

LITTLEPORT PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Barn on Monday 19th November 2018 at 7.00 pm

PRESENT: Councillor C Ambrose Smith
Councillor D Ambrose Smith
Councillor P Cox
Councillor S Green
Councillor D Jordan – VICE CHAIRMAN
Councillor S Kerridge
Councillor L Malkin
Councillor D Murfitt
Councillor G Norman
Councillor C Webber – CHAIRMAN
Councillor J Webber

Members of the Public: 0
Also present the Deputy Clerk.

PUBLIC FORUM

No members of the public present.

18/19.068 CHAIRMAN'S WELCOME
The Chairman welcomed all those present to the meeting.

18/19.069 APOLOGIES & ABSENCES:
Cllr E Dos Santos — Apologies Accepted
Cllr F Brown – Apologies Accepted
Cllr J J B Lee – Absent
Cllr A Wright – Absent

18/19.070 DECLARATIONS OF INTEREST: None

18/19.071 CONFIRMATION OF MINUTES:
The Minutes of the Full Council meeting of 15th October 2018 and the Planning Sub-Committee meetings of 15th October and 5th November 2018 were confirmed as a true record and signed by the Chairman accordingly.

18/19.072 CHAIRMAN'S ANNOUNCEMENTS:
Christmas lights are be put up on Sunday 25 November and a request for volunteers has been put out on Facebook.

'Tommy' arrived in time for Remembrance and is now situated in the church until the new year.

Su and myself are attending the Parish conference on Friday and have covered most workshops.

18/19.073 RE-ADOPTION OF POLICIES
The Clerk informed the meeting that following attendance at CiLCA training it had become evident that the Parish Council needed to review their policies to comply with current legislation. To that effect the Clerk had commenced revision of documentation and six were

provided to this meeting for re-adoption. The Parish Council AGREED to re-adopt the following policies to come into immediate effect with review dates scheduled for November 2019:

Standing Orders (based on NALC model)
Financial Regulations (based on NALC model)
Publications Scheme (based on ICO model)
Equal Opportunities (based on ACAS model)
Social Media Policy
CCTV Policy

Following re-adoption these documents will be published on the Parish Council's website. Further documentation will be presented to the Parish Council for re-adoption over the next few months.

18/19.074 FINANCE:

074.1 The Financial Statements of the Parish Council were signed by the Chairman as a true representation of the accounts held by the Parish Council.

074.2 Payments made out of meeting from 15th October 2018 to 18th November are listed on the attached spreadsheet for information.

074.3 The following orders for payments were duly authorised:

Chq NO	Payee	Amount
104501	Compleat Office	£ 24.95
104502	Peter Mitchell (Repairs)	£ 678.00
104503	SLCC (Postage & Packing for book)	£ 4.80
104504	Thurlow Nunn	£ 20.39
104505	The Copier Warehouse	£ 25.06
104506	Branching Out	£ 80.00
104507	CGM	£ 536.06
104508	G Murfet (Cleaning)	£ 88.00
104509	LVH (Hall hire for Hub)	£ 50.00
104510	S Field (Mileage)	£ 20.70
104511	Rebecca Blakeway-Long (BHD Telephone Box)	£ 240.33
104512	Richard Todd (BHD Telephone Box)	£ 330.48
104513	Wilson Eadie (BHD Telephone Box)	£ 223.96
104514	Littleport Leisure	£ 364.80

074.4 The Chairman authorised the BACS payments to be made to staff.

18/19.075 BUDGET FORECAST/PRECEPT REQUEST

The Clerk presented the proposed budget and proposed precept request figure to the Parish Council for their consideration.

It was AGREED that a precept request in the sum of £162,466.12 be submitted to East Cambridgeshire District Council for the year 2019/2020.

18/19.076 FOLLOW UP DIARY

To replace the Zip Wire at Black Horse Drove would cost in the region of £16,500. The Parish Council agreed that they would investigate further as what funding would be available to offset the cost. It was decided that this to be taken to Sub Committee in the spring, when a

full audit of all the play equipment could take place and perhaps a survey at Black Horse Drove as to the viability of replacing this piece of equipment.

18/19.77 DISTRICT COUNCILLORS' REPORT

Cllr D Ambrose Smith – Nothing to report

Cllr J Webber – Youth bid has been submitted with a follow up telephone interview to clarify what was in the application. So now just waiting to hear if successful or not

Cllr P Cox – Nothing to report

Cllr C Ambrose Smith – A few meetings attended namely : Future of Policing with the Police & Crime Commissioner and the East Cambs Community Safety Partnership Board Meeting. The District Tourism Strategy meeting is taking place on 22nd November and Local Councils Conference taking place on 23rd November. Also part of the Panel for the Leading Lights awards at ECDC. A date for diaries insofar as on 27th November the Prince of Wales and Duchess of Cornwall will be visiting Ely to see the Thomas Parsons Charity Almshouses and the Stained Glass Museum. ECDC have been working with Clarence House organising this visit.

