

MONKS ELEIGH PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING ON 27th NOVEMBER 2017

The Parish Council Meeting was held on 27th November 2017 at 7.30pm in the United Reformed Church Hall, Monks Eleigh. Vice Chairman Cllr P Derry welcomed the following Parish Councillors –A Forrest, D Reynolds, P Day. The Chairman was travelling back from London and would arrive shortly. In the meantime Cllr Derry agreed to Chair the meeting until the Chairman arrived. The Parish Clerk, Ms Nicola Smith, was present at the meeting together with 4 members of the public.

In accordance with the changes in legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the Meeting, subject to complying with certain provisions. *A full transcript of the statement is available from the Parish Clerk upon request.*

1. Apologies for absence

- i. Apologies for absence – none;
- ii. Not applicable.

2. To receive Members' Declarations of Interest

- i. To receive disclosures of pecuniary and non-pecuniary interests for the agenda under discussion – none declared;
- ii. No declarations of gifts of hospitality;
- iii. Requests for dispensation for pecuniary interests for the agenda under discussion – not applicable.

3. Minutes of Meetings

Cllrs had received a draft of the public and in-camera Minutes of 21 September 2017, and the public and in-camera Minutes of 25th September 2017. All Cllrs present agreed that they were a true and accurate record of the meetings and Vice Chair Cllr Derry signed and dated the Minutes.

Clerk reported that the Minutes of 11 October 2017 would be available for the next meeting.

4. To receive a report from the County Councillor, Mr Robert Lindsay

Care, Health and Wellbeing Cabinet committee

I have been appointed to the above committee, one of four cabinet committees that are supposed to advise the cabinet on policy. At our second meeting members seemed generally favourable to a proposal to ask the cabinet to commit to firm targets for cycling and walking in Suffolk. I shall follow this up at our next meeting in January.

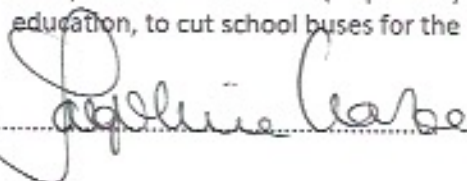
Speedwatch

As I mentioned at the last meeting, I am a member of Bildeston speedwatch and they are happy to support a speedwatch team here by sharing a speeder gun etc if there are volunteers to take it on.

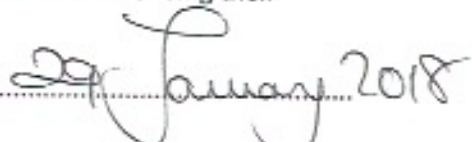
Cutting of free school buses and post 16 travel subsidy – a rethink

In September there was a proposal by Gordon Jones the councillor responsible for education, to cut school buses for the thousands of school children not attending their

Signed.....



Dated.....



"nearest" school. Myself and members of my group successfully got the decision to consult on this proposal referred to scrutiny committee. We believed the assumptions the officers and cabinet member was making about cost savings were wrong and that it would create massive disruption for children's education. Thankfully scrutiny committee agreed with us and voted by 7 votes to 5 to send it back to cabinet for reconsideration. Parents, teachers and others have been randomly selected to attend workshops to draw up new proposals this month. It will come before cabinet again next month.

Plastic bottle deposit return Scheme

I am sponsoring a motion to the next full council on December 7th asking the council to back Government plans for this and for Suffolk to be a pilot project.

Latest budget predictions and county precept rise

Current year

Two weeks ago we had sight of the latest predictions for this year. The county council is still on course for an "overspend" of £10.2m in the current financial year largely in the costs of taxi provision for children with Special Education Needs and provision of adult social care. Neither the social care precept nor a one off 3-year social care grant are enough to offset the steady cuts in the Revenue Support Grant from Government. The option of raising council tax has been rejected by the administration for the past seven years.

