

STANSFIELD PARISH COUNCIL

Minutes of the meeting held on Monday 19th March 2018

Councillors present: Sarah Hopkins (Chairman), Ed Cardozo, Martin Slater and Andrew Foster

Also present: Joanne Kirk (Clerk), Borough Councillor Peter Stevens and two members of the public.

The following issues were raised during the Open Forum

- GDPR and the implications for other village organisations.
- The suggestion to set up a village email list via Mail Chimp which will store data securely.
- The proposal to purchase a defibrillator
- Possible projects for the Armistice in Stansfield

1. Acceptance of apologies for absence

Apologies were received from John Underdown. County Councillor Mary Evans also sent her apologies.

2. Borough Councillor's Report

Peter Stevens spoke about the following:

- The proposed new ward boundaries once Forest Heath District Council and St Edmundsbury Borough Council amalgamate. The thinking behind the new boundaries is to link villages which are naturally neighbours. Stanfield will be in the Cavendish Ward with Cavendish, Hawkedon, Denston, Brockley, Hawstead, Rede and Wepstead. A combined shadow cabinet will be formed in April and will run for a year before the amalgamation in May 2019.
- Revisions to the National Planning Policy Framework. The Borough's planning officers are going to be asked to look at some ideas for enabling more funding for rural communities.

3. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

4. Approval of minutes of the meeting held on Monday 15th January 2018

It was resolved that the minutes were correct. The chairman then signed them.

5. Police issues

There were no Police issues to report.

6. Update on list of actions agreed at the last meeting

There were three outstanding councillor actions.

7. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- LCPAS - annual subscription - LGA 1972, s111 - **£80.00**
- Stansfield Village Hall – rental of village hall for meetings - LGA 1972, s111 - **£180.00**
- J P Kirk – expenses and pay adjustment - LGA 1972, s111 – **£27.99**

Andrew Foster and Ed Cardozo signed the Schedule of Payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings:

c) To receive a statement of receipts and payments (including online payments) made since the last meeting

Receipts		Details		Amount
Payments	Minute reference	Details	Method	Amount
16/01/18	100/8a	Clerk's expenses	Online	£12.53
30/01/18	88/10h & i	Clerk's salary	S/O	£217.78
12/02/18	88/10h	Fidelity Funds Network	D/D	£10.00
28/02/18	88/10h & i	Clerk's salary	S/O	£217.78

d) **To receive a statement of receipts for the financial year 2017/18**

Date	Details of receipts - current account	Amount
27/04/17	SEBC precept payment	£4,746.00
03/05/17	HMRC VAT repayment 2016/17	£66.00
05/07/17	SALC - Transparency Fund grant	£597.36
	Total received	£5,409.36

e) **Checklist of Internal Controls**

Andrew Foster completed the checklist of internal controls.

f) **Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2018-19**

It was resolved the following regular payments would continue to be paid in 2018 - 19:

Payment	2017/18	2018/19	Notes
Community Action Suffolk - Insurance	£195	£195	
Subscriptions:			
LCPAS	£80	£80	
Risby Parish Council - phone costs	£27	£27	
CAS Ltd - website hosting fee	£60	£60	
HMRC - PAYE	£110	£10	Amount may vary slightly
Clerk's salary	£2,613	£2,613	Monthly payment, amount may vary slightly if PAYE paid. Amount higher in 2016/17 because of transparency grant money paid
Fidelity Funds Network - contribution to clerk's workplace pension	£120	£120	
Strimming of chapel ground	£75	£120	Amount may vary depending on weather conditions and number of cuts
Stansfield Village Hall - rental for meetings	£180.00	£180.00	
ICO - data protection registration	£35	£55	
St Edmundsbury Borough Council - fortnightly emptying of dog bins	£73	£73	

g) **Review of the verge cutting**

It was resolved that the Council would arrange for one cut if required.

h) **Review of the clerk's salary for 2018/19 and approve the payment by standing order**

The clerk's hourly rate remains the same at £12.56 in line with the NALC national salary award for 2017/18. It was resolved that payments would continue to be made by standing order.

