

Additional Information for Annual Meeting 18th May 2021

1	To elect the Chairman and receive their acceptance papers
<p>The Chairman is in a position of authority, responsible for ensuring that effective and lawful decisions are taken at meetings of the Council. In law, the Council must appoint a Chairman - this is the first business of the May meeting each year - the Annual Meeting.</p> <p>The Chairman should be consulted on the content of the agenda, but as the legal signatory, the Clerk has the final say. The Chairman works in partnership with the Clerk to make sure that the Council is properly informed for making lawful decisions during meetings.</p> <p>The Chairman is responsible for involving all Councillors in discussion and ensuring that Councillors keep to the point. The Chairman summarises the debate and facilitates the resolving of clear decisions.</p> <p>It is the Chairman's responsibility to keep discussions moving so that the meeting is not too long. It is unfair and inefficient to ask people to concentrate for long periods.</p> <p>The Chairman has a casting vote. The first vote is a personal one as an ordinary Councillor. If there is a tied vote, the Chairman (as Chairman) can have a second, or casting vote.</p> <p>The Chairman is often the public face of the Council, and often speaks on behalf of the Council, but must remember to express the views of the Council and not personal views. If in doubt the Chairman refers to points agreed in the Council minutes. The Clerk should be able to give the Chairman clear guidance on the Council's corporate view.</p> <p>By law the Chairman cannot make a formal decision on behalf of the Council. Occasionally this can put the onus on the Clerk to decide whether it is lawful to act on the Chairman's advice.</p> <p>The Chairman has the power to call extra-ordinary meetings of the Council, and the Parish Meeting.</p> <p>The Chairman may be granted other limited capabilities by Standing Order, for instance to authorise, in conjunction with the clerk, expenditure against budget for values less than £150 (as exists within this Council's Standing Orders)</p>	

2	Co-option
<p>Council has received an application to co-opt. The Clerk has reviewed the application, and confirm that it is all in order, and the candidate is valid. Please see http://ringshall.onesuffolk.net/assets/Files-2/Policies/Co-optionPolicyV1.0-approved.pdf for the policy on co-option.</p>	
<p>The Clerk recommends Council supports the application and co-opts the candidate.</p>	

3	To consider election of a Vice-Chairman
<p>It is not mandatory to have a Vice-Chairman.</p> <p>The primary role of the Vice-Chairman is to chair meetings if the Chairman is not present.</p> <p>LGA 1972 15 (9) states - Subject to any standing orders made by the parish council, anything authorised or required to be done by, to or before the chairman may be done by, to or before the vice-chairman.</p>	
<p>Council has not had a Vice-Chairman for the last two years.</p>	

7	Governance and Policies
<p>All draft updated policies are included in the meeting pack. Any which exist, that are not in draft state can be found on the council's website at: http://ringshall.onesuffolk.net/parish-council-business/policies/</p>	
e	To review employment policies and procedures and accept any proposed changes
<p>These do not currently exist</p>	
<p>The Clerk recommends that they are created and adopted over the coming year.</p>	

RPC Annual Meeting – additional information to support agenda

f	To set a specific policy on reference requests
<p>This should be part of the employment policies and procedures, but since these do not exist currently, this has been added as a specific item, as Council will be receiving reference requests in the near future.</p> <p>Council is not legally obligated to provide a reference.</p> <p>It is often the case for references to only confirm dates of employment, and maybe why the employee left (resigned, retired, dismissed etc.).</p> <p>If Council wishes to provide more information than that, the Clerk would advice that Council sticks to the facts rather than provide opinions, and consider that anything said about an employee should be on their appraisements/exit interview. This then protects council against recourse from both the requesting employer and the council's (ex)employee.</p>	

8	Committees
<p>The terms of reference are: http://ringshall.onesuffolk.net/assets/Files-2/Policies/TOR-PersonnelCommitteeV1.0.pdf</p> <p>Currently Cllr H Williams and Cllr N Last sit on the portion of the committee that handle normal personnel issues. Cllr A Williams and Cllr Hitchcock sit on the portion of the committee that handle grievances. Chairman is Cllr H Williams.</p> <p>With the Council member count being higher than when the policy was adopted, the Clerk would recommend that the two person minimum for quorum is set to three, as per most standard practice - thereby negating the Committee Chairman's ability to dominate the vote.</p>	