Next financial year

The cabinet has now proposed they will increase council tax by 5% next year. But despite this, the Council will still be facing a forecast budget gap of £26.85m, and a cuts plan has been drawn up to provide £23.9m worth of savings. The majority of this will come from the Adult Care budget, with a proposed £11m reduction in spending on care purchasing and a £1m saving achieved by cutting the Sheltered Housing Grant. I have a report from the finance department that shows a rise of 1% in previous years would have almost completely removed the need for these cuts now. There are also areas where income could be grown - Barley Homes and county farms which do not seem to be performing.

Cllr Forrest thanked County Councillor Lindsay for supporting the new Village Hall project in the village and providing some monies towards the project from his locality fund.

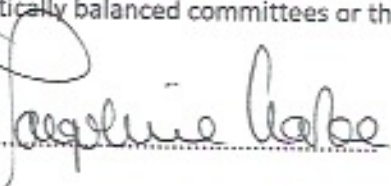
5. To receive a report from District Councillor, Mr Clive Arthey

Once again the majority of my report is further updates on the same issues.

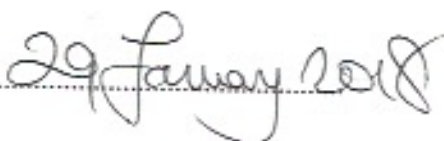
Joint Working and Partnerships

I have used the same heading here, but the way things have moved on perhaps it should be Babergh/Mid Suffolk merger. You will remember how Suffolk councils are working together as pairs, and the first pairing to apply for full merger are Waveney and Suffolk Coastal. That involves dissolving the two existing councils and creating a new one for the combined administrative area. You may remember a proposal for Babergh and Mid Suffolk to merge was the subject of a referendum in 2011, which was supported by a majority of Mid Suffolk residents, but rejected by Babergh. Things have moved on a bit since then, with both councils now operating a 'Cabinet' system where strategic decisions are no longer made by politically balanced committees or the full Council. Now it seems we no longer require a

Signed



Dated



referendum and Cabinet members can make the decision to dissolve the Council and create a new one. There is concern amongst councillors about how we have arrived at a situation where the Leader and six like minded councillors can ignore the referendum result and commit the Council to dissolve itself.

Move to Endeavour House, Ipswich

After a bit of delay, Babergh and Mid Suffolk councils have now completed their move to Suffolk County Council headquarters building, Endeavour House, in Ipswich. I am still concerned about the future use of the empty Hadleigh buildings and the impact on Hadleigh businesses who benefitted from such a large employer so close to the town centre. Hopefully this will soon be much clearer.

Local Plan

First consultation on the new Joint Local Plan for Babergh and Mid Suffolk finished earlier in November. The suggested growth options in the draft plan for Hinterland Villages such as Monks Eleigh range from 5% to 15%, but this is a total across the district and does not have to be accommodated proportionally, and there are no housing or employment sites proposed in Monks Eleigh. There are small adjustments to the Settlement Boundary to include recent approvals. There will be further consultation next year before an Examination in Public, and adoption of the new Local Plan in 2019.

District Electoral Review

Babergh had asked for a reduction from 43 councillors down to 31. The Boundary Commission has recommended 32 with Monks Eleigh in the proposed 'Whatfield' ward grouped with Kettlebaston, Chelsworth, Semer, Whatfield, Aldham, Elmsett, Nedging, Naughton and Wattisham. The consultation period on these proposals ends on 11th December and the new wards will be in place for the 2019 district elections.

Council Tax Base

Monks Eleigh's Tax Base for 2018/19 has increased slightly (from 240.90 to 246.35) allowing you 2.3% on precept before PC CT demand increases.

Chairman Cllr Clarke arrived at the Meeting. Vice Chairman asked the Chairman if she would Chair the meeting from this point, all Councillors being in agreement with this, to which the Chairman agreed.

6. Public Forum

- i. Parishioner thanked the PC for arranging to have the hedge cut back along the section of the Brent Eleigh Road outside of the URC Hall. It had significantly improved sight line.
- ii. Parishioner asked if it would be possible to contact the Ansell Trust and ask them to cut back the hedge that overhangs the footpath outside of The Manse, as it was limiting the room on the footpath for people to walk on. PC asked the Clerk to write to the Ansell Trust.
- iii. Parishioner reported that he had heard loud noises similar to that of a bird scaring device, every hour or so throughout the night. Some Cllrs also reported that they had heard it. Cllr Reynolds will speak with the person who he thinks owns the bird scaring equipment as they are usually on timers so that they don't make a noise throughout the night.
- iv. Parishioner reported on behalf of the PCC – gangs had been targeting churches in the area. The Church in the village had had its roof alarms tampered with recently.

