

CHARSFIELD PARISH COUNCIL

Minutes of Meeting Held on Monday, 29th July 2024

Present: Councillors Pedgrift (Chair), Haird, Moor, Youngman, Rixon and Pam Hembra (Parish Clerk)

Members of the Public: 2

		Action
	Welcome to Simon Rixon our new co-opted Councillor	
1.	Apologies and Approval of Absence	
	Councillor Laird - approved	
2.	Declarations of Interest	
	None	
3.	Approval of Minutes of the Minutes held on 7th May 2024	
	Minutes were approved and signed by Councillor Pedgrift	
4.	Progress Reports for Information or Matters Arising	
	-	
5.	<p>Points from the public – A chance for the public to raise matters of relevant interest.</p> <p>Road closure B1079 – near Grundisburgh - The Clerk and Councillor Pedgrift attended a meeting on 12th July of representatives from ten local parishes, SCC Highways, Anglian Water, Hopkins Homes and SCC Councillors. After much lobbying by Grundisburgh and a meeting this road will now only be closed for six weeks and Meeting Lane only closed overnight. Highways agreed to inspect local roads around Grundisburgh to see if any damage is done during the closure.</p> <p>Charsfield Off Grid – we have received a letter advising us of a successful bid of £34,032 for the feasibility study from the Community Energy Fund. The project will be funded once the hub has received additional funding from the Department.</p>	
6.	<p>Reports</p> <p>County Council (full report available on request)</p> <p>District Council (full report available on request)</p> <p>Recreation Ground</p> <p>Village Hall</p>	

7.	<p>Charsfield Flood Action Group Meeting to be arranged between Flood Action Group and Parish Council in September to discuss interim emergency flood action prior to the S19 Report recommendations. (Current report below).</p>	Clerk
8.	<p>Potsford Brook Water Quality Report – Peter Clitheroe</p> <ul style="list-style-type: none"> - antibiotic resistant strain of E Coli at Charsfield Water Recycling Centre - full report available - PC to write to our MP and District Councillors 	Clerk
9.	<p>Road Safety</p> <p>8.1 Road Safety Plan – The actions from the priorities of the Road Safety Survey are as follows:</p> <ul style="list-style-type: none"> - Sign either side of school – image drawn by children asking drivers to slow down? Check with Highways if we can have these. Councillor Rixon to speak to Josh White. - Provide Hi Viz arm bands for walkers and joggers – would Community Partnership provide some funding? - Visibility – Self-help initiative for cleaning signs and cutting hedges – villagers to be asked to volunteer - Thank people for driving safely and emphasising how important this is in our village. - Ask the village and the school the question – “Would you like a 20 mph speed limit throughout the village” – yes/no answer - Notices under windscreens outside school and reminder for school bags advising parking available in Village Hall. <p>8.2 Partnership Road Safety Forum Meeting 9th September – Councillor Rixon volunteered to attend. Councillor Pedgrift to brief him re Community Partnerships.</p> <ul style="list-style-type: none"> - SpeedWatch started up again. 	<p>Councillor Rixon</p> <p>Councillor Pedgrift</p>
10.	<p>Planning:</p> <p>Blythe Meadow Development drainage – As Blythe Meadow surface run off will be draining into the system of the new development in St Peter’s Close discussion arose as to the maintenance costs and responsibility for the system. Parish Council to discuss with developers.</p> <p>Blythe Meadow Construction Management Plan – DC/23/3655/VOC Letter to Hartog Hutton – copied to East Suffolk Council.</p> <p>DC/24/2369/FUL - Installation of 20 ground mounted solar panels - Land West Of Home Farm, Chimers Lane, Hoo – No objections</p> <p>DC/24/2581/FUL - Single storey extension - Dalriada, Monewden Road, Charsfield, Woodbridge, Suffolk IP13 7QD – No objections – support this application.</p>	Parish Council

