

MELLIS PARISH COUNCIL

Minutes of the meeting of Mellis Parish Council

6pm Thursday 14th June 2018, Mellis Memorial Hall.

Present:

Councillors: Cllr Barr (Chairman) Cllr C Wilby
 Cllr Cunningham Cllr Paterson
 1 member of the public

- 1 Apologies for absence - to receive and consider acceptance of apologies**
Cllr T Wilby, Cllr Read
- 2. To consider co-option of new Parish Councillor**
None
- 3 To note Declarations of Interest**
 - 3.1 To receive declarations of pecuniary and non-pecuniary interests on agenda items
None
 - 3.2 To consider any requests for dispensations with regards to declarations of interests
None
- 4. To approve draft minutes of the Parish Council meeting 3rd May 2018**
proposed Cllr C Wilby, 2nd Cllr Cunningham
- 5. To note matters arising from the minutes of meeting 3rd May 2018 (for report and not on the agenda)**

19/02/18 13	Defibrillator Tea Party	Cllr T Wilby is arranging speaker and training, date to be arranged.
2018 05 03, 13.1	Approve amended Standing orders at later meeting	Clerk to bring new Standing orders to a later meeting
2018 05 03, 18.1	footpath between Chapel Lane an Earlsford Road	Clerk to write letter of local stables

- 6. Public Forum**
 - 6.1 To receive reports from the County Councillor and District Councillor
Report from Jessica Fleming attached Appendix I, Apologies from Diana Kearsley
 - 6.2 To receive comments from members of the public in attendance
No comments from the public apart from progress on carpark look good.
- 7. To consider Planning**
 - 7.1 **Applications received**
DC/18/02606 The Forge Barn The Common Mellis Eye Suffolk IP23 8EB
Notification of works to Trees in a Conservation Area - (T1) Macrocarpa - Fell, (T2) Yew - Reduce by approx 30% **No objections** proposed Cllr C Wilby, 2nd Cllr Barr

DC/18/02574 Progress Power Eye
Approval of details reserved by Requirements 13 (Construction Traffic) and 14 (Construction Travel Plan) (2)(works 1-4) pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570) as amended.
No Comment proposed Cllr C Wilby, 2nd Cllr Barr

DC/18/02631 Teazles The Common Mellis Eye Suffolk IP23 8EB Erection of two storey front extension **No Comment** proposed Cllr C Wilby, 2nd Cllr Cunningham

DC/18/02639 Progress Power Eye Fencing and other means of enclosure.
No Comment proposed Cllr C Wilby, 2nd Cllr Cunningham

Jessica Fleming joined the meeting and reported. Appendix I

7.2 Planning decisions

None

8. Finance

8.1 Payments

SALC	14/06/18	Audit	170.40
Daniel Roth	14/06/18	Clerk expenses	58.78
JC Cleaning	14/06/18	Bus stop cleaning	18.00
Daniel Roth	14/06/18	Feb – Apr Payroll	402.90
Daniel Roth	14/06/18	May Payroll	161.20
Suffolk Preservation Society	14/06/18	Membership	30.00

9. Review training needs

none

10. Reports

10.1 **Clerks report and correspondence received** no extra correspondence above that circulated by email.

10.2 MellisEnews no report

Cllr T Wilby joined the meeting

11. Review of Internal Audit Report

Audit report read and the Parish Council were very happy with the overall results and recommendations will be actioned during the year. Report available on the parish web site.

12. Adopt Internal Control Document Appendix II

Document read and to be actioned during the year, proposed Cllr Barr, 2nd Cllr T Wilby

13. Review works to Memorial Hall Carpark

Cllr's happy with progress of works to the carpark

14. Suffolk Preservation Society membership

Renewal of council's membership approved with payment approved, proposed Cllr Barr 2nd Cllr Cunningham

15. Items to be considered for the next agenda

none

16. Date of next meeting – 12th July 2018 Parish Council Meeting 18.00 – Memorial Hall Dates of further meetings – Second Thursday of Month



County Council Report for Mellis Parish Council

June 2018

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

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Changes at County Council - Nicola Beach, our new Chief Executive and former Director of Infrastructure and Environment at Essex County Council is now in place. Also Suffolk County Council's new Leader Mathew Hicks took office on 24th May. • Councillor Mary Evans is Deputy Leader and Cabinet Member for Highways, Transport and Rural Affairs

Home-to-School Transport – Cabinet Decision Pending- new proposals for school and 'post-16' students will be decided by Cabinet on Tuesday 19th June. Papers are now available on Suffolk County Council's [website](#) under item 19-06-2018. After considering the evidence gathered during consultations, the recommendations include removing the obligation to consider cross county boundary schools and retaining support for post-16 students per the current policy. A change to nearest geographic school versus the current catchment based system remains part of the new proposal.

Progress Power Current Applications to Discharge Planning Obligations –

DC/18/02041 - Approval of details reserved by Requirement 18 pursuant to the Progress Power (Gas Fired Power Station) Order 2015 (S.I. 2015/1570) as amended (1470/13) – This concerns the lighting arrangements for the Power Plan, Gas Connection and Sub Station.

DC/18/02574 - Approval of details reserved by Requirements 13 (construction traffic) and 14 (construction travel plan) (2) (works 1 – 4) pursuant to the Progress Power (Gas Fired Power Station) Order 2015 (S.I. 2015/1570) as amended.

Suffolk Day 21 June 2018 - Thursday 21st June is the annual celebration of Suffolk and the longest day in the year, with a variety of events being held across the County! Events include guided walks, treasure hunts and competitions, there is something for everyone to enjoy and get involved with.

Go to <https://suffolkday.co.uk/> to find an event near you.

On-call Firefighters - The fire service is looking to recruit more on-call firefighters who must be 18 or older, and live or work within five (possibly ten) minutes of a fire station. An employer's consent would be needed for absence while on duty. Earnings are approximately £5,000 per year. More information can be found at <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/working-and-volunteering-for-fire-and-rescue/how-to-become-an-on-call-firefighter/>

MELLIS PARISH COUNCIL

INTERNAL CONTROL

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control:-

‘The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based ie level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control....care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO’s day to day management of financial affairs.’

As part of it’s internal control, the Parish Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE Yes or No	COMMENTS – check documents & initial
Ensuring an up to date Register of Assets		
Regular maintenance arrangement for physical assets		
Annual review of risk and the adequacy of Insurance cover		
Annual review of financial risk		
Awareness of Standing Orders and Financial regulations		
Adoption of Financial & Standing Orders		
Regular reporting on performance by contractors		
Annual review of contracts (where appropriate)		
Regular bank reconciliation, independently reviewed		
Regular scrutiny of financial records and proper arrangements for the approval of expenditure		

Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved		
Payments supported by invoices, authorised and minuted		
Regular scrutiny of income records to ensure income is correctly received, recorded and banked		
Scrutiny to ensure precept recorded in the cashbook agrees to MSDC notification		
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer		
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook		
Regular financial reporting to Parish Council		
Regular budget monitoring statements as reported to Parish Council		
Compliance with 2014 Regulations: Officer Decision Reports		
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500		
Minutes properly numbered and paginated with a master copy kept in for safekeeping		
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality		
Adoption of Codes of Conduct for Members		
Declaration of Acceptance of Office		

Date of review of system of Internal Controls.....

Review of system of Internal Controls carried out by:

Name.....Signature.....

Report submitted to Council (date).....

(minute reference).....

Next review of system of Internal Controls due.....

Additional comments by reviewer.....