Signed.....

Jessie Lake

Dated.....

29 January 2018

Parishioner confirmed that when the alarm goes off it is very loud, there is also a blue flashing light. The PCC would urge anyone who sees anything suspicious to contact the Police on 999 and state that "someone is on the roof of the Church". The post code for the church is IP7 7LQ. Chairman suggested that the parishioner go back to the PCC and see if they would agree to a time and date to "test" the alarm, parishioners could be made aware of the date and time of the "test" so that they understood what it sounds like.

- v. Parishioner stated that he had noted some redacted Minutes on the website and he stated that he thought that it seemed that the PC had been a legal fight with a former Cllr. How much had that legal fight costs, and what stage were the Parish Council at with the matter? The Chairman responded and corrected the parishioner, by confirming that it was not a "legal fight". The Parish Council had received a request for information under the Freedom of Information Act. The parishioner indicated that the documents on the website referred to the PC seeking legal advice. The Chairman confirmed that the PC had sought estimates of costs for legal advice and it transpired that the costs were prohibitive. The PC had not proceeded with obtaining legal advice. The Chairman confirmed that the matter had not cost the parish any additional monies, because Councillors had put a lot of voluntary hours into this matter, and the Parish Clerk had worked extensive hours without charge to the Parish Council on this matter. As for what stage the matter was at, the Chairman stated that the Parish Council had provided documents as requested, and that the Parish Council hoped that the matter was at an end. However, the Parish Council are only one party to the matter. The Chairman pointed out that the Parish Council had placed details of the matter already on the website, including a Chairman's Report.

7. Correspondence

- i. Email from parishioner providing pictures of vehicles parked on the corner of Church Hill and The Street. Following discussion it was agreed that the Clerk would contact the parishioner and ask that the photographs, and any future photographs, are forwarded to the Police/Safer Neighbourhood Team.
- ii. Email from the Fete Committee dated 15 November 2017 requesting consent for the 2018 Fete to be held on the Recreation Ground on 2nd June 2018. Councillors considered the request and all agreed that consent should be given in writing but it should be made clear to the Fete Committee that building works to the new Village Hall could be underway at that time and they need to be aware of that. The building area will of course be appropriately sectioned off.
- iii. Email from SALC dated 13 November 2017 regarding update on Data Protection legislation for all parishes. Clerk advised that SALC are taking advice from the NALC Legal Team with regards to whether or not a Clerk can also be the Data Protection Officer (DPO) at a parish as there may be a conflict of interests between the two roles. If the Legal Team confirm that the Clerk cannot also be the DPO, SALC provided some indication of fees from an external DPO company. Under their fee structure MEPC could be looking at budgeting for costs of £800 to comply with this new legislation in 2018, and £400 in year 2 after the set up costs in year 1 had been established. SALC are also considering setting up an external DPO service for parishes but the fee structure for that is not yet available. Clerk will update Councillors when more information is available.
- iv. Email from parishioner inviting the Parish Council to accept Christmas Tree stand and lights as parish assets to be insured under the MEPC insurance. Chairman explained that the assets totalled £275.97, the Clerk had contacted the insurers and if the items were accepted by Parish Council then there would be an additional

Signed.....

Janet Case

Dated.....

29 January 2018

£2.11 annual charge but no additional charge to add them now up until the renewal date (September 2018). Cllr Day proposed that the Parish Council accept the tree stand and lights as PC assets and insure them accordingly. Cllr Forrest seconded, all Councillors agreed.

