**BADINGHAM PARISH COUNCIL**

**MINUTES OF PARISH COUNCIL MEETING**

**Held on Wednesday January 10th 2018 at 7.30pm**

 **at Badingham Village Hall**

Reports from District & County Councillors, and questions from members of public: -

Duration time maximum 20 minutes - 3 minutes per person.

**1 PRESENT APOLOGIES**

 Cllr S Frost - Chair Cllr T Barber -Vice Chair

 Cllr L McQuade

 Cllr S Osborne

 Cllr D Horrocks

 Mrs Sue Piggott – Clerk

**2 DECLARATION OF INTERESTS**

Cllr S Osborne – Member Village Hall Committee

 Cllr D Horrocks– Wife member of Village Hall Committee

**3 MINUTES OF MEETING:**

 Council members considered and approved the minutes for October 12th 2017

**4 MATTERS TO REPORT FROM ACTIONS OF LAST MEETING**

The Clerk submitted the agreed response of support for the Planning Application DC/17/3344/FUL – Permanent Field Shelter – The Orchards.

The Clerk requested a date for training from LCPAS and was given 2nd February. The Clerk e-mailed Councillors and only Tim responded saying that the date would be suitable.

The Clerk has had problems with BDO External Auditors who have raised issues, some of which were against rules that the Clerk had no knowledge of. The Clerk spoke to LCPAS and they had not either. The Clerk e-mailed Councillors explaining the problems. BDO has now concluded the Audit and the Clerk has worked her hardest to prevent unfair comments, but it is to be issued shortly. BDO have lost their contract as the Governments auditors and the External Audit will be in the hands of another company for future years.

The Clerk attended Data Protection training. The Act mandating that all organisations must have Data Protection policies in place comes into force in May 2018. The issues are predominantly around the personal information that is held which includes e.mails. Because of the amount of information that is within an e-mail header, they must not be forwarded. Members of the Public must be aware that they can withdraw anything you have with their personal information and the policies must be made available and requests to hold their information cannot be assumed. The Clerk has a wide range of Policies to affiliate to Badingham Parish Council and there is more information yet to come. The Parish Council has to have a Data Protection Officer, this is likely to be the Clerk. There is to be Government grants to cover the expense of the additional hours that will be incurred by the extra work to meet this position. This Data Protection law is the same that applies to Businesses and large Companies which will have staffed departments in much the same way that Year End Auditing does.

The Clerk will work to get the Policies all drafted so that at the next meeting they can be adopted. There is a fee to pay to the ICO each year, to remain compliant.

The Clerk sourced a 4 drawer second-hand filing cabinet which has been delivered to the Village Hall.

**5 FINANCE –** To Approve Financial Statement

 The financial statement was considered and approved.

**6 BUDGET AND PRECEPT SETTING**

 The Council considered the Budget for year end 2019 and agreed that it remain the same at £9,500 with no increase. The Clerks pay rate will be raised in accordance to the NALC pay scale from £11.76 per hour to £12.04 per hour. The Clerk was asked to put an announcement in the Echo. **SP**

**7 RATIFY**:- Standing Orders, Financial Regulation, Risk Assessment policies

 Council members agreed to ratify the Standing Orders, Financial Regulations, and Risk Assessment policies

**8 INTERNAL AUDIT**: Confirm Internal Audit Services

 Council members agreed to appoint Mr T Brown, for their Internal Audit services.

**9 POCKET PARK –** Cllr R Welham

 No Updates

**10 PLANNING**

**10.1 Application: DC/17/5074/VOC (DC/16/2997/FUL) –** The Barn, development Mill Road – Alteration of Design of dwellings and plots.

 Council members agreed that the change in design to a more traditional design for the dwellings was very welcome and in line with the design that they had wished to see. Within the amendments for conditions under the ‘Statement’ submitted para 7 shows that a change to allow meeting conditions normally required to be in place before commencement of works had been changed to within 3 months from starting work. Council members agreed to respond to not support this amendment.

 The Clerk to submit accordingly. **SP**

**10.2 Application: DC/16/2665/FUL-** Moat Farm, Barn conversion, alteration of design.

 Council members agreed to support the alteration of design.

 The Clerk to submit accordingly. **SP**

**10.3 Application: DC/17/4510/PN3** -4 bedroom single storey residential, - Low Barn, Wood Lane, Badingham**.**

Council members were aware that this application had been refused, and agreed that they could not respond to PN3 issues.

**11 NEIGHBOURHOOD PLAN –** Cllr S Frost

Council members considered how to approach awareness and understanding of what a Neighbourhood Plan is. Neighbourhood Plans unlike Parish Plans hold weight as statutory planning documents that are bespoke to the Parish. They rely on Community support and work to complete. A Steering Group must be formed with a minimum of 6 from the community and with a minimum of one and maximum of three Parish Councillors as members. There are government grants which cover appointing professional help. Council members agreed that a piece be put in the Echo and wait to see the response. The Clerk to place in piece in the Echo. **SP**

**12 HIGHWAYS**

Cllr Horrocks reported that the signage on the A1120 was no longer in place, and will report on the SCC Highways reporting system.  **DH**

**13 VILLAGE HALL –** Cllr S Osborne

 The New Terms and Conditions for Hall Hire have now been drawn up, once agreed they will be sent out. The BCC is looking for somewhere to store the print collating machinery used for the Echo, it is not likely that any spare space could be found in the Village Hall. The Parish Council filing cupboard now needs to have the loose files within the cupboard placed in the drawers and important files taken to the Records Office in Ipswich. Cllr Osborne will liaise with Councillors and the Clerk for a convenient evening or weekend day to do this. **SF, SO, TB, SP**

**14 WWI NATIONAL BEACON EVENT 11.11.18**

Council members considered the quote for a Hog Roast, and decided that other options should be considered. Cllr McQuade will get prices for a Fish and Chip supper caterer.  **LM**

 The Clerk advised that the Queens Pageant Master requires the Church to register that they are able to ring the bells at the given set time for the Beacon lighting and will send Cllr Horrocks the details.  **DH**

**15 FOOTPATHS AND BRIDLEWAYS**

No issues

**16** **TRAINING**

Councillors agreed that they will arrange to attend training sessions independently when they receive notifications of training sessions held by LCPAS. The Clerk will forward dates and details as they come through.

**17 CORRESPONDENCE**

**18 ITEMS FOR NEXT AGENDA**

* + Beacon Event
	+ Neighbourhood Plan
	+ Village Hall

**19 DATE OF NEXT MEETING**

Wednesday 28th February - TBC

Meeting closed – 9.35pm

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Chair Date