

MONKS ELEIGH PARISH COUNCIL

MINUTES OF MEETING OF 23 JANUARY 2017

The Parish Council Meeting was held on Monday 23 January 2017 at 7.30pm in the Village Hall. The Chairman, Cllr. J Clarke, welcomed the following Parish Councillors – P Derry, D Reynolds, A Forrest and A Keitley-Webb, and the Parish Clerk Nicola Smith. County Cllr Mrs Jenny Antill was unable to attend but had sent her report for the Meeting. District Cllr Mr Clive Arthey was in attendance. Three 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 Day was unable to attend the meeting, as he was away on a works training course;
- ii. All Cllrs consented to accept the apology for absence.

2. DECLARATION OF INTEREST

- i. To receive disclosures of pecuniary and non-pecuniary interests for the agenda under discussion – None;
- ii. To receive declaration of gifts and hospitality received – None;
- iii. To consider requests for dispensation for pecuniary interests for the agenda under discussion – N/A.

3. MINUTES OF MEETING

All Cllrs confirmed that they had received in advance of the meeting a copy of the public Minutes of 21 November 2016, and had read through them.

The Chairman proposed that the Minutes of the Meeting of 21 November 2016 (that did not incorporate any in-camera Minutes) were a true and accurate record. Cllr Reynolds seconded. All Cllrs agreed. Chairman duly signed and dated the Minutes.

4. COUNTY COUNCILLOR, MRS JENNY ANTILL'S REPORT – Appendix A

5. DISTRICT COUNCILLOR, MR CLIVE ARTHEY'S REPORT – Appendix B

6. PUBLIC FORUM

- Parishioner thanked the Parish Council for installing a grit bin on the edge of the Village Green. It was not obtrusive in size or colour and had a good sign on the front

Signed.....

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of it reminding people not to park on the Village Green. If appropriate would the Council consider purchasing a second grit bin at a later date. Chairman indicated that would monitor how effective the grit bin and the sign was, and review at a later date;

- Parishioner commented that he noted that the issue of parking on Swingleton Green was on the Agenda and that he hoped the same consideration would be given to Swingleton Green. Clerk confirmed that the issue of parking on Swingleton Green was being looked into and that the Village Green was not receiving preferential treatment, but the solution for the two Greens may not be identical.

7. CORRESPONDENCE

- i. Following discussion it was agreed that the Parish Council required further information about the size, condition etc of the outdoor classroom/gazebo before making any resolution. Clerk will liaise with SCC to arrange a date for the Chairman and/or Cllr Reynolds, and/or Cllr Keitley-Webb to go and view the structure and report back to the Parish Council;
- ii. Clerk had received an email about street naming and numbering for new properties. Council have submitted names etc before and their suggestions had been ignored by Babergh. May be the Council could submit a name that had some significance to teacher that passed away and in whose memory the outdoor classroom was erected, if the outdoor classroom was not going to be relocated onto the Recreation Ground. Council will consider further once they have a report on the size, condition etc of the outdoor classroom;
- iii. Email from Cornerstone Assets re: some land reserved on the former school site potentially being transferred to the Parish Council as District Council will not adopt the path so management will fall to the Parish Council. Chairman proposed that the Clerk respond that “yes” this was the type of arrangement that the Parish Council envisaged. Cllr Reynolds seconded. All Councillors present voted in favour;
- iv. SALC had emailed with an update on the Referendum for Parish and Town Councils for Council Tax. The Referendum principle had not been approved for either Smaller or Larger Authorities and therefore the cap of 5% before triggering a referendum did not apply, for now;
- v. The Clerk had received an email from a parishioner regarding parking at the junction of Church Hill and the Street. Clerk confirmed that the Parish Council had carried out a leaflet drop asking villagers and their visitors not to park on this junction, and signs has been out up outside The Swan. Chairman proposed that the larger signs be placed outside The Swan and if this did not help the problem, then it will be discussed further at the March meeting. Cllrs agreed;