Cllr Derry asked whether the volunteers who would put up and take down the Christmas Tree also came under the PC insurance. Clerk said that she would clarify with the insurers but thought that if the volunteers were acting at the sole request of the Parish Council to put up and take down the tree then they may be covered under the insurance for loss or injury. Given that the Christmas Tree was due to be put up in two days time Cllrs requested that the Clerk liaise with the insurers and provided there was no additional cost to indemnify the tree going up and coming down then the volunteers carry out this task under the PC insurance. The Chairman would liaise with parishioners involved and get appropriate risk assessments carried out.

8. Clerk's Report

- i. To consider schedule of items approved and awaiting authorisation. Approved by all Cllrs as set out below.

Income received since 25.09.17

Whatfield PC (contribution to insure for SID) 11.93

Expenditure (movement since 25.09.17)

N Smith (salary)	435.40	LGA 1972
HMRC (Tax and NI)	79.80	Inc&Corp Taxes Act
CAS (PC Insurance)	645.88	LGA 1972
Strutt & Parker (allotment rent)	37.50	Open Spaces Act
	1198.58	
Whatfield PC (share of payment for SID)	1125.00	LGA 1972

Schedule of Verified invoices (agreed for payment)

Hadleigh URC (hall hire)	40.00	LGA 1972
N Smith (salary)	582.31	LGA 1972
HMRC (tax and NI)	117.40	Inc&Corp Taxes Act
Jacqueline Clark (replace chq 101192)	77.60	LGA 1972
Playsafety Ltd	88.20	LGA 1972
CAS (additional insurance for SID)	23.87	LGA 1972
CAS (web hosting)	60.00	LGA 1972
BDO LLP	156.00	LGA 1972
Pro-Scape (grass cutting)	252.00	Open Spaces Act
	1397.38	

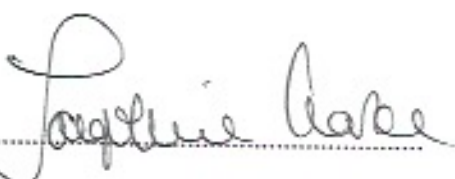
*£77.60 previously deducted on schedules in July (but not banked) and therefore cannot deduct it twice.

1397.38

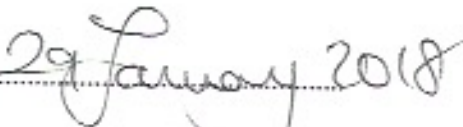
77.60

1474.98

Signed.....



Dated.....



- ii. To receive a report on the Council's financial position:

Add income received	11.93
Less expenditure (movement since last meeting)	1198.58
Less expenditure (additional movement since last meeting)	1125.00
Less expenditure (from schedule of verified invoices)	1474.98

BANK RECONCILIATION

Business Reserve	6547.42
Community Account	20711.15
Less unlogged cheques	1474.98
Millennium Account	165.45
	25949.04

9. To consider, approve and accept the Annual Return and Certificate duly returned by the External Auditors.

BDO LLP had returned the audit. Clerk had at their request made amendments to section 2, but this had no bearing on the validity of the accounts, which are correct. The balance carried forward is £13,887 and this does reconcile with the bank statements. BDO LLP had subsequently approved the amendments.

CLRs considered the Annual Return and the External Auditors Certificate duly signed and dated by BDO LLP. Cllr Day proposed and Cllr Derry seconded that the Certificate and Annual Return were approved and accepted by the Council, all CLRs agreed. Motion carried.

10. To receive an update on Parish Clerk vacancy.

Chairman and Vice Chairman had interviewed one candidate. The candidate is interested in taking up the post of Parish Clerk but would not be able to commence until February 2018, as she is currently on maternity leave. The current Clerk has indicated that if needed she would remain as the Responsible Financial Officer once the new Clerk was appointed, and that could be for the short terms whilst the new Clerk was familiarising themselves with the role of Clerk, or until May 2019 (end of current term of PC) with a view to the Clerk taking over the RFO role then. CLRs agreed that the advert on the SALC website for a new Clerk should remain there, for the time being.

11. To receive an update on the Speed Indicator Device.

The SID had been delivered to Whatfield Parish Council who had arranged payment and delivery. MEPC had paid their share of the cost of the SID. The SID had been insured for theft and damage under the MEPC insurance policy and Whatfield PC had paid a 50% contribution to the annual increase in the premium.