i) **To check the PAYE details and tax code for the clerk's salary**

Andrew Foster reviewed the clerk's Confidential Cashbook and confirmed that the PAYE details and tax code were correct.

j) **Review of the income and expenditure for 2017/18 against the budget and the level of reserves for general and earmarked expenditure**

Stansfield Parish Council will be within budget. At year end, the estimated reserve will be £4,023 of which includes allocated funds of £917. The recommended general reserve is no more than the precept request so Stansfield Parish Council is within this limit.

i) **Review the register of fixed assets and insurance values**

Councillors reviewed the assets register. No new assets were purchased in 2017/18.

j) **Review of the Council's Risk Assessment**

It was resolved that no amendments were necessary. The Chairman then signed it.

k) Liability insurance

The Council has the following levels of liability cover:

- Public liability cover: £10,000,000
- Personal accident: £25,000
- Employee dishonesty: £25,000
- Employer's liability (clerk only) £10,000,000

l) Review of the Council's Financial Regulations to ensure that they are being complied with

It was resolved that the Council's Financial Regulations were being complied with. The Chairman then signed them.

m) Appointment of an internal auditor to check the Council's system of internal controls and review of the effectiveness of the internal audit. The internal auditor must be independent from the Parish Council.

It was resolved that Cathy Whitaker would be appointed as internal auditor this year and that a fee of £65 would be paid. The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met for the following reasons:

- Does the internal audit sufficiently cover all aspects of the financial controls relevant to the council (for example risk management, detection of fraud, internal controls) and are terms of reference in place and approved? Yes. New Financial Regulations were approved on 21st May 2014 to introduce procedures to detect fraud once electronic banking is introduced. A checklist of internal controls is completed by an account signatory at every meeting to verify payments on bank statements against actual payments as listed in the accounts to ensure that there are no discrepancies.
- Is the internal auditor independent (i.e. does not have any role within the Council)? Yes. The internal auditor does not have a role within the Council.
- Is the internal auditor competent to carry out their work ethically, with integrity and objectivity? Is there any evidence to suggest that this may not be the case? Yes, she is a parish council clerk and RFO for Newmarket Town Council. There is no evidence to suggest that she will not carry out the work ethically, with integrity and objectivity.
- Is the Responsible Officer consulted in the internal audit plan? Yes.
- Are the responsibilities of members of the Council understood and has the necessary training been undertaken? Yes
- Is there a plan in place for when the internal audit will be undertaken and does the plan properly take account of corporate risk? The internal audit will take place in April 2018 prior to the accounts being approved at the Annual Meeting on 21st May 2018. The internal auditor's report will be presented to the Parish Council at this meeting and any issues raised by the internal auditor will be discussed at the meeting and an action plan produced.

n) To review the effectiveness of the Council's internal controls

The following internal controls are in place:

- At each meeting a councillor checks bank statements against the Parish Council's accounts to ensure that transactions correspond and that the bank reconciliation agrees with the bank statement
- Where possible payments are approved at meetings and a Schedule of Payments is prepared which is checked by two councillors. Corresponding invoices are checked and signed by two councillors at the same time.
- Regular payments are approved at the March meeting and the invoices paid when they are received. These invoices are checked and signed by two councillors at the next meeting after they have been paid.
- The chairman rules off and signs the Schedule of Payments so that no amendments can be made after the meeting.
- Cheques must be signed by two signatories along with the corresponding invoice.
- A record of online payments is kept and checked at each meeting.
- If a supplier changes their bank details, the supplier must supply a written hard copy notifying the change.

It was resolved that these controls are adequate and are working well.

- o) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2018 and complete the inspection checklist.**

It was resolved that Andrew Foster would inspect the Council's property.

- p) Review the Council's Standing Orders**

The Council's Standing Orders were reviewed. The start time for meetings was amended to 7pm.

8. Planning

No planning applications have been received.

