

Additional information

for RPC Council meeting on

26 Jan 2021

Agenda item	Addition information
02	Continuing declaration from Cllr Hitchcock re village hall matters Declaration of interest on item 10 Internet access at the village hall required by Cllr Hitchcock
03	Existing dispensation for Cllr Hitchcock re car park and sewage works.
04	The prospective member has submitted an application form, which has been validated by the Clerk and the Clerk can confirm (based on this application) that the prospect is eligible for co-option. Council members will be supplied with a redacted ¹ copy of the application form. Co-option policy
07	Clerk's Report on Matters Arising <ul style="list-style-type: none"> • Communities Grant letter was signed and returned. Note this grant must be drawn down upon before 5th March 2021, else offers lapses. • CIL grant offer letter was signed and returned. • Debit card was applied for and received. • Zoom license was bought (expires 21/1/2022). • Highways reports big queue with SID applications, to which we were added. • No response as yet from RVHMC regarding the responsibilities document. • A small number of Xmas trees were left at the recycling point. The Clerk would recommend more advanced notification is given to the public this year.

¹ To conform to GDPR. Council members should also note that this document is Strictly In-confidence, and should not be shared with **anyone** outside of the Council.

08		Financial
	a	i
		Income
		Banking Interest 49p
		Payments
		26/11/20 MidSuffolk CAB Donation to CAB £100.00
		30/11/20 SALC Payroll fees £19.00
		30/11/20 DR Smith Salary £627.99
		30/11/20 DR Smith Expenses £78.34
		30/11/20 SLCC Clerk's Membership £78.00
		16/12/20 Helen Nunn Remembrance Wreath £20.00
		21/12/20 Community Heartbeat Trust Defib Pads £45.00
		01/01/20 ICO ICO Fee £35.00
		13/01/20 Zoom Video Communications Inc. Zoom license annual £119.90
		ii See document BankingReconciliation-01-26-21
		iii See document BudgetAgainstActual-01-26-21
		iv See document CIL-01-26-21
	b	Payments to authorise
		Salary:
		• December 2020 - £235.20
		• January 2021 - £329.28 ²
		Home as office:
		• December - £10
		• January - £10
	c	i
		See document BudgetProposal-2021-2022
		The Clerk has factored in some additional items since the November draft: the software license for Zoom, and training for one new Councillor. This has moved the budget requirement up by around £600.
		The Clerk has also introduced saving for the defibrillator consumable costs, to spread the load over the years to the next expenditures, rather than loading one specific year with the costs. Future

2 Included pre-authorised 8 hours of work on the CIL application for the STW

		<p>consideration should also be given to other such savings against expense for future large expenses (car park maintenance, STW motors/pumps).</p> <p>The Clerk would draw Councils attention to the liquidity issue regarding paying VAT on the STW. Depending on when the Precept is received (normally early April), and the VAT is required to be paid (after March), the Council could have very little liquid assets. The Clerk will endeavour to recover the VAT costs as soon as possible, but that could take time. During that period the Council will be running on near zero actual reserves.</p>
	ii	<p>See document BudgetProposal-2021-2022</p> <p>Precept based on the revised budget is £7800 (up from £7100 last year). For a band D house this is up £2.69 (9.75%).</p>
09		<p>Councillor Training</p> <p>The Clerk would suggest that as a minimum any Councillor who has not had training should undertake the following modules: 1,2,3</p> <p>From SALC - Each module is £25 + VAT</p> <p>Module 1 - Roles and Responsibilities Module 2 - Powers, duties & precept Module 3 - Effective Meetings Module 4 - Code of Conduct Module 5 - Development control and Planning Module 6 - Working with your community</p>
10		<p>Internet Access at Village Hall</p> <p>Once it is possible for Council to meet in person again, it is still likely that some members of the public (and indeed Council members) would prefer to join the meeting remotely. The Clerk therefore suggests Council should consider supporting installation of Internet access at the Village Hall. This would also enhance the offer provided by RVHMC and potentially increase rental returns.</p> <p>There are three main options for internet access:</p> <ol style="list-style-type: none"> 1. Microwave link 2. Landline telephone link 3. Mobile telephone link