9	Roles & Representatives
a	RVHMC Representative
i	<p>There is currently no role specification for this position</p> <p>The Clerk recommends that a TOR is created.</p> <p>It should be noted that any Cllr that sits on the RVHMC committee is legally obliged to put the best interests of RVHMC first, before any interests of the PC, when voting as part of the RVHMC committee.</p>
ii	The current holder is Cllr Hitchcock
b	Tree Warden
ii	<p>There is currently no specification for this role.</p> <p>The Clerk recommends that a TOR is created.</p>
iii	Cllr L Hitchcock is the current TW
c	Footpath Warden
i	See draft TOR in information pack
ii	Cllr Payne has expressed an interest in this role
d	SID Operator
i	<p>To ensure that the SID is correctly operated, and pursuant to all conditions of the agreement that will be made between RPC and SCC for the SID usage, the Clerk advises that the operation of the SID should be undertaken by either Council staff, or volunteers working under Council direction.</p> <p><continued on next page></p> <p>Mounting and dismounting of the SID is likely to be a two man operation.</p> <p>The Clerk would suggest that the role of SID Operator is created, and that it is a volunteer position(s) within the Council. Individual(s) will then be covered under the Council's insurance.</p> <p>The Clerk recommends that a role profile should be written to define the remit of the role.</p> <p>The Clerk recommends that finding a person/people to fulfil the role is left to the Clerk.</p>

RPC Annual Meeting – additional information to support agenda

10	<p>Asset Register See AssetRegister.pdf document in the pack</p> <p>This has been updated to include the STW.</p>
-----------	--

13	<p style="text-align: center;">Clerks Report on Matters Arising From Previous Meetings and Council</p> <p>VAT Reclaim submitted - two invoices missed, but HMRC VAT Officers have confirmed these can be added to the next reclaim.</p> <p>Emergency Powers - Clerk authorised the payment of a £25 BACS payment charge, required to facilitate the payment of the invoice from Binder. This was required due to the size of the invoice.</p> <p>Clerk has emailed Jo Churchill MP regarding the meeting with RAF Wattisham, but as yet not received a reply.</p> <p>Clerk received a call from a frustrated home owner on Lower Farm Road, who had had issues with the recent roadworks. The Clerk provide all the information available about the works, and suggested that their best recourse was to complain to the companies involved, and take the matter up with Cllr Oakes.</p>
-----------	--

14	Financial		
a	2020-2021 accounts		
i	See BankingReconciliation2020-2021.pdf, BudgetAgainstActual2020-2021.pdf		
ii	See S137-20202021.pdf		
iii	See CIL-20202021.pdf for our data and Annual-CIL-Report-2020-2021.pdf for MSDC form		
b	Annual Governance and Accountability Return (AGAR)		
i, ii, iii	See AGAR-2020-20201.pdf		
c	To receive and approve financial reports		
i	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Receipts</p> <p>MSDC - Precept ½ - £3950 MSDC - Precept Grant - £76 HMRC - VAT reclaim - £5313.17</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Payments</p> <p>Binder - £29,019.89 Salary&Expenses - £490.40 SALC Payroll - £54 SCC - StreetLighting - £413.74 Barclays Bank BACS charge - £25</p> </td> </tr> </table>	<p>Receipts</p> <p>MSDC - Precept ½ - £3950 MSDC - Precept Grant - £76 HMRC - VAT reclaim - £5313.17</p>	<p>Payments</p> <p>Binder - £29,019.89 Salary&Expenses - £490.40 SALC Payroll - £54 SCC - StreetLighting - £413.74 Barclays Bank BACS charge - £25</p>
<p>Receipts</p> <p>MSDC - Precept ½ - £3950 MSDC - Precept Grant - £76 HMRC - VAT reclaim - £5313.17</p>	<p>Payments</p> <p>Binder - £29,019.89 Salary&Expenses - £490.40 SALC Payroll - £54 SCC - StreetLighting - £413.74 Barclays Bank BACS charge - £25</p>		
ii	See CIL-May2021.pdf		
iii	See BankReconciliation-May2021.pdf		
	This document has been seen by Cllr Payne, and agreed to be accurate after some initial corrections that the Cllr spotted.		
iv	See BudgetToActual-May2021.pdf and ReservesMay2021.pdf		
d	<p>Payments to be authorised</p> <p>Salary - £411.60 (April) + £235.20 (May) = £646.80 Home as Office - £20 MSDC Litter & Dog bin emptying - £334.79</p> <p>Note the April salary includes the additional hours for the STW project authorised at the last meeting.</p>		
e	<p>Council has not received any requests from either SARS or EACH at this time, but they have given to both in the past at the AM.</p> <p>The Council could consider either a spontaneous donation, or a donation contingent on receipt of a request by the Clerk.</p>		

