

Minutes : 20.07.2022

SUDBOROUGH PARISH COUNCIL

Clerk: Mr Adam Fox, 68 Setters Way, Road, NN7 2QQ

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Chairwoman Jacqui Colbourne Vice-Chairman Robert Dixon Cllr Ronald Allison Cllr Iain Brown Cllr Simon Forde	are summoned to an Ordinary Meeting of the Parish Council at 19:30 on Wednesday 20 th of July, 2022 at Francis Giffen Memorial Hall
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Meeting began : 19:30

22/045 – To receive and accept any apologies Cllr Brown and Cllr Allison sent their apologies. Both were accepted.
22/046 – Approval of the minutes from 29/06/2022 Approved
22/047 – Public session One member of the public was present. They asked about the status of The Vane Arms.
22/048 – Declarations of interest & requests for dispensation Cllr Forde and Cllr Dixon declared an interest in 22/054 and 22/055 respectively. The Clerk has granted dispensation in both cases as the decision to reimburse these expenses was made at a previous meeting. The final claim is within the budget agreed and all proper paperwork has been provided and seen by all councillors.
22/049 – Responses to the public session There have been no recent developments with the Vane Arms. The letter sent to the pub's owners, expressing concern about the condition of the property, has not been answered. See minute under item 22/062
22/050 – Planning a) NE/22/00853/TCA/ - Various Tree Work in Conservation Area No objection
22/051 – Finance a) Report from the RFO. Current balance of the Unity account is £27,738.88. Cllr Dixon and the RFO (Adam Fox) carried out a bank reconciliation as at 30 June and the accounts reconciled. The VAT claim of £378.84 has been submitted for 21-22 financial year b) Payments to approve i. £420.58 NCALC Membership ii. £324 new light for Newton Lane from EON iii. £204.47 SO July Clerk's Pay Approved
22/052 – Resolve to delegate the power to grant dispensations to the Clerk and update standing orders appropriately Resolved and standing orders 13(e) amended to "A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final."
22/053 - Review Standing Orders to distribute annual meeting actions across the year Resolved to move 5. J xvi through xix from the annual meeting to the other meetings in the year. Schedule to be provided by the Clerk via email
22/054 - Deferred from 22/041 - Review sending and authorise reimbursement of £170 to Cllr Dixon for prize for Jubilee house decoration competition Approved
22/055 - Deferred from 22/042 - Review sending and authorise reimbursement of £951.98 to Cllr Forde for Jubilee picnic Approved
22/056 - To get more keys cut for the noticeboard and the postbox - LGA 1972 s111 Failed as there are second keys available.
22/057 - To hear an update on the welcome pack The final draft of the welcome pack was provided ahead of the meeting. Sue Haddaway attended as she has been working on this. The council are happy with the result and will finalise a few points and the welcome pack will be published online.

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It was decided it was unwise to print them in advance due to changes that may occur in the contact details contained within. It was also decided not to deliver them to new residents as the council could not guarantee everyone would receive one and did not want anyone to feel aggrieved by that oversight.

Villagers will be directed to the welcome pack via the notice board and encouraged to contact the clerk or councillors if they would like a physical copy.

22/058 - To agree a use for the Barclays account and to sign the Barclay's card form or agree closure
Deferred to the next meeting. The Clerk will look into the interest rates.

22/059 - To decide if the Council wishes to participate in the Northamptonshire VCSE Assembly
Resolved not to participate

22/060 - To contact Highways regarding the Willow Tree on the verge near the telephone box
Resolved to write to Highways and the Tree Officer regarding any action on this tree

22/061 - To contact Fermyn Contemporary Arts regarding displaying in the phone box
Resolved for the Clerk to invite Fermynwoods Contemporary Arts to display again

22/062 - To hear an update on the letter to the owner of The Vane Arms
Resolved to hear an update. There has been no reply to the letter sent. Cllr Colbourne will follow up on this letter and copy in the Conservation Officer

22/063 - To discuss improving the Parish Council website
Resolved for the council to agree the functionality required by the 5th of August and draft a brief to get quotes for the September meeting

22/064 – deferred from 22/027 - Resolve to no longer investigate the Scribe accounting package
Resolved to continue with the current spreadsheet-based accounting package

22/065 - Closed session for staffing discussion

- a) To review staffing hours in relation to the audit report and other projects
- b) Review of the Council's employment contract, policies, and procedures

a) **Resolved to pay the Clerk for 5 hours to put together an analysis of regular and irregular work carried out by him between this meeting and the September 21st meeting to enable a discussion regarding the allocation of hours**

b) **Resolved to approve these documents in the September meeting in the interests of time**

22/066 – Close: 21:32

Next ordinary meeting: 21/09/2022



Adam Fox, Clerk to Sudborough Parish Council