		<p>The approximate costs (for minimum service) are:</p> <ol style="list-style-type: none"> 1. £200 installation - £30/month 2. £125 installation - £26/month³ 3. £60 wifi-hotspot kit - £11+/month <p>Option 3 would only provide limited access, and would really only support use by Council, and would be subject to mobile data quality.</p> <p>Option 1 would be the most bandwidth limited for the cost.</p> <p>Option 2 would require an installation of a line into the village hall, which may include a £125 (+VAT) installation cost. This would also require registration of the village hall with the Post Office for BT to put the line in.</p> <p>The Clerk would recommend, of the three, that Option 2 is pursued (via BT), as it provides the most stable platform, and is the most cost effective for the level of service provided.</p> <p>The Clerk has approached the MSDC Infrastructure team regarding using CIL funding for both the installation and ongoing costs, and was informed that it is permissible for the Neighbourhood CIL to fund both costs.</p> <p>The Clerk has approached RVHMC to see what their stance is on this matter. Their initial reply was that they had considered this before the first lock down, but felt that the costs were too high for the benefits. They were going to reassess this in light of the potential requirements of Council, and the potential for funding support. This was to happen at their January meeting.</p>
11		<p>See documents:</p> <ul style="list-style-type: none"> • DistrictCllr - Parish Report January 2021 • CountyCllr - January 2021 Monthly Parish Newsletter
12		<p>Sewage Works</p> <p>It has come to the Clerks attention that a Building Control application is required for this works before they can start, and indeed to allow a site visit between MSDC and the contractor.</p> <p>The Clerk therefore seeks authority to submit this application with these associated costs:</p> <ul style="list-style-type: none"> • £80 + VAT - Processing costs • £250 +VAT site visits + signoff

3 Based on BT costs as of 19/01/2021

13		<p>Car park maintenance</p> <p>Chairman was actioned at the last meeting to contact the school trust with the Council's quotes, to see what their response is.</p>
14		<p>Litter Pick</p>
	a	The Great British Spring Clean 2021 - 28 May - 13 June 2021
	b	<p>The Clerk suggests that Council reviews the numbers of volunteers that have helped in the last few years against the processing undertaken to find this volunteers with the intention of producing adequate volunteer numbers this year.</p>
	c	<p>See both the RPC risk assessment, and the MSDC information for volunteer litter pickers.</p> <p>The Clerk reminds Council that as the Council is organising and coordinating this litter pick, the volunteers are determined to be working for the Council during the litter pick. This makes them subject to HSE regulations, and all relevant regulations relating to working on highways. It also means that they are covered by the Council's insurance.</p> <p>The Clerk once again draws the Council's attention to the parts of the RPC risk assessment which limit picking to 40 mph and below roads, with footpaths.</p> <p>If Council wishes to remove this limitation, then due consideration should be given to the mitigation of the inherent risk in litter picking on such roads within the parish to offset any liability the Council would incur if a litter picker was hit by traffic.</p> <p>The Clerk would advise that the Council does not remove this limitation.</p>
15		<p>Internal Auditor</p> <p>Heelis Lodge - £80 Trevor Brown Internal Audit Services - £110 (+ VAT?) SALC - £155 (+ VAT) (used 2018-2019 year)</p>
16		<p>Highways</p> <p>Clerk has no reports.</p>
17		<p>Planning</p> <p>See PlanningComments document for indication of items which can be considered for comment in a planning application.</p>

		DC/20/05587 is outside of the Parish
18		<p>Neighbourhood CIL spending</p> <p>The Clerk would remind Councillors that at a previous meeting they decided they would use Neighbourhood CIL monies to upgrade the street lighting if it was not needed for the STW. This now appears to be the case. So the Clerk would recommend that this lighting upgrade is now pursued, and seeks authorisation to this effect.</p> <p>As previously mentioned, N CIL can be used to fund Internet at the Village Hall.</p>
19		<p>Slow ways</p> <p>See https://slowways.uk/ for more information.</p>
20		<p>Wattisham Liaison</p> <p>The Chairman is running with communication on this matter, and the Clerk has seen no updates or correspondence since the last meeting this was discussed at.</p>
22		<p>Next Meeting</p> <p>The Clerk would recommend that Council considers that the next meeting will need to be completely virtual due to the ongoing COVID situation.</p>