

MONKS ELEIGH PARISH COUNCIL

MINUTES OF MEETING OF 13 MARCH 2017

The Parish Council Meeting was held on Monday 13 March 2017 at 7.30pm in the Village Hall. The Chairman, Cllr. J Clarke, welcomed the following Parish Councillors – D Reynolds, A Forrest, P Day and A Keitley-Webb, and the Parish Clerk Nicola Smith. District Cllr Mr Clive Arthey was in attendance. County Cllr Mrs Jenny Antill joined the meeting later in the evening. Six members of the public were also in attendance.

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. Cllr Derry sent her apologies, she was unwell and unable to attend;
 - ii. Cllrs consented to accept the apology.

2. To receive Members' Declaration of Interest:
 - i. Cllr Forrest declared a non-pecuniary interest in items 17 and 18;
 - ii. No gifts of hospitality had been received;
 - iii. Requests for dispensation for pecuniary interest for the Agenda – not applicable.

3. Minutes of Meeting:

The Chairman proposed that the Minutes of the Meeting of 23 January 2017 (that did not incorporate any in-camera Minutes) were a true and accurate record. Cllr Forrest seconded. All Cllrs agreed. Chairman duly signed and dated the Minutes.

4. County Councillor, Mrs Jenny Antill's report:

County Cllr joined the meeting later, report attached at Appendix A of these Minutes.

5. District Councillor, Mr Clive Arthey's report:

Report attached at Appendix B of these Minutes.

6. Public Forum:
 - (i) With regards to the Parish Council's discussion at the last meeting that double yellow lines are not always observed, an example had been given in the nearby Village of Lavenham. Parishioner felt that the two villages are not comparable and he has been requesting double yellow lines on one junction in the village as opposed to the multiple junctions that have them outside shops, pubs and restaurants in Lavenham. Parishioner's comment was noted.
 - (ii) Footpath near the Millennium Green. Parishioner asked if he could provide the Council with some photographs, which he duly did. Matter will be discussed at item 7(v) of the Agenda.

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- (iii) Proposal for Base station Mast at Wyncolls Hall Farm. Concerns about screening as per the correspondence sent to the Clerk. Also, the height of the proposed mast is 17.5 metres which parishioner considered was too obtrusive. Current mast is 15 metres in height, Boxford have a mast that is 13 metres. Cllrs noted the comments. Matter would be discussed further at item 7(iii) of the Agenda.
- (iv) Parishioner raised the issue of vehicles speeding at the entrance into the village from Brent Eleigh/Lavenham direction. Other villages have a Speed Watch scheme. Chairman confirmed that the Parish Council has been working for some time to get a Speed Indicator Device in situ. The Council is at a stage where this should shortly happen. The posts for the device are in place and one of those posts is at that end of the village. In addition to purchasing the device a data analysis package will also be purchased which will collect information about the speed at which vehicles are travelling through the village.

7. Correspondence:

- (i) Regarding parking on the Village Green – following discussion Chairman proposed and Cllr Keitley-Webb seconded, all Cllrs agreed the following: Cllr Keitley Webb would try to build up the bank of the Village Green. The Clerk would look into the cost of obtaining a “No Parking on the Village Green” sign and report back at the Meeting in May 2017. Agreed sign to be inkeeping with its surroundings – green background, white writing, visible but discreet size. Cllr Reynolds will also see if he can source this via an alternative route. All Councillors agreed they did not wish to see posts and railings on the green and did not consider it necessary or desirable;
- (ii) Regarding parking on Swingleton Green – two letters had been received from residents. The Parish Council is being asked whether they would consider the occasional use of Swingleton Green for visitor parking, or alternatively whether they would assist in finding an alternative solution. Clerk advised the Parish Council that it is not under a duty to find an alternative parking solution. Following discussion, it was agreed that the request would not be granted, it would be difficult to define “occasional use”. It was also agreed that enforcing either occasional use or no use is very difficult and it is hoped that residents would appreciate that it is a Green and work with one another, with common sense prevailing. Clerk will write to parishioners who had written to the Parish Council;
- (iii) Council considered correspondence from Waldons and a parishioner regarding proposed base station at Wyncolls Hall Farm. Clerk confirmed that she had invited Waldons to conduct their own independent public consultation in the village but they have declined to do that. Clerk also confirmed that to date no planning application had been received. Following discussion Cllrs agreed that Clerk will write to Waldons and confirm that once formal planning application is received then the Parish Council will consider that application and provide its comments/observations to the planning department. Council is very grateful to the parishioner who has conducted her own research into the terms and conditions of the grant of permission for the existing mast and for bringing to the Council’s attention that the