Whatfield PC had received the device up and working. The two clerks had given details of the volunteers who would run the scheme at their respective villages so that they could liaise between themselves. The SID would be collected by one of the MEPC volunteers within the next week and be up in the parish shortly thereafter, for four week periods at a time.

Signed.....

Janet Labe

Dated.....

29 January 2018

12. To receive an update on the cutting back of the hedge owned by the Ansell Trust (outside of the United Reformed Church) and related issues regarding that part of the Brent Fleigh Road

Clerk reported that the Ansell Trust had given their consent for Mr Keitley-Webb to cut back the hedge outside of the URC. Mr Keitley-Webb had carried out the works. Cllrs unanimously agreed that the Clerk should write to Mr Keitley-Webb and thank him.

Clerk had reported on the Highways Reporting Tool and emailed the Highways Officer at SCC re: the cutting back of the verge on the footpath. It was on the list of works to be carried out.

The sign indicating pedestrians crossing was already in place (by the foot of the Millennium Green steps), and should be more visible now that the hedge had been cut back.

13. To consider and agree grass cutting arrangements to commence in March 2018

Clerk confirmed that Mr Keitley-Webb had kindly agreed to cut the grass on the recreation ground during 2018. Clerk confirmed that Pro-Scape were agreeable to continuing with the grass cutting contract for the remaining areas as they had done in 2017, if the PC agreed.

Cllr Reynolds proposed that the grass cutting for 2018 be agreed on these terms. Cllr Derry seconded, all Cllrs agreed.

Clerk had provided some draft dates for the grass cutting to be carried out by Pro-Scape. Cllr Reynolds proposed that instead of 13 cuts through the period March to October that it be increased to 14 cuts, as follows (but would be subject to weather and ground conditions). Cllr Derry seconded. All Cllrs agreed.

14th March 2018

4th April 2018

25th April 2018

9th May 2018

16th May 2018

30th May 2018

13th June 2018

27th June 2018

11th July 2018

25th July 2018

15th August 2018

29th August 2018

19th September 2018

10th October 2018

14. To consider Play Area Safety Report dated 28 September 2017

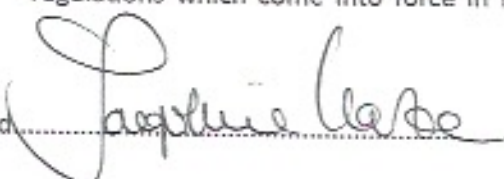
Cllr Reynolds confirmed that most of the matters raised on the report he has dealt with, such as removing the moss, edge cutting etc. Cllr Reynolds confirmed that the cost of the replacement plastic swing seats totalled £403.20 (including VAT). Chairman Cllr Clarke proposed that expenditure be approved, Cllr Derry seconded. All Cllrs agreed. Cllr Reynolds confirmed that he would order the seats and carry out the works to install them.

15. To consider and approve a draft Precept for 2018-2019

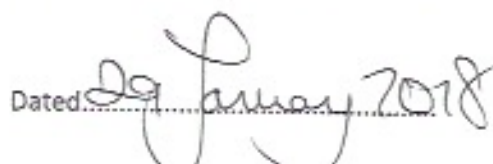
Clerk had prepared a draft Precept which Cllrs had all received, alongside a Budget Review for 2017-2018, and the draft proposals for the section 137 payments.

Clerk advised that it seemed likely, on advice from SALC, that Parish Councils will need to "buy in" the services of an External Data Protection Officer, in accordance with new regulations which come into force in May 2018. The price indicated for a parish with a

Signed.....



Dated.....



precept of £5,000 to £25,000 would be @£800 in the first year (with set up costs) and £400 for the second year. SALC were looking into setting up this service themselves but had yet to give any indication of their costs. Cllrs all agreed that the Precept for 2018-2019 should budget £800 for an External DPO.

With regards to staff hours, following discussion Cllr Reynolds proposed that the Clerk role should be 8 hours per week (and should be paid between spinal column point 18-20 depending on experience). The RFO role should be 1.5 hours per week (paid at spinal column point 20). Cllr Day seconded. All Cllrs agreed.