RPC Annual Meeting – additional information to support agenda

The Council has received a request for a donation from the Four Parishes Magazine:

I am writing to ask if the Parish Council would be able to make a financial donation to support The Four Parishes Magazine once again. This magazine is delivered to 450 homes across the four villages and plays an important part in publicising events and information. I would ask the Parish Council, in considering a donation for 2021, not only to continue its support for the magazine but perhaps to increase the amount this year? Unlike many other parish magazines, we have continued to produce and deliver this publication through lockdown. Each edition has become larger containing many articles; reviews of books and TV programmes, recipes, quizzes, walks and items of general interest. It has been very well received.

The magazine is costed on a "not for profit" basis with income from advertisers and a very modest subscription of £4. Subscription income was much reduced last year as it was felt inappropriate in many to collect these monies in person.

Council should note that this year payments should be made to Great Bricett Parochial Church Council.

- | | |
|----------|---|
| f | <p>The Barclays branch in Stowmarket is closing. This means the nearest branches are 1 Princes Street, Ipswich and 21-22 Cornhill, Bury St Edmunds</p> <p>The Clerk currently has to use a branch to transfer money between accounts, and then to make any electronic payments. This uses around an hour of the Clerk's time, and incurs expenses.</p> <p>If the banking signatories were to get internet banking, then this would remove the need for the Clerk to attend a branch.</p> <p>It is the Clerk's understanding that two signature sign off of transfers can be required, and so the Financial Regulations can be adhered to.</p> |
|----------|---|

- | | |
|-----------|--|
| 15 | Councillor Training |
| | <p>Clerk would advise the council to authorise the expenditure for at least Module 1-4, and 6 of the SALC councillor courses (£25 + VAT per module) for any newly co-opted councillor, and also for at least Module 1 & 2 of the Chairman's course for the new Chairman (£25 +VAT per module).</p> |

- | | |
|-----------|---|
| 16 | Planning Applications |
| | <p>a See PlanningComments.pdf in doc pack for the criteria that Council can consider when making a comment.</p> <p>b See PlanningApplicationCommentPolicyV1.0.pdf</p> |

- | | |
|-----------|---|
| 17 | Street lighting |
| | <p>a Revised costs</p> <p>After going back to SCC Highways with the go ahead from Council, the Clerk was informed that process changed on the 1st April 2021. The Clerk was only given leeway for amber LED movement in price, and so is submitting the revised figures to Council. Amber lighting is not an option at this time, and so this is for standard LED lights, but at (hopefully) 3000K rather than 5000K colour temperature (so less white, and more blue)</p> <p>Revised figures are:</p> <p>Unit 1 Lower Farm Rd - For The Sum Of; £1,392.44 + VAT</p> <p>Unit 2 Lower Farm Rd – For The Sum Of; £1,392.44 + VAT</p> <p>Unit 3 Lower Farm Rd – For The Sum Of; £1,392.44 + VAT</p> <p>Unit 4 Offton Rd – For The Sum Of; £360.50 + VAT</p> <p>Unit 5 Stowmarket Rd – For The Sum Of £788.61 + VAT</p> <p>Total value = £5326.43</p> |

