

M4

The Parish Council Meeting of Kings Ripton was held on Tuesday 17 November 2015 at 7.00pm in Village Hall

- Present Mrs R. Carey-Townsend, Philip Rayner, vice chair, acting as a Chair after the resignation of R Carey-Townsend, Michael Krause, Paul Bassitt Parish Councillors.
Ms R Mimiene, Clerk.
No members of the public.
- 059-11/15 To Receive Apologies and Reasons for Non Attendance**
The Clerk reported that Cllr R Rayner, District Cllr R Howe and County Cllr M Tew sent apologies for absence.
- 060-11/15 Election of Chair**
060-11/15.1 Chair Ros-Carey-Townsend resigned as Chair in Oct 2015 but is staying on the Council as a Councillor. Therefore PC has to elect a Chair. Round table discussion took place. 3 members voted in favour of M Krause to becoming Chair.
060-11/15.2 Proposed by Cllr P Bassitt, seconded by Cllr P Rayner and RESOLVED that Cllr M Krause to be elected as Chair of Kings Ripton Parish Council.
060-11/15.3 Chair signed the acceptance of office form. Cllr P Rayner is staying in a position of Vice Chair.
060-11/15.4 Many thanks were expressed to Cllr R Carey-Townsend for being Chair for 3 years.
060-11/15.5 Cllr M Krause took over from Cllr P Rayner and finished chairing the meeting.
- 061-11/15 Declaration of Interests for Members (Disclosable Pecuniary Interests)**
061-11/15.1 Cllr M Krause declared interest in Agenda item 068 - Allotments
061-11/15.2 Cllr P Rayner declared interest in Agenda item 066.4 Finance re: payment for Kings Ripton Farms.
- Close of Meeting**
- 062-11/15 Public Participation Session with respect to items on the Agenda and other matters of mutual interest.**
062-11/15.1 No members of the public present.
- Re-opening of Meeting**
- 063-11/15 To Receive and Approve the Minutes of the Meeting, 15 Sep 2015**
063-11/15.1 Proposed by Cllr P Bassitt, seconded by Cllr R Carey-Townsend and RESOLVED that the minutes be accepted and signed as a true record of the meeting.
063-11/15.2 Chair signed the minutes.
- 064-11/15 Matters Arising for those Minutes**
064-11/15.1 Letters re: parking in School Lane were delivered to residents of School Lane.
064-11/15.2 Clerk responded to Development Management team re: Proposed Redevelopment of RAF Wyton Airfield as agreed at the last meeting.
- 065-11/15 To Receive a District and County Council Reports**
065-11/15.1 County Cllr M Tew sent a report on working together and benefits of clustering for Parish and Town Councils. Email was forwarded to PC members. Cllr R Carey-Townsend went to the meeting to Warboys. Kings Ripton is not in a speed watch group as there are no volunteers (was previously run by Ros and Gordon Carey-Townsend). It was agreed that one approach to a chicane needed tree clearance. Clerk to contact HDC Highways department – to request to trim the trees on the western side of the main road 10-20m north to Telephone box. Clerk will notify Cllr R Carey-Townsend who will show the location. Cllr R Carey Townsend is happy to attend further meetings.
- 066-11/15 Finance**
066-11/15.1 Cash Book and Bank Reconciliation statement as at 31 Oct 15 presented to members prior to the meeting.
066-11/15.2 Bank Balance as at 31 Oct 2015: £8,088.20
066-11/15.3 Note Income Received: (interest) £2.44

066-11/15.4 Expenditure for approval 17 Nov 15:

Date	Cheque No.	Payee and Description	Amount
17.11.15	51	HMRC – taxes deducted from Clerk salary Oct 15, chq payable to Post office Ltd – raise a chq and pay at PO with Employer Payment Booklet.	£47.93
17.11.15	52	The Poppy Appeal, PC purchase a Remembrance Wreath	£17.00
17.11.15	53	Grass cutting at the Parish, Mr Flowers	£150.00
17.11.15	54	Kings Ripton Farms, Installation of Parish Notice Board	£42.00
		Electronic payments:	
17.11.15		Community Action Suffolk Insurance Policy	£179.83
17.11.15		CCC Local Highway Improvement contribution Project No: 14532	1,000.00
17.11.15		Clerk's salary Sep 15 – 188.41 £ & Oct 15 - £47.93, Expenses Sep 15 for £21.07 & Oct 15 for £22.16 (detailed time sheet and expenses spreadsheet submitted to Chair prior to the meeting)	£279.57
		Total Nov 15 Expenditure	£1,716.33
		Balance	£6,371.87

066-11/15.5 Proposed by Councillor PR, seconded by Councillor RCT, all in favour and it was RESOLVED that items listed in 066-11/15.4 are to be paid.

