

# BADINGHAM PARISH COUNCIL

Minutes of the **Council Meeting** held on Monday 7<sup>th</sup> February 2022 at 6.30pm  
in Badingham Village Hall, Low Street, Badingham IP13 8JT

Members: Cllr. S. Frost (Chair) Cllr. D. Horrocks Cllr. R. Welham  
Cllr. M. Bowe Cllr. T. Mountain

## **28/21 Apologies for Absence**

Cllr. Frost sent her apologies which were accepted. In her absence, Cllr. Horrocks as Vice-Chair took the role of Chair of the meeting.

## **28/21 Declarations of Interest & Requests for Dispensation**

Cllr. Horrocks declared a non-pecuniary interest in Item 11 as he is a trustee of the village hall.

## **29/21 Minutes of the previous meeting**

The minutes of the meeting 11<sup>th</sup> January 2022 were presented for approval. **It was unanimously RESOLVED to approve the minutes of this meeting.**

## **30/21 Open Forum**

There were no members of the public present.

## **31/21 Report from the County Councillor S. Burroughes**

No report received.

## **32/21 Report from the District Councillors L Freeman and M Cook**

A written report had been received late on Monday 7<sup>th</sup> February and had been circulated although members had had insufficient time to read it. The Clerk raised the item on the Community Partnership. **NOTED**

## **33/21 Accounts**

- a) The Clerk presented a list of payments to approve of £ 1,192.65. **It was unanimously RESOLVED to approve the Payments** and the Chair signed the document. The Clerk had been in contact with Barclays Bank to ensure that the mandate changes had been implemented. However, Barclays had made mistakes with most of the requests insofar that Cllr. Welham had been removed, Cllr. Horrocks had only partially been set up and the Clerk had been made a full signature as opposed to an administrator. Because of this, only the Clerk and the Chair (Cllr. Frost) were now signatories, which meant the Clerk having to sign her own cheque. This has been noted in these minutes as it is not good practice but is unavoidable at the moment.
- b) The Clerk was unable to present a bank reconciliation as no bank statement had been received. **NOTED**
- c) The Clerk presented the Statement of Accounts report. **NOTED**
- d) The Clerk asked for a member to carry out an accounting controls audit. Cllr. Bowe agreed. **NOTED**

## **34/21 Policies**

- a) **Risk Analysis:** The Clerk presented the Risk Analysis which had been amended to rectify the error found in the internal audit. Cllr. Bowe was concerned that the Risk Analysis was inadequate, although the Clerk stated that it was the one suggested as a template by NALC and had been adopted in prior years. Cllr. Bowe offered to amend it to be more comprehensive, which was accepted. After discussion, **it was unanimously RESOLVED to re-adopt the Risk Analysis as presented although Cllr. Bowe will look at this in the future.**
- b) **Model Publication: It was unanimously RESOLVED to adopt the Model Publication Policy.**
- c) **Grants Policy: It was unanimously RESOLVED to adopt the Grants Policy.**
- d) **Asset Register:** The Asset Register had been amended to include items that were missing. **It was unanimously resolved to adopt the Asset Register.**
- e) **Data Protection Policy:** Cllr. Bowe was concerned about some of the clauses that might be irrelevant for Badingham Parish Council. The Clerk stated that this was the one previously adopted and that it was a general-purpose policy that would cover all councils, irrespective of size. **It was unanimously resolved to adopt the Data Protection Policy.**

Signed \_\_\_\_\_

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Date \_\_\_\_\_

# BADINGHAM PARISH COUNCIL

## 35/21 Planning

Cllr. Welham declared a pecuniary interest in this item as he is the next-door neighbour and Cllr. Horrocks also declared an interest as he is next door but one. **It was unanimously RESOLVED to grant dispensation to Cllr. Horrocks as otherwise the Council would be inquorate for this item.** Cllr. Welham left the room. Planning application DC/22/0066/FUL for a garden room at Oakhurst, Mill Road, was discussed. **It was unanimously RESOLVED to support the application.**

Cllr. Welham returned to the room.

## 36/21 Community Governance Review

East Suffolk District Council have announced a review of the community governance and invited parish councils to comment by 1<sup>st</sup> April. Councillors were asked to consider their response for the next meeting. **NOTED**

## 37/21 Update on the Village Hall.

Cllr. Horrocks, as trustee of the Village Hall updated Councillors as follows:

- i. He had updated the Charity website.
- ii. He had approached someone from the Bowls Club to stand as a nominated trustee and was awaiting confirmation that the Bowls Club would be happy with this appointment.
- iii. There were a number of new, regular bookings.
- iv. He had applied for a grant recently announced as a “restart from omicron” for £ 2,667.

Cllr. Frost had previously circulated a paper regarding a possible application for another grant, available through the community partnership. The paper detailed the clearing of the outside area of the Village Hall so as to create a community meeting space. **It was unanimously RESOLVED to ask Cllr. Frost and the Clerk to continue with this application and submit it by the deadline of 9<sup>th</sup> March.**

Cllr. Bowe passed on a message from the Enterprise Badingham group that they had offered to provide labour to help with clearing the area. **NOTED**

## 38/21 Website

There is currently one website for the Parish Council and another for the Village Hall, which link to each other. Each costs £60 p.a. and is on an old platform that is cumbersome and time consuming to use. The Village Hall would also like a booking system which is not available with one-suffolk.

A paper had been circulated, proposing that work already started on a new website for the Village Hall should incorporate the Parish Council and other organisations. This is with a company called MyParish. Cllr. Horrocks had obtained a favourable reference from another Parish. MyParish had quoted for an additional 2 days of work to transfer the files from the current websites to the new one, at a cost of £245 per day. There was a grant with the Village Hall allocated to this, which will be used to pay for the one day already spent and the full annual cost of £122. The remaining time (up to 2 days) would be funded by the Parish Council. **It was unanimously RESOLVED to move forward with the proposal.**

## 39/21 Recruitment of New Councillors

The Clerk had previously circulated two possible examples of an advert asking residents of Badingham to stand for co-option to the Parish Council. It was agreed to contact the Echo editor and establish whether it was possible to include the two-page advert in the next issue. It was agreed that the advert should be finalised by the Clerk and Chair and would be circulated to the Councillors before sending to the Echo editor for printing.

## 40/21 Training

The Clerk had circulated information about the training available from SALC. The on-line evening seminars were the preferred option. Councillors are to contact the Clerk with their preferences. **NOTED**

## 41/22 Recruitment of the new Clerk

It was agreed that the Clerk should present at the next meeting, a proposed advertisement and information about the salary scales. It is expected to start advertising in April. In the meantime, it was agreed that if anyone knew of a suitable candidate, they could ask them to contact the council for further information.

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## 42/22 Date of Next meeting

After discussion, it was unanimously RESOLVED that future meetings should be scheduled at 6.30 pm in the Village Hall on the third Monday of every month, except for August (unless there was something urgent that needed to be discussed). The Clerk will prepare and issue a calendar.

*(Note: since this meeting, it was found that the village hall would be booked for this time. Therefore, the meetings in the future are yet to be agreed).*

The Clerk will also prepare a discussion document for Councillors for the next meeting, to be used to collect ideas and actions that members would like the Parish Council to undertake and set some priorities.

The meeting closed at 8.20 pm

Karen Forster

Interim Clerk to Badingham Parish Council

DRAFT