With regards to the annual grant that is paid to the Village Hall in the sum of £2460, the Clerk confirmed that she would check with SALC about whether a grant can be made to the VH out of the 2018-2019 Precept if the Village Hall is still being acquired/built in that time period, and will confirm at the next meeting under what legislation if any the Parish Council has the power to grant these monies in 2018-2019.

With regards to the section 137 payments, Cllr Day indicated that the Youth Club may no longer be up and running. Clerk indicated that she will check with the Youth Club and if this is the case then the section 137 payments for 2018/2019 would be reduced by £208 (payment usually made to the Youth Club). Chair Cllr Clarke proposed all s137 payments in the sum of £758 be approved subject to confirmation from the Youth Club. Cllr Derry seconded. All Cllrs agreed.

Chairman proposed, Cllr Derry seconded and all Cllrs agreed with the draft Precept (subject to matters set out above). The Clerk will prepare a finalised draft Precept for approval at the meeting on 29th January 2018.

16. To consider approve and sign a Wayleave Agreement between MEPC (as the registered owner of the Village Green) and British Telecommunications plc for works carried out on the Village Green earlier in the year and which BT had not sought the consent of MEPC

Chairman noted that under the section headed "Our Rights" it should state that they can come onto the property (Village Green) to inspect but they are not to bring their vehicles on to the Village Green without prior consent from the Parish Council. Clerk will revert to BT, and the matter will be discussed further at the meeting on 29th January 2018.

17. To consider and agree the Council's meeting dates for 2018

All Cllrs agreed the following dates:-

29th January 2018

12th March 2018

26th March 2018 – Annual Parish Meeting

21st May 2018 – Annual Parish Council Meeting

23rd July 2018

24th September 2018

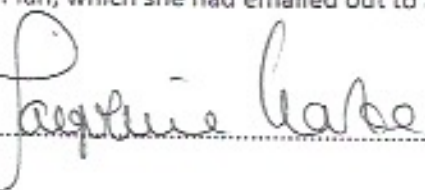
26th November 2018

18. Councillors' Reports

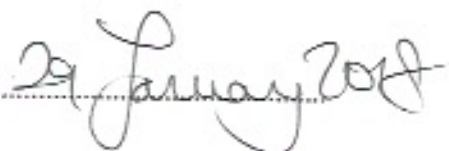
Chairman reported that with regard to the Freedom of Information request she had now sent off all the papers but had received no acknowledgement. She now hoped that the matter is at an end

Cllr Derry reported that Cllr Reynolds and herself had now finalised updating the Emergency Plan, which she had emailed out to all Cllrs and the Clerk.

Signed.....



Dated.....



Cllr Forrest reported as the VH representative that the Village Hall had now agreed and completed the Lease. The VHT/CIO has the money in place now to build the hall, but it will need to raise further monies to furnish the hall. Cllr Forrest requested on behalf of the VHT/CIO the one off sum of £3,000 which was agreed at the meeting of the PC on 21 October 2013. Cllr Reynolds proposed that the payment now be made to the VHT/CIO, Cllr Day seconded. Motion carried. Clerk arranged a cheque in the sum of £3,000 for the VHT/CIO.

Cllr Forrest reminded the Clerk that the PC was holding a VHT cheque in the sum of £1,500 from when the entry works had been carried out. That cheque could now be returned to the VHT, as the Lease had been signed and the entrance works would therefore remain. Clerk agreed to arrange the return of the cheque the following day.

Chairman confirmed that an invoice had been received from Holmes and Hills Solicitors for the work carried out on behalf of the PC in relation to the Lease Agreement, and that the VHT/CIO had agreed to pay 50% of those costs. Clerk will provide details to the VHT/CIO.

Cllr Derry asked if the PC could agree a date for the annual litter pick in 2018, she suggested the 24th March. All Cllrs agreed the date and that a leaflet should be delivered to each household at the beginning of March.

19. Planning Matters

No new planning matters.

