining the sessions, contributing to the cost and with networking benefits

33. PURCHASE OF EARLSFIELD NOTICEBOARD and BINS

- a) The clerk had provided examples and cost of magnetic noticeboards, it was **RESOLVED** to re-visit this next year.
- b) The clerk had provided examples and cost of dog/ rubbish bins. It was **unanimously AGREED** that those on ebay at c. £160 were preferred. Clerk to ask both the Earlsfield shops to contribute toward the purchase of two bins, and D/Cllr Frost to fund another two. Cllrs at Earlsfield were asked to identify the areas at which the bins should be located (reporting back to the next meeting). It transpired that a member of the public is emptying the waste bins at Eriswell village - councillors expressed concern and **unanimously RESOLVED** to provide appropriate protective gloves.

34. FINANCE/ AUTHORISATION OF PAYMENTS

a) Finance:

- (i) The copy of the Lloyds Bank Statement number 92 was **NOTED** and signed by the Chair. Clerk to look into online banking and report back to the next meeting.
- (ii) The itemised expenditure/ invoices for payment (Appendix 1) was **unanimously AGREED** and the Chair and additional signatory were authorised to sign the relevant cheques

35. BUDGETS AND PRECEPT

- a) Councillors discussed the budget and precept for 2020/2021.

It was **unanimously AGREED** to increase the EPC precept by 2%, with a budget for 2020-2021 of £ 14,125.

Clerk to compose West Suffolk Precept Request form and final details/ breakdown of budget for review by Councillors at the December 2019 meeting.

36. GOVERNANCE REVIEW

- a) It was **unanimously AGREED** to adopt the Eriswell Parish Council Internal Controls (Appendix 2)

37. DATES OF FORTHCOMING MEETINGS

- a) The following meeting dates and **new start time of 7pm** were **unanimously AGREED**:

Tuesday 3rd December 2019

Tuesday 28th January 2020

Tuesday 25th February 2020

Tuesday 24th March 2020

Tuesday 28th April 2020

Tuesday 26th May 2020

Date of Annual Assembly/ Annual Parish Meeting (Public) to be confirmed

38. EXCHANGE OF INFORMATION

- a) None

The meeting closed at 9.40 pm



ERISWELL PARISH COUNCIL APPROVAL OF EXPENDITURE NOVEMBER 2019		
1	The RBL Poppy Appeal	£25.00
2	Administration expenses: charger and inkjet printer	£39.49
	On the night	
3	Employment costs September 2019	£304.06
4	Employment costs October 2019	£303.86
5	Employment costs November 2019	£303.86
6	HMRC P30 (QUARTER 2)	£75.80

ERISWELL PARISH COUNCIL**INTERNAL CONTROL STATEMENT****1. SCOPE OF RESPONSIBILITY**

Eriswell Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT**The Council:**

The council reviews its obligations and objectives and approves budgets for the following year at its December meeting. The December meeting of the council approves the level of precept for the following financial year.

A Councillor is appointed to have responsibility for bank reconciliation checks.

The full council monitors progress against its aims and objectives at each meeting by receiving relevant reports from the parish clerk.

The council carries out regular reviews of its internal controls, systems and procedures, see below.

Clerk to the Council/Responsible Finance Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the council for approval. Two members of the council must sign every cheque or order for payment. The signatories should consider each payment against the relevant invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques. Where delegation permits, as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations, a report will be provided to the next full Council.

Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on an annual basis, ensuring the adequacy of the auditors:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The council's external auditors submit an annual certificate of audit.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

INTERNAL CONTROLS

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control.

The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money.

As part of its internal control system, Eriswell Parish Council will conduct a review of the system of internal control via the following tests on an annual basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TESTED?	COMMENTS
Ensuring an up to date Register of Assets		
Regular maintenance arrangement for physical assets		
Annual review of risk and the adequacy of Insurance cover		
Regular bank reconciliation		

Regular scrutiny of financial records and proper arrangements for the approval of expenditure		
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved		
Payments supported by invoices, authorised (initialled) and minuted; chequebook counterfoils initialled		
Regular scrutiny of income records to ensure income is correctly received, recorded and banked		
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification		
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer		
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook		
Regular financial reporting to Parish Council		
Regular budget monitoring statements reported to Parish Council		
Compliance with 2014 Regulations: Officer Decision reports		
Compliance with Transparency Code Items of expenditure incurred		
Minutes properly numbered and paginated with a master copy kept in for safekeeping		
Procedures in place for recording and monitoring Members' Interests		
Adoption of Code of Conduct for Members		
Declarations of Acceptance of Office		
Registers of Interests completed/ checked annually		

Test completed by Date.....

Reviewed: EPC meeting 12th November 2019, Minute reference 36

Date of next review: November 2020

