

STONHAM PARVA PARISH COUNCIL MEETING HELD IN THE BAPTIST
CHAPEL SOCIAL ROOM ON MONDAY 15th OCTOBER 2018

PRESENT: Cllrs T Benjamin, I Richardson, G Davison, A Harvey, K Dawson, S Baldry and J Dean; W Brame (Acting Clerk)

APOLOGIES : M Bottomley (Clerk).

Public Forum:

ELECTION OF OFFICERS

Chairman T Benjamin acted in the role of Chairman for the meeting.

DECLARATIONS OF INTEREST - None

DISPENSATIONS - None

MINUTES OF THE PARISH COUNCIL MEETING 10th SEPTEMBER 2018 - Minutes confirmed as correct - Proposed by I Richardson and seconded by S Baldry

PARISH CLERK - There is now a generic Parish Clerk email address – clerk@stonhamparvpc.org.uk
Parish Clerk details have been updated with MSDC; SCC do not hold any Parish Clerk information.

**Action - A Harvey to speak to M Bottomley's family regarding paperwork and electronic files;
T Benjamin to update website with new detail;
W Brame to contact Vertas to update Parish Clerk details
W Brame to look at courses with SALC**

GDPR - G Davison has prepared a draft Website Policy and a Privacy Policy.

**Action – All Councillors to read and feedback comments within 1 week.
T Benjamin to upload both policies once agreed.**

Discussion regarding a Parish Laptop, all agreed that the Parish Clerk should use a dedicated laptop.

Action – G Davison to investigate options

A filing cabinet is needed for all Parish Council documents to be held by the Clerk.

Action – G Davison to write a document retention policy

WORLD WAR 1 COMMEMORATIONS - The Parish have a Commonwealth War Grave and along with other Parishes within Suffolk there will be a short service on Thursday 8th November at 11am at the Churchyard. All local children should be involved as much as possible, G Davison has already raised this with the Headteacher at Stonham Aspal Primary School.

**Action – G Davison to speak to Debenham High regarding use of the school minibus to transport pupils from Stonham Aspal Primary
G Davison to create leaflet with service information to then be delivered within the village.**

On Sunday 11th November the Parish Council will lay a wreath at The War Memorial at Earl Stonham Church, G Davison has organised a wreath at a cost of £50.00.

AUDIT REPORT – all to be carried forward

Actions from the audit report:

Section 2 T Benjamin Standing to look at recommendations included in this section.

Signature.....

Section 3 S Baldy to look at a shared Google Drive to allow for separate data backup. M Bottomley to check with insurer on cover levels and if they are adequate. Also, to look at having a variance report.

Section 7 M Bottomley to pick up recommendation

Section 8 M Bottomley to cross reference asset list against insurance.

Section 12 T Benjamin to check website if compliant with transparency code.

Section 13 M Bottomley to show GDPR compliance in minutes

SPEED SIGNS - T Benjamin has obtained quotes which had been emailed prior to the meeting, all agreed that we should opt for solar powered speed signs.

**Action – W Brame to contact Cllr Hicks regarding locality funding
T Benjamin to complete forms with Suffolk County Council**

GRIT BINS - All agreed no grit bins required in the village at this time

PLANNING - Planning Application DC/18/04153 – Waltham Hall Stables

Action – G Davison to research and speak to local residents and feedback at next meeting

Work appears to have started at the rear of The Magpie

Action – G Davison to check planning consent

FINANCE - W Brame has the form to be completed to add signatories

Action - W Brame to complete additional signatory forms for bank account

Cheque written to Suffolk Cloud for recent email/website work

OTHER ACTIONS - Goal posts to be left in situ

Damaged footpath bridge has been reported

Fidelity cover - to be carried forward

Certificate – to be carried forward

Play area funding will not be applied for yet

CORRESPONDENCE - Stowmarket CitA AGM invite

Action – W Brame to send apologies

ANY OTHER BUSINESS - The Chapel is not available on our usual meeting dates so we either need to find a new location or change the dates

Action - T Benjamin to email date preferences to Councillors

DATE OF NEXT MEETING – Tuesday 6th November 2018

The Chairman thanked all for attending and closed the meeting at 9pm.

Signature.....