Decision Notices:

Application No: DC/17/04347 Discharge of Conditions Application for B/14/00273 – Condition 3 – (Archaeology). Condition 6 – (Access), Condition 7 – (road and foot path details). Condition 9 – (surface water), condition 14 – (rainwater goods), condition 15 – (landscaping), condition 16 (development ground levels), condition 17 (walls and fences) condition 18 (construction management). Coronation Hall, Church Hill.

Condition 3 – Considered by SCC Archaeology and the scheme of investigation shall include an assessment of significance and research questions and other provisions agreed with the Local Planning Authority.

Condition 4 – details received and SCC Archaeology and are acceptable.

Condition 6 – Considered by SCC Highways and are acceptable.

Condition 7 – Considered by SCC Highways and are acceptable.

Condition 9 – Considered by SCC Highways are and acceptable.

Condition 14 – Considered by Authority's Heritage Team and are acceptable.

Condition 15 - Details as specified on drawing LSDP – 1045-01 have been considered by the Authority and are acceptable.

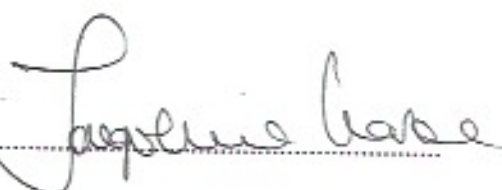
Condition 16 – Details as specified on drawing 340-01 rev A have been considered by the Authority and are acceptable.

Condition 17 – Details as specified on drawing 340-01 rev A have been considered by the Authority and are acceptable.

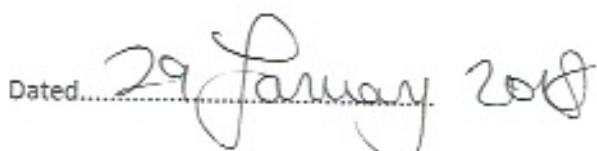
Condition 18 – Details as specified on 340-CM1 rev A have been considered and the Authority's Environmental Protection Team and are acceptable.

Application DC/17/04583 – Notification of works to trees reduce 1 no. Copper Beech (T1), trim, tidy and remove overextended branches on 2 no Weeping Birch (T2, T3) and reduce by 25% 1 no. Cherry (T4). 3 Wits End, Swingleton Hill, Monks Eleigh. Babergh does not wish to object.

Signed.....



Dated.....



Application DC/17/04617 – Householder Planning Application. Erection of a single storey front and rear extensions and detached summer house. Silwood House, 1 St Peters, Monks Eleigh. **Planning permission has been granted.**

Application DC/17/04620 – Discharge of conditions application to B/16/01140 – Condition 5 External Materials Schedule. Spring Farm, Stackyard Green, Monks Eleigh. **The Local Planning Authority has agreed the materials to be used.**

Application DC/17/04728 – Demolition of rear extension to barn. Former Rushbrooks Nursery Site, The Street, Monks Eleigh. **Planning permission has been granted.**

Application DC/17/04845 – Householder Application. Erection of a first floor front extension – 6 Swingleton Green, Monks Eleigh. **Planning permission has been granted.**

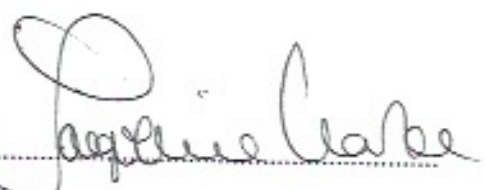
Application DC/17/05187 – Notification of works to trees in a conservation area. Coppice Goat Willow (T1). Reduction of Acer (T2). Reduction of Corkscrew Willow (T3) by 10%. Rustlewood, Back Lane, Monks Eleigh. **No objection from Babergh.**

Application DC/17/05265 – Discharge of conditions Application for B/17/00273 – Condition 11 (Materials), 12 (Colour finishes) and 13 (Brickwork details). Location: Coronation Hall, Church Hill, Monks Eleigh. **The Local Planning Authority has agreed materials to be used under conditions 11, 12 and 13.**

20. **Date of next meeting: 29th January 2018.**

Meeting closed at 10pm

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