	DC/24/1533/FUL - Erection of metal storage building - Mill House, Hoo Road, Charsfield, Suffolk, IP13 7QQ – considered to be disproportionate in proposed site and out of character for this cluster of houses. Council does not support this application.					
11.	Finance					
	11.1 To authorise payments as listed below:					
	Date	Detail	Ref	Power	Amount	
	30/04/2024	Croft Communications (Platform)	Bank/T	LA 1972 s142	£108.00	
	30/04/2024	Transfer to Business Account	Bank/T		£10,000.00	
	08/05/2024	Charsfield Flower Show	Bank/T	SS298-303	£20.00	
	21/05/2025	ICO	Bank/T	LGA 1972 s.111	£35.00	
	30/05/2024	Croft Communications	Bank/T	LA 1972 s142	£30.00	
	25/06/2024	HMRC	Bank/T	LGA 1972 s 112	£123.00	
	25/06/2024	P Hembra – services	Bank/T	LGA 1972 s.111	£510.14	
	22/07/2024	SALC Audit	Bank/T	LGA 1972 s.111	£212.40	
	11.2 To note receipt of income as listed:					
		Precept			£7,272.00	
		Interest on Premium Account			£36.54	
	11.3 Bank Balances as at 30 th June 2024					
		– current account:			£5,076.67	
		– savings account:			£16,070.12	
	11.4 Bank reconciliations were agreed and signed					
12.	SALC Audit Report					
	Section 2 – Financial Regulations and Standing Orders					
	Standing Orders – at the next annual review in September the Council should ensure that SOs 18a and 18c are amended to reflect the changes to procurement thresholds. <i>Standing Orders will be reviewed at the September meeting and the new procurement thresholds will be amended.</i>					
	Financial Regulations – SALC have advised (07/05/2024) that the revised Model Financial Regulations have been officially published by NALC for use by Councils. <i>New Financial Regulations to be reviewed in the July meeting.</i>					
	Section 3 – Payment Controls					
	VAT – as last year’s claim had been overstated by £106.49 (as identified in Minutes of 7 th May 2024), the next claim to H M Revenue and Customs should take this into account. <i>This will be actioned when the next VAT payment is claimed.</i>					
	Section 4 – Risk Management					
	Internal Control Documents – Council should consider, via a Minute reference, confirming the financial and management systems of the council are sound and adequate and internal control arrangements were efficient and					

effective to address the risks associated with the management of public finances. *Whilst the review of the Internal Control Documents is minuted as having been undertaken we will confirm the financial and management systems of the council are sound and adequate and internal control arrangements were efficient and effective to address the risks associated with the management of public finances at the next review and on the minutes.*

Section 5 – Budgetary Controls

Council to ensure transparency in the budgetary process followed by the council, it ought to record within the minutes the actual budget being set alongside the reasoning for such a budget. *Clerk has made a note within the budget spreadsheet to add this to the next budget.*

We are now aware how to demonstrate the difference of a Band D dwelling over the previous year for budget purposes. For 2023-2024 this was £0.31 per annum or 0.72% over 2022-2023.

For 2024-2025 there was in fact no difference, eg

for 2022-2023 – $A = 6386 / B = 148.83$ gives $C = 42.91$

for 2023-2024 – $A = 7003 / B = 162.02$ gives $C = 43.22$

for 2024-2025 – $A = 7270 / B = 168.22$ gives $C = 43.22$

Section 6 – Income Controls

The Annual CIL Statement for the year has been uploaded on to the Council's website but will need amending. *The CIL Statement for the Audit year 2023-2024 was correct on the website. An additional sum had been received by the Council for the year 2024-2025 but had not, at the time of the audit, been uploaded.*

Section 11 – Year End Procedures

The Accounting Statements were completed but unsigned at the time of the internal review. *The statements were signed at the meeting of 7th May 2024 in readiness for the audit papers to be sent to SALC as they were requested a week before the audit so the Clerk is at a loss to understand why they did not appear to be signed at the time of the audit review.*

Section 12 – Internal Audit

The following recommendation from the previous audit 2022-2023 is still outstanding. **Review of effectiveness of internal audit.**

It is assumed that the review of the scope and effectiveness of its internal audit arrangements was conducted by the council at the meeting of 7th May 2024 at which SALC were appointed as the council's internal auditor.