9. Highways/rights of way matters/tree or transport issues:

- a) Email from SCC Highways re its Community Self Help Survey**

The survey asks if communities are willing to carry out things that Highways does not have the funding for and how they would do this (volunteers, own funds). Councillors agreed that the Parish Council does not have the resources to fund any additional Highways work itself.

- b) Update on the meeting with Rights of Way Officer Glyn French on 7th February**

Martin Slater attended the meeting on behalf of the Council and said that it was very useful.

10. Update on preparations for GDPR

- a) Risk assessment**

Councillors reviewed the new GDPR risk assessment and agreed that systems are being put in place to protect personal data. It was resolved that the risk assessment would be adopted.

- b) Security of data and measures we need to take to protect data**

It was resolved that the following measures would be taken to protect personal data:

- Hard copy documents will be kept at the clerk's home. It was resolved that the Council would purchase a new lock for the clerk's home office with the cost split between the clerk's six councils.
- Sensitive documents such as the electoral roll are stored in a fireproof safe or in the clerk's home office.
- The clerk has installed CLAM XAV anti-virus software for Mac on her laptop as part of a free trial. It was resolved that the Council would pay the one-off subscription of £19.99 with the cost split between the clerk's six councils.
- Emails are already protected on the server as the Yahoo server is already encrypted. Copies on the clerk's laptop are password protected.
- Documents on the clerk's laptop are password protected

- c) GDPR checklist for councillors**

It is a requirement of GDPR that councillors are made aware of their own individual responsibilities to protect personal data. Each councillor read and signed a checklist explaining the measures they would need to take to ensure that they comply with GDPR. It was resolved that where possible all correspondence would be directed through the clerk.

- d) Insurance cover if there is a data breach**

The Council's existing insurance policy already provides cover in respect of claims relating to the Data Protection Act. The insurer will cover the Council or any employee in respect of legal costs and expenses incurred in the defence of any prosecution brought against the council for a data breach (subject to a number of conditions), but it will not cover the cost of any fines. The clerk is still awaiting clarification about whether this cover will extend to GDPR.

11. Village issues

- a) Ideas to commemorate the Centenary of the Armistice on the Western Front in WW1**

It was resolved that Ed Cardozo would investigate the cost of a plaque engraved with the names of the Fallen in Stansfield to put on the brick plinth round the village sign.

- b) Possibility of siting a mobile phone antenna inside the church**

A meeting has been arranged with James Cartlidge MP to discuss the mobile phone signal in Stansfield

- c) Email from Stansfield Village Hall asking if the Parish Council would be able to give £500 towards the cost of refurbishing the play area**

It was resolved that a donation of £500 would be made to include £200 allocated in the budget for a village project in 2017/18 and £270 allocated in 2018/19.

12. Written report from County Councillor Mary Evans

- She has arranged a meeting with James Cartlidge to discuss the mobile phone signal in Stansfield.
- Potholes are very bad at the moment. Mary Evans has asked people to continue to report Highways issues online. Highways has said that it will deal with all the potholes.
- Winter procedures will be reviewed for example grit routes and the replenishing of grit piles
- She has arranged a GDPR workshop for charities and community groups
- Suffolk Fire Service is recruiting more fire fighters
- The proposed new ward boundaries

13. Correspondence

- a) **Consultation on the proposed ward boundaries following the merger of Forest Heath District Council and St Edmundsbury Borough Council**
Councillors agreed that they are happy with the proposed boundaries.
- b) **Email from Suffolk Neighbourhood Watch Association requesting a one-off donation of £50 to help them run the scheme now that they have taken over responsibility for the scheme from Suffolk Police and asking if Stansfield would be interested in joining the scheme.**
It was resolved that no donation would be made and that Stansfield would not join the scheme at present as the current system of email alerts works well.
- c) **Email from Community Payback asking if there are any village projects they can help with**
It was resolved that the clerk would let the Village Hall Committee know about the scheme.
- d) **Email from Team Big Things about a TV show which will be funding numerous public art projects around the country and asking if Stansfield residents would like to nominate their own village to win the chance of creating a new landmark for their community**
It was resolved that no action would be taken.

There being no further business the meeting closed at 8.50pm.