RPC Annual Meeting – additional information to support agenda

	<p>Council currently has £849.92 from Cllr Pratt's Locality Budget to spend on this, and £11523.80 in Neighbourhood CIL that could be used.</p> <p>The Clerk recommends that Council agrees to these revised costs, and furthermore uses Neighbourhood CIL for the payment, in conjunction with the any received locality award.</p>
b	To consider requesting additional grant monies from Cllr Pratt's Locality Award Budget
The Clerk recommends that Council approaches Cllr Pratt for additional grant monies	

18	Village Hall Sewage Plant Project
a	The Hitchcock family have indicated that this fence should be in place by the time of the meeting.
b	The Hitchcock family have indicated that area has been seeded with grass, but that the dry weather is causing slowness in growth.
c	<p>See HealthAndSafetyV1.0.pdf in the pack</p> <p>This document completes the requirements for policies that Council needs to meet the requirements of the Communities Grant it received for the STW project.</p>
d	Clerk has spent an additional 1hr and 46 minutes on the preparation of this document.

19	Village Hall Car Park
a	<p>From the Chairman:</p> <p>We engaged with Asset Academy trust about them paying financial contribution to the upkeep of the village hall car park. In principle, they agreed. Lockdown has since intervened, but we need now to restart discussions. Although no figures have been discussed, my personal view is that we should ask for £1,000- £1,200 a year. Any income should, in my view, be clearly identified in our accounts as being solely for repairs and maintenance to the car park, which I'm sure they will insist on, anyway</p>
b	The Clerk recommends that Council actions the Clerk to follow up with Asset Education, based on direction given by Council.

20	Highways Matters
a	None received by the Clerk at time of writing
b	<p>A resident has requested that Council considers supporting the extension of the 30MPH limit beyond the new builds on Lower Farm Road, and towards Gt Bricett.</p> <p>It is unclear to the Clerk at present if the intention of the resident is to propose extension all the way to Gt Bricett, or just to encompass the new builds.</p> <p>SCC Highways has a policy on limit extension (Speed-Limit-Policy.pdf in pack), and prefers to see backing of the Parish Councils concerned when considering alterations.</p> <p>The Clerk believes that there is justification for the case to extend the 30MPH to beyond the new builds, and probably past the corner just after the new builds, and would advise Council to back the proposal.</p>

21	Neighbourhood CIL
No proposals (bar LED lighting) received by the Clerk at the time of writing, though the Clerk would remind Council that they are about to purchase a SID, and that maybe NCIL funds should be allocated to that.	

22	Slow ways
a	No report received by the time of writing

RPC Annual Meeting – additional information to support agenda

25	To consider supporting climate change/biodiversity initiatives
<p>“Please find attached a PDF of a large postcard that has been distributed to all houses in Thurston, an initiative by their newly formed Thurston Climate Committee. Please feel free to use the template if you wish to do something similar. So far we have had very positive feedback. It is a starting point for Thurston PC to drive forward further Climate Change/biodiversity initiatives. I’m hoping more parish councils will do similar things as I now feel we all have to do something to improve the climate and the failing biodiversity, however small that act might be. For my part I am re-wilding my front garden, which has not only been therapeutic and good exercise but has proven to be a really sociable activity as passers-by are intrigued and start a conversation. I’m really hoping the bomb-site I have created will be full of flowers, vegetables and a feeding station for the birds, bees and insects” - Cllr Wendy Turner Mid Suffolk District Councillor (Green Party) Ward of Thurston</p> <p>See “Ten easy ways to help Planet Earth and help yourself.pdf” in document pack.</p> <p>Other parish councils have declared climate emergencies, and have set policy to promote and where possible offer financial aid to projects that fight climate change within their parishes.</p>	

28	Future Meetings
a	<p>Proposed dates are:</p> <p>July 27th 2021, September 28th 2021, November 30th 2021, January 25th 2022, March 29th 2022, May 31st 2022</p>
<p>These dates have been passed to the RVHMC booking clerk, who should respond in during the week of the AM.</p> <p>The Clerk would advise that consideration should be given to any dates that clash with use of the “main” hall. On previous occasions the divider has been drawn and the council meeting held in the small room so created. The Clerk questions whether this would afford sufficient privacy if the Council determined that an item needs to be closed to the public, and therefore whether Council requires the whole hall for all meetings.</p>	