Comment: Council should note that, in accordance with the Accounts and Audit Regulation 2015, it should formally review the terms of reference and effectiveness of internal audit and demonstrate that it has understood that the role of internal audit is to evaluate and report on the adequacy of the system of internal control. Clerk to ensure this is added next year.

Section 14 – Additional Information

	<p>The Council is correctly registered with the Information Commissioner’s Office (ICO) as a Data Controller in accordance with the Data Protection Legislation. The Internal Auditor is however unable to verify whether council has adopted a Publication Scheme as defined under the Freedom of Information 2000. Recommendation: Under the Freedom of Information Act 2000, public authorities must provide access to information held which must be published proactively. The Freedom of Information Act requires every public authority to have a publication scheme and to publish information covered by the scheme. Council should seek to review the information it holds under the scheme and ensure that it is up to date and that it is available to view on its website. NALC Legal Topic Note 37 provides further clarification.</p> <p><i>Clerk to add this to the agenda for the September meeting.</i></p>	
13.	New Model Financial Regulations – to be reviewed	
	Councillor Haird proposed we accept the new Financial Regulations and this was seconded by Councillor Pedgrift.	
14.	Risk Assessment – to be reviewed	
	To be undertaken at September meeting.	Clerk
15.	Emergency Plan	
	On hold until outcome of Flood Committee Meeting with SCC is known Z Cards for emergency preparedness provided by Community Partnership to be distributed to all households.	PC
16.	Training and Development	
	Councillor Rixon to undertake new councillor training	
17	CIL Funding £7,131	
19.	Telephone Kiosk	
	John Gordon, UEA, has received extra funding for this event and there has been a meeting with designer for the signs in the Telephone Kiosk. On 19 th October there will be a free event in the village hall following the opening of the telephone kiosk in conjunction with Charsfield Together.	
20.	Cycle Race	
	Central point to be chosen to assemble once route is known – 8 th September? Simple form to complete to apply for grant - £500. Chai to look at form. School to be invited.	Chair
21.	Village Historian Update	
	Date of Next Meetings	
	<p style="text-align: center;">Monday, 23rd September Monday, 25th November 2024</p>	
	The meeting closed at 9:50 pm.	

CFAG Report to PC Meeting 29/07/24

Thank you to all who contributed to the flood meeting chaired by Ellie Beecroft, Suffolk County Council Lead Flood Authority on 9/05/24. This was part of the preparation for her s19 report. A day was spent looking at the flood in Charsfield and the evidence that was collected from everyone that filled in questionnaires. At the end of the meeting draft recommendations were tabled by SCC. CFAG and the PC were informed they would have sight of the draft report in 6 weeks – not received yet.

On the same day a team from Highways was strimming the brook and verges at Church Road bridge. On questioning they said they were doing it to enable an inspection of the bridge for damage caused by Storm Babet and were doing the same to all the road crossings. Two weeks later they were back doing it again as the inspection hadn't taken place. I am not sure if this inspection has yet taken place.

Unfortunately there is a possibility that delays to the s19 report means that the easier surface water solutions that might be recommended may not be actioned before the wet season. Personally I am not aware if any works have been undertaken at Chapel Lane for example. I suggest CFAG have a joint meeting with the PC in September re flood watch precautions, eg refreshing sandbags, rota to be deployed etc.

CFAG have been contacted by Mariah Ballam, on behalf of the Upper Deben Farm Cluster which is a group of landowners and managers who have come together to improve water quality, biodiversity and reduce flooding. They have received limited funding, £5,000, to put a business case for a Deben Catchment Wide plan to take natural flood management action along the whole fresh water body of rivers flowing into the river Deben. This includes Potsford Brook. They have asked CFAG to support them by submitting as much data as possible on the financial implications, in particular the value of insurance claims, as they want to evidence the principle that just considering financial costs alone, inaction outweighs the cost of preventative measures. They are hopeful of persuading insurance companies to contribute to necessary works. This is quite exciting as it presents a real opportunity to prevent a repeat of Storm Babet. To this end on 26/07/24 CFAG sent a second questionnaire to those flooded internally who were making insurance claims. This data will be anonymised and sent to the Upper Deben Farm Cluster.

Steve Moor 29/07/24