066-11/15.6 As there are only 2 signatories at the meeting tonight, one chq remains not signed by the 2nd signatory as it is payable to Kings Ripton Farms – the item that Cllr P Rayner has declared interest in.

066-11/15.7 Bank mandate filled by Cllrs M Krause and P Bassitt at the last meeting and passed to other Cllrs for signing is not received by Clerk. Cllrs are asked to look for the missing document, or if not found, Clerk to order a new mandate form.

067-11/15 Kings Ripton Community Led plan, update from MK

067-11/15.1 Team met on 26 Oct, went through the suggested questions and agreed on various different options for people to comment and tick. Public meeting to be arranged. Consultation questions will be distributed as soon as possible.

068-11/15 Allotments

068-11/15.1 There is 1 vacant plot. To advertise on NB. Rent increase letters sent. Rent collected.

069-11/15 Proposed Redevelopment of RAF Wyton Airfield: Kings Ripton response, ongoing

069-11/15.1 Response and map received from Curtin&Co. Unsatisfactory response on traffic, drainage, environmental issues. No definite information received. Cllr P Rayner will draft a response to Curtin & Co and Clerk will send it out. Copy to HDC planners and HDC Cllr R. Howe. Cllr PR, Clerk

070-11/15 RAF Wyton Community Engagement: arranging the presentation of a cheque to Kings Ripton for services towards the Pathfinder March, Councillor R Carey-Townsend

070-11/15.1 Stg Mike Pepper contacted Chair to arrange the presentation of the cheque for £150 to Kings Ripton for services towards the Pathfinder March over the years.

070-11/15.2 Village hall is booked for presentation Mon 25 Jan 16 at 7pm. Cllr R Carey-Townsend volunteered to organise the event. Clerk to write a paragraph into RAN to invite people to come to the presentation. Cllr R Carey-Townsend will put a notice on the village NB. Cllr RCT, Clerk

071-11/15 Adoption of new procedures following 2014/15 audit report, Cllr M Krause

071-11/15.1 Cllr M Krause and Cllr P Bassitt prepared a report on new procedures following 2014/15 audit report which was presented to full Council.

071-11/15.2 Proposed by Councillor PB, seconded by Councillor RCT. All were in favour and it was RESOLVED that new procedures to be adopted at this meeting.

071-11/15.2 Clerk to send the document to Internal Auditor R M Williamson.

071-11/15.3 Action plan for every meeting to ensure proper governance covering all important issues at the correct point during the year – system is created. Members approved the format.

072-11/15 Review of the Internal Auditor's report: review Financial Regulations and Standing Orders, Cllrs M. Krause and P. Bassitt

072-11/15.1 It was agreed to review these two policy documents in Mar 2016.

073-11/15 Risk Management: Risk Assessment for approval and adoption

073-11/15.1 Kings Ripton PC's Risk Assessment was updated by Cllr M Krause and circulated to members prior to the meeting.

- 073-11/15.2 It was agreed to carry Risk Assessment yearly. Review at Nov PC meeting in 2016.
 073-11/15.2 Proposed by Cllr R Carey-Townsend, seconded by Cllr P Rayner and RESOLVED that the Risk Assessment to be adopted and adapted.
- 074-11/15 Budget Proposals and Precept 2016/17 to be approved, Cllr M Krause**
 074-11/15.1 Spreadsheet with options A and B for the 2016/17 budget, covering income, expenditure and precept, presented to members by Cllr M Krause.
 074-11/15.2 Proposed by Cllr R Carey-Townsend, seconded by Cllr P Rayner and RESOLVED that the proposed budget A of £4,242.00 to be accepted by a full Council.
 074-11/15.3 Precept of £4,100.00 - 2 in favour, 1 member against.
 074-11/15.4 Proposed by Cllr P Rayner, seconded by Cllr P Bassitt and RESOLVED that the Precept for 2016/17 is £4,100.0.
- 075-11/15 Members' Reports**
 075-11/15.1 No planning applications all this time.
 075-11/15.2 War memorial needs cleaning and PC is responsible, Cllr R Care-Townsend will circulate the relevant information. Requested an Agenda Item for the next meeting. Stone mason needed.
- 076-11/15 Correspondence**
 076-11/15.1 List of correspondence is presented to members prior to the meeting.
 076-11/15.2 HDC – electoral arrangements. No response required.
- 077-11/15 Matters to be raised by members for the next agenda**
 077-11/15.1 None.
- 078-11/15 Date of the next meeting: Tue 19 Jan 2016, 7pm**
Meeting finished at 9pm

19 Jan 2016

 Date

 Chair: Michael Krause