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planting conditions have not been fulfilled. Discussion took place about whether it was for the Council to report this non fulfilment of conditions to the Planning Department at Babergh. Parish Council concluded it did not need to do so as it is open to any member of the public to do that.

- (iv) Regarding management of allotments and request from a tenant to fence their allotment plot. Cllrs agreed to deal with these matters when discussing item 12 of the Agenda;
- (v) Regarding the footpath near the entrance to Millennium Green, following discussion it was agreed that the Clerk would write to the Highways Department to enquire what, if anything, could be done about this matter.

8. Clerk's Report

i. Schedule of items approved and awaiting authorization as set out below.

| | |
|---------------------------------------|------|
| <u>Income received since 23.01.17</u> | 0.00 |
|---------------------------------------|------|

Expenditure (movement since last meeting)

| | | |
|---------|---------------------------|---------------|
| N Smith | Clerk's Salary | 496.80 |
| N Smith | Reimbursement of expenses | 35.04 |
| | | 531.84 |

Schedule of verified invoices agreed for payment

| | | |
|------------|---------------------|----------------|
| Babergh DC | litter and dog bins | 272.30 |
| Suffolk CC | lighting | 1060.72 |
| N Smith | Clerk's salary | 386.40 |
| | | 1719.42 |

ii. Report on Council's financial position to include a review of the financial year to date.

As at 13.03.17

| | |
|-------------------------------------------------------|---------|
| Income received | 0.00 |
| Less expenditure (movement since last meeting) | 531.84 |
| Less expenditure (from schedule of verified invoices) | 1719.42 |

Bank Reconciliation

| | |
|----------------------------|-----------------|
| Business Reserve | 6544.96 |
| Community Account | 8863.71 |
| Less unlogged cheques | 1719.42 |
| Plus uncredited lodgements | 0.00 |
| Millennium Account | 13854.70 |

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Budget Review as at 13 March 2017

| INCOME | <u>As of 13/03/17</u> |
|---------------------------------|-----------------------|
| Precept | 17621.00 |
| Interest received | 2.52 |
| Allotment rents | 60.00 |
| Polegate rent | 30.00 |
| Mill.Green Trustees | 0.00 |
| Donations | 0.00 |
| LCTS Grant | 196.67 |
| VAT Reclaim | 1146.30 |
| Other (HMRC refund from Clerk) | 135.68 |
| | 19,192.17 |
| EXPENDITURE | |
| <u>Administration</u> | |
| Clerk's salary | 4257.27 |
| Audit fee | 120.00 |
| Admin costs | 274.36 |
| Printing promotional leaflets | 0.00 |
| Council Insurance | 634.33 |
| Subscriptions | 283.15 |
| S137 donations | 1095.00 |
| CAB donations | 50.00 |
| Training | 0.00 |
| <u>Services</u> | |
| Street lighting and maintenance | 1060.72 |
| Allotment rent | 75.00 |
| Playground Inspection Fee | 88.20 |
| Repairs to playground equipment | 0.00 |
| <u>Other payments</u> | |
| Hadleigh Transport | 300.00 |
| ME PCC Churchyard | 490.00 |
| Village Hall Precept | 2460.00 |
| Grass Cutting | 2300.40 |
| Bin emptying | 272.30 |
| Open Spaces Expenses | 421.46 |
| Playing Field Equipment | 0.00 |
| Chairman's Expenses | 75.65 |
| Allotment Repairs | 0.00 |
| Millennium Green Insurance | 197.99 |
| BDC Planning Application | 0.00 |
| Defibrillator | 0.00 |
| Highways | 0.00 |
| | 14455.83 |

9. Pursuant to Item 9(iv) of the Meeting on 21st November 2016, Chairman and Clerk to sign amendment to Clerk's Contract of Employment to increase hours from 6 per week to 8 per week.