- vi. Clerk read out a letter received from parishioner regarding the width of the road (too narrow) at the South of the proposed new development site at the former Monks Eleigh School. The Parish Council will take these comments into consideration when dealing with Item 14(i) of the Agenda, planning Application No: B/16/01718;
- vii. Correspondence in relation to the allotments. Clerk confirmed the following:-
- Jacques Forrest who has been carrying out the administrative side of collecting rent etc for the allotments has resigned due to health reasons. The Parish Council extended their thanks to Mr Forrest for undertaking this role over a number of years, and wished him well.
- The Clerk has received a request for an allotment from a couple who are soon to move into the village.
- The Clerk had then received an email from a parishioner who indicated that she wished to rent the allotment plots that were not rented. That parishioner had subsequently telephoned the Clerk and stated that she did not wish to use the plots as allotment gardens, but instead as wildlife havens. Clerk had forwarded onto all Cllrs an email setting out the parishioner's request. Discussion followed on implications for Council of diverting from the letting of the allotments AS allotments given the statutory duty imposed on Councils to provide allotments if there is a need. On a vote of 3:2 in favour of obtaining further advice from SALC on the Parish Councils powers and duties in relation to allotment gardens and wildlife havens, the Council instructed the Clerk to obtain the advice and report back at the meeting on 13th March 2017.
- viii. Clerk had received an email from a parishioner concerning parking on the Village Green. Clerk had already confirmed to parishioner that a grit bin with a sign stating "Strictly No parking on the Village Green" on it had been ordered and would be installed shortly (it is now in place).
- ix. James Cartlidge MP will be holding a Constituency Surgery in Lavenham Village Hall on Friday 3rd March 2017 between 2pm-4pm. Clerk had already put details up on the village notice boards and Cllr Day had put details on the website.

8. Clerk's Report

- i. Schedule of items approved and awaiting authorization set out below:-
- | | |
|---------------------------------------|------|
| <u>Income received since 21.11.16</u> | 0.00 |
|---------------------------------------|------|

Signed.....

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Expenditure (movement since last meeting)

CAS – PC Insurance	634.33
Playsafety Inspection and Report	88.20
CAS – website hosting	60.00
N Smith – reimbursement of expenses	30.64
Pro-Scape Ltd (Jul-Aug)	864.00
Pro-Scape Ltd (Sept-Oct)	216.00
N Smith - Clerk's Salary	570.40
P Derry – reimbursement of cost of wreath	12.00
CAS – MG Insurance	197.99
N Smith – Additional hours	183.99
Glasdon – grit bin	201.46
	3059.01

Schedule of verified invoices agreed for payment

N Smith – Clerk's salary	496.80
N Smith – Reimbursement of Expenses	35.04
	531.84

ii. Council's financial position to date:

Add income received (from Schedule of Receipts)	0.00
Less Expenditure (Movement since the last meeting)	3059.01
Less Expenditure (From Schedule of Verified Invoices)	531.84

BANK RECONCILIATION

Business Reserve	6544.96
Community Account	9395.55

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Less unlogged cheques	531.84
Plus uncredited lodgements	0.00
Millennium Account	165.45
	15574.12

iii. Update of matters arising from the Meeting on 21st November 2016:-

Matters Arising	Action to be taken
Review of Standing Orders. Council agreed some changes.	Clerk is seeking clarification from SALC with regard to the format for the changes and will aim to have revised Standing Orders signed at the PC Meeting on 13 th March 2017.
Speed Indicator Device (SID).	SCC have advised Clerk that the posts for the device will be insitu by the end of January. Next steps will be to purchase the SID and reach agreement with Whatfield re: dates each village has the SID, and transport of the SID to each village etc. Clerk will liaise with Chairman/Vice Chairman and Whatfield and aim to have a draft document in place for Council to consider at the meeting on 13 th March 2017.
Play Area at Recreation Ground – gaps in rubber matting.	Clerk is obtaining quotation for the work and will then look at any grant/funding available and produce a report for Council to consider at the meeting on 13 th March 2017.
2017 Grass Cutting Contract (and Schedule)	Revised Contract drafted and Pro-Scape agree the terms proposed. Council to consider and approve terms at meeting on 23 rd January 2017.
Parking on village green.	Grit bin had been ordered and now in place with a sign on it stating “Strictly no parking on the Village Green”. Situation to be monitored.
Parking on Swingleton Green	Cllr Reynolds had indicated that there was already a grit bin there and PC instructed Clerk to purchase a sign to go on that grit bin. Clerk had looked into this. The grit bin is outside The Thatched Cottage and not on the green. It is very small. Even if it was put in the place of the current grit heap with a sign on it, vehicles are parking either side of the grit heap. Council to reconsider at the meeting on 23 rd January 2017.

With regards to the Play Area Recreation Ground, Cllr Reynolds indicated that he has had another look at the gap in the matting and he thinks that he may be able to deal with this as opposed to a contractor. Cllr Reynolds confirmed that he is also costing up replacement plastic swing seats and will report back at the meeting on 13th March 2017.