18/19.078 COUNTY COUNCILLOR'S REPORT

Cllr D Ambrose Smith – Nothing to report

ITEMS FOR FULL COUNCIL ON 17th DECEMBER 2018

Nothing arising from this agenda.

There being no further business the meeting closed at 7.43 pm.

Signed:

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Chairman

Dated:

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Littleport Parish Council - Transactions - 15th October 2018 to 19th November 2018

Account	Date	Ref.	Details	Monies In	Monies Out
	16/10/2018		B/Fwd Balance	18424.90	
BT	16/10/2018	DD	Purchase Payment	0.00	53.27
CGM	16/10/2018	104468	Purchase Payment	0.00	346.80
ALLAN'S	16/10/2018	104470	Purchase Payment	0.00	92.40
TRAVIS	16/10/2018	104471	Purchase Payment	0.00	15.84
TNS	16/10/2018	104473	Purchase Payment	0.00	71.59
PECKS	16/10/2018	104474	Purchase Payment	0.00	2880.00
AFNET	16/10/2018	104475	Purchase Payment	0.00	50.00
MURFET	16/10/2018	104476	Purchase Payment	0.00	88.00
BENNETT	16/10/2018	104477	Purchase Payment	0.00	142.51
BRANCH	16/10/2018	104478	Purchase Payment	0.00	597.20
GLASDON	16/10/2018	104480	Purchase Payment	0.00	3197.76
COPIERWA	16/10/2018	104481	Purchase Payment	0.00	26.99
VICTORIA	16/10/2018	104482	Purchase Payment	0.00	24.00
COMPLEAT	16/10/2018	104485	Purchase Payment	0.00	15.00
CPALC	16/10/2018	104486	Purchase Payment	0.00	75.00
LITTLEPO	16/10/2018	104487	Purchase Payment	0.00	547.20
L'PORTVH	16/10/2018	104489	Purchase Payment	0.00	50.00
CLEARVIE	16/10/2018	104493	Purchase Payment	0.00	3676.32
HEY	16/10/2018	104484	Purchase Payment	0.00	59.03
	16/10/2018	TRANS	Bank Transfer	20000.00	0.00
MILDENHA	17/10/2018		Sales Receipt	145.00	0.00
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	18/10/2018	Bank Charges 13 sept - 14 C	Bank Charges 13 sept - 14 Oc	0.00	38.43
BGAS	19/10/2018	DD	Purchase Payment	0.00	52.75
	22/10/2018	Insurance contribution	Insurance contribution	407.60	0.00
MURFET	23/10/2018	104497	Purchase Payment	0.00	88.00
AFNET	23/10/2018	104495	Purchase Payment	0.00	171.00
JLOOSLEY	23/10/2018	104494	Purchase Payment	0.00	528.00
	23/10/2018	The Port - Donation	The Port - Donation	0.00	240.00
MILDENHA	24/10/2018	CHQ 008814	Sales Receipt	105.00	0.00
	24/10/2018	370 3952 51	VAT Refund	1085.54	0.00
	25/10/2018	Stamps	Reimbursement VA Stamps	0.00	58.00
GWILLIAM	25/10/2018		Sales Receipt	5.00	0.00
	25/10/2018	Wages - OCT	Wages - OCT	0.00	4946.35
	25/10/2018	PAYE _ OCT	PAYE _ OCT	0.00	540.20
	25/10/2018	NIC - OCT	NIC - OCT	0.00	834.11
ANGLIANW	26/10/2018	Water Supplies DD	Purchase Payment	0.00	143.19
EON	31/10/2018	DD Electricity	Purchase Payment	0.00	31.30
EANCHORS	31/10/2018	104499	Purchase Payment	0.00	1287.60
ROYALBL	31/10/2018	104500	Purchase Payment	0.00	18.00
FUELCARD	31/10/2018	DD Fuel	Purchase Payment	0.00	12.01
HOWARD	01/11/2018	Mower chq 102611	Sales Receipt	1920.00	0.00
FUELCARD	04/11/2018	DD Fuel	Purchase Payment	0.00	60.00
ECDC	05/11/2018	1143263	Sales Receipt	4007.41	0.00
EON	06/11/2018	DD EON	Purchase Payment	0.00	7.91
ANGLIANW	09/11/2018	DD Water	Purchase Payment	0.00	138.77
TRADEUK	09/11/2018	DD Screwfix	Purchase Payment	0.00	27.25
FUELCARD	11/11/2018	DD Fuel	Purchase Payment	0.00	59.50
MILDENHA	12/11/2018	Chq 008877 - Key	Sales Receipt	130.00	0.00
	12/11/2018	R Blakeway Long	X2 connect, X2 connect	0.00	240.33
	12/11/2018	Richard Todd	Allens Skip Hire, Allens Skip H	0.00	330.48
	12/11/2018	Wilson Eadie	Travis Perkins	0.00	223.96
TRADEUK	13/11/2018	DD Screwfix	Purchase Payment	0.00	58.95
BT	16/11/2018	DD BT	Purchase Payment	0.00	51.84
	16/11/2018	S Field Mileage	S Field Mileage	0.00	20.70
TOTALS				£ 27,950.55	£ 22,217.54