Cllrs confirmed that they had received the draft wording for the changes to the Contract of Employment. Chairman proposed document was approved and signed. Cllr Reynolds

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seconded. All Cllrs agreed. Chairman and Clerk duly signed amendment to Employment Contract.

10. To consider and approve Standing Orders pursuant to amendments agreed at the Meeting on 21st November 2016.

Cllrs confirmed that they had all received and considered the draft Standing Orders. Chairman proposed the document was approved and adopted. Cllr Forrest seconded. All Cllrs agreed. Chairman and Clerk duly signed the Standing Orders.

11. To receive an update regarding the Speed Indicator Device (SID).

Clerk advised Cllrs that the 2 x posts have now been installed. Next steps will be to approve terms of an Agreement with Whatfield PC regarding the purchase, ownership, use and maintenance of the device. Cllrs agreed the terms of a draft Agreement and it was proposed that it was sent to Whatfield PC for their consideration at their PC Meeting at the end of March.

12. Allotments:-

- i. To consider further the request from parishioner to rent some unrented allotment gardens for use as a wildlife haven.
Cllrs confirmed that they had received and read the advice the Clerk had received from SALC, and the Council's Lease Agreement with Strutt and Parker for the land. The Lease Agreement only permits use as Allotment Gardens. Would the Council seek to vary the Lease to accommodate use of plots as a wildlife haven? The Clerk confirmed that the advice received stated the Council only has a duty to have regard to biodiversity. The Council considered the parishioner's request, it was noted that the Council do have regard to biodiversity within the small parish, for example they assist the Millennium Green Trustees with the annual insurance costs for their project. It was further noted that whilst all the allotments are not yet rented, there is a proposal to build houses in the village on the former school site and therefore demand may increase. The Clerk has had an enquiry regarding renting an allotment from a person moving into the village, and the Council also had to be mindful of the implication of existing allotment holders if it approved a wildlife haven on that site. Further, the Council discussed their concern as to whether it would in reality be simple to request that the parishioner hand back the allotment plot should it require it. Cllr Reynolds proposed that the request to use one/some of the allotment plots as a wildlife haven be refused, and they remain solely as allotment gardens. Chairman Cllr Clarke seconded, all Cllrs agreed.
- ii. Cllrs have received and considered a draft of the NALC Allotment Agreement with some amendments. Cllr Forrest commented that consent for a simple structure to store tools such as a wheelbarrow is quite necessary. Chairman Cllr Clarke proposed that the draft Agreement be adopted, and that a side letter be issued giving consent for a simple structure for composting and storage of some tools such as a wheelbarrow, fork and spade. This will make the monitoring of conditions of such

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structures and remedial action, if required, much easier for the Council. Cllr Reynolds seconded. All Cllrs agreed.

- iii. Clerk had received an email from parishioner regarding allotments as follows:-
- Requesting permission to fence her entire allotment plot using metal fencing stakes and plastic netting which may help to stop the muntjac and rabbits from invading her plot. Cllrs considered the request. Chairman proposed that consent be given, Cllr Reynolds seconded. All Cllrs agreed.
 - Walkers and dogs walk through the allotment area to get to the public footpath around the field. They can cause some damage to allotment plots. What can the PC do about this? Chairman proposed that Clerk write to parishioner and ask to see if fencing off the plot will stop damage to her allotment plot, and the PC will review this situation with the parishioner. Cllr Reynolds seconded. All Cllrs agreed.
 - Trimming of allotment side of the hedge which runs between the cemetery and the allotment. Chairman proposed that the PC look into obtaining some quotations and discuss further at a meeting later in the year. Cllr Reynolds seconded. All Cllrs agreed.
 - Maintenance of the grass areas between the allotment gardens. Chairman proposed that persons who rented the Allotment plots could between themselves make arrangements to cut the grass areas between the allotment gardens. Cllr Keitley-Webb seconded. All Cllrs agreed.

13. To receive an update regarding the cost of emptying the dog and litter bins on Millennium Green ("MG")

Clerk advised that Babergh charge £41.29 plus VAT per annum to empty a dog bin and £30.88 plus VAT to empty a litter bin per annum. However, the bin cannot be on private land. If it is on private land (as is the case with MG), then the owners of the private land are responsible for organising a private contractor (and their fees) for emptying the dog and litter bins.

Cllr Forrest reported that the MG Trustees had discussed this matter and they were going to get rid of 2 red bins on the green. This would leave a red bin outside the gate at the Church Field end of MG. The MG Trust are therefore requesting that the Parish Council take over ownership of one of the red bins and have it located on the grass verge at the bottom of the steps at the Brent Eleigh Road end of MG. This would remove it from private land and come under Babergh's rules for collection at £41.29 plus VAT per annum, with the PC bearing the cost. Chairman proposed that the Clerk looked into what consent would be needed from SCC highways in placing the red bin in that location and the matter be discussed further once that information was to hand. Cllr Keitley Webb seconded. All Cllrs agreed.

14. Councillor's Reports.

Cllr Forrest reported (as the Village Hall Representative) that the Land Registry has now granted title to the small area of land by the Village Hall building, and the sale is proceeding.

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Cllr Reynolds reported that he had noticed a sign down on one of the footpaths. He will email Cllr Forrest the location and Cllr Forrest confirmed that she would report it on the SCC Highways Reporting Tool.

Cllr Reynolds reported that the road sign on the road to Lindsey and Stackyard Green, as leaving the village by the end of Back Lane has slipped down the post. Clerk will report to SCC on the Highways Reporting Tool.

Chairman reported that Cllr Derry had asked that it be minuted that the litter pick was a great success. 16 volunteers had helped out. The Parish Council thanked all those that volunteered their time to keep the village clean and tidy.

Cllr Keitley-Webb reported potholes near Scripps Cross Bridge. Clerk will check Highways Reporting Tool and if they have not been reported then she will complete a report form.

15. Planning.

- i. Application No: B/17/00241 – High Barn, Back Lane. Fell 1 no. Poplar Tree; Prune 1 no. Norway Maple Tree and prune 1 no. Lime Tree.
Cllrs considered the application and unanimously agreed that they had no comments.

The Chairman proposed that under the Local Government Act the public be excluded from being present whilst the Parish Council considered and discussed items 16, 17, and 18 of the Agenda on the grounds that publicity of each of those matters at this stage may prejudice the ongoing effectiveness of the Council. Cllr Day seconded.

Just prior to the Meeting going in-camera Chairman requested an informal discussion regarding the gazebo/outdoor classroom structure that some Cllrs had gone to view, as the Clerk would need to shortly contact SCC to provide a decision as to whether or not the PC would take over the gazebo and have it relocated to the Recreation Ground. The Chairman, Cllr Forrest and Cllr Reynolds reported that they had viewed the structure. It was in good order, Cllr Derry had circulated photographs prior to the Meeting. However, it was a large structure and Cllrs who had viewed it considered that once the Village Hall building was on the Recreation Ground, together with the play equipment, football goals etc, this structure was too large and would leave very limited free space on the Recreation Ground. Therefore Cllrs concluded that unfortunately they could not utilise the outdoor classroom structure, but instead asked that the Clerk write to SCC and explain that whilst this PC would not be interested in the gazebo that they hope that perhaps SCC knows of other organisations/schools that would be interested or will take steps to find them and offer the structure to an organisation that could benefit from it.

Meeting then proceeded in-camera to discuss items 16, 17 and 18 of the Agenda.

Meeting finished: 9.30pm

Next Meeting: Annual Parish Meeting – 27th March at 7.30pm.

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Dated.....

Appendix A**County Councillors Report to Monks Eleigh Parish Council. Monday 13th March 2017****Budget 2017/18**

The SCC component of the Council tax bill will rise by 3%, which represents the Government levy specifically to pay for Social Care. This is lower than the 5% increase being imposed by many Councils in England, and the 4% national average.

Annual Public Health Report.

Suffolk's Director of Public Health released his annual report on 26 January 2017 setting an ambition to improve mental health services in Suffolk over the next 10 years.

An estimated 1 in 100 people are affected by severe mental ill health in Suffolk.

The report, lists seven recommendations to promote good mental health and reduce demand in Suffolk over the next five to 10 years:

The report is divided into sections that correspond with different stages in people's lives, from pre-birth children to older people's mental health. It recognises that good mental health is a fundamental human right for everyone and that good mental health is essential for good physical health, and vice versa.

School Funding

At first sight Suffolk appeared to be one of the winners under new arrangements for school funding recently announced by the Government. Suffolk schools will receive 2% more than before. However this still means that the County's schools will receive considerably less than schools in other parts of the country, and in real terms (taking inflation into account) there will actually be little change from the previous unacceptable situation. The Cabinet Member for Education Gordon Jones has written to complain about the settlement to the Secretary of State, as have head teachers in the County.

Joint local area SEND inspection in Suffolk

In December Ofsted and the Care Quality Commission conducted a joint inspection of Suffolk to judge the effectiveness of measures to deal with disabled and special educational needs children

Unfortunately the report was not good, although it did recognise that action was already being taken by the organisations concerned, including the County Council, to remedy serious shortcomings in the system. Since the publication of the report there has been little additional information forthcoming and realistically there is unlikely to be ahead of May's election.

I do know that as part of the Raising the Bar initiative our SEN activities in schools have been recognised as improving in recent months , but clearly this is from a very low base, and we are being held back by the tight financial situation that makes bringing necessary new resources to the area difficult.

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Monks Eleigh

I have been in correspondence with the Clerk with regard to the possibility of putting double yellow lines at the bottom of Church Hill to deter parking. Highways are currently not keen on this approach to the problem for a number of reasons the most significant of which is the probability that the police will not enforce the restrictions. It would probably be best to return to the matter once ongoing changes in parking enforcement across the county have been concluded.

Jenny Antill

Appendix B

This report is mainly providing updates. Please also see Town & Parish Council Newsletters.

New Chief Executive.

Message from Arthur Charvonja in January Newsletter.

Accommodation Review.

The move to the Suffolk County Council headquarters building, Endeavour House in Ipswich, has been confirmed for August. Unfortunately, there will only be two other 'public access points' for council services, in Stowmarket (MSDC) and Sudbury (BDC). I had been hopeful of a presence in Hadleigh where there are still no firm proposals for the future of the Corks Lane offices.

Waste and Recycling.

An increase in fly-tipping nationally has been in the news recently. Following last year's changes at HWRCs we have been monitoring the situation in Suffolk and there does not appear to be a significant change overall. However, there are some 'hotspots' where there is a problem, and in February we successfully prosecuted a fly-tipper who received fines and costs of over £2,000. Details are in the March Newsletter.

Devolution.

A deal for Suffolk alone has been put on hold.

District Electoral Review.

As I mentioned at your January meeting, the first stage is to establish the number of councillors for the district. Babergh has asked for a reduction from 43 councillors down to 31. Following the Boundary Commission's confirmation of Council size, the second stage looking at ward boundaries will start in May. One of the factors taken into consideration when asking for a reduction was the change in governance arrangements to a 'cabinet' chosen by the leader, in place of the current committee system.

2017-18 Council Tax

Increase of +3.4% in Babergh's element, Suffolk Police +2%, SCC +3%.

Clive Arthey

Signed.....

Dated.....