9. To consider and approve the section 137 payments for 2017/2018.

Following discussion regarding the extent of spending under section 137 the Parish Council agreed to reduce the spending in 2017/2018. Chairman proposed payments as set out below for 2017/2018. Cllr Derry seconded. All Cllrs agreed.

Organisation	2017/2018 payment
Monks Eleigh Youth Club	208
East Anglian Air Ambulance	100
United Reform Church	125
Suffolk Accident Rescue	75
Wattisham and District 1 st Responders	100
MAGPAS – The Emergency Medical Charity	50
The Samaritans – Ipswich Branch	20
Victim Support Suffolk	20
Suffolk Family Carers	10
Age Concern	0
Home-Start Babergh	0
Success After Stroke	0
Eden-Rose Coppice Trust	0
West Suffolk Voluntary Association for Blind	0
Kernos Centre (Counselling Service)	0
Marie Curie Cancer Care	0
	708
Section 142 payments	
Mid Suffolk Citizens Advice Bureau	25
Sudbury & District CAB	25
	50
TOTALS	758

Signed.....

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10. To approve and sign the Precept for 2017/2018.

Clerk had provided all Cllrs with the draft Precept (as agreed at the meeting on 21st November 2016), and calculations using the tax base for 2017/2018 of £240.90 (details provided by Babergh). Using this tax base the Band D demand for 2017/2018 will be £73.52 which is a % decrease of -0.35% from 2016/2017 and a decrease of -£0.25, per Band D household.

Chairman proposed and Cllr Reynolds seconded, and all Cllrs agreed, that the Precept be approved. Clerk confirmed that whilst Cllr Keitley-Webb will be carrying out grass cutting on the Recreation Ground, this is the first year that the Parish Council had trialled this and if Cllr Keitley-Webb was agreeable to undertake this in future years (given his work commitments etc), then the sums set aside for grass cutting could be reduced in the 2018/2019 Precept. For now the Parish Council had set aside sufficient sums to pay for these cuts so that if Cllr Keitley-Webb was for any reason unable to volunteer his time to cut the grass on the Recreation Ground in 2017/2018 the Council would be able to pay for the contractor to do the work. If Cllr Keitley-Webb is able to do it as planned the money will be saved and will stay in the Council's funds. The Council is not committed to pay this money over to the contractor – it has been placed in the budget, as a cushion, and it will only be paid to the contractor if, and to the extent, that it carries out the recreation ground cuts.

The Precept form was duly completed and signed. The Clerk will submit to Babergh.

11. To consider and approve the revised Grass Cutting Contract for 2017.

Cllrs had been provided with a draft of the Contract and the schedule of dates for grass cutting, prior to the meeting. Cllrs confirmed that they had considered it. Clerk advised that Pro-Scape were agreeable to the rates in the Contract. Cllr Reynolds proposed and Cllr Derry seconded that the draft contract for 2017 and the schedule of dates be approved by the Council. All Cllrs agreed.

Cllr Reynolds will be the point of contact for Pro-Scape in 2017, and will liaise with the Council if any cuts in addition to the 13 set out in the schedule are required throughout the year.

12. To consider the issue of parked vehicles on Swingleton Green.

Following discussion, Chairman proposed and Cllr Reynolds seconded that the Parish Council will write to all households in the Swingleton Green area, to include part of Back Lane and Swingleton Hill and remind them that vehicles are not to park on the Green without the prior authorisation of the Parish Council, and that to do so is a criminal offence. If the matter persists then the Council will review further.

13. Councillor's Reports.

Cllr Reynolds reported that a parishioner reported that a bush was hanging over the wall near the affordable houses. Cllr Reynolds will look into it.

Signed.....

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Cllr Reynolds and Cllr Derry reported that they had both been spoken to about a caravan and log cabin at Tye Farm. Following discussion it was agreed that the Clerk will write to Babergh to clarify what planning permission had been granted, and report back at the next meeting.

Cllr Derry also requested whether the Clerk could contact the PCSO and ask her to make herself available to parishioners in the vicinity. Council agreed that it would be appropriate in the circumstance. Clerk confirmed that she would do this.

Cllr Forrest reported that the Millennium Green Trustees would like to request that the Parish Council consider taking on the cost of having 2 x red bins and 1 x green bin on the MG emptied. To date a parishioner has been doing this very unpleasant job. Chairman proposed and Cllr Reynolds seconded that the Clerk look into the annual cost of this and report back at next meeting so that the Council could make a decision.

Chairman wished to make a report in the public section of the Meeting about the situation that has prompted the inclusion in this Meeting of the Parish Council of item 16 "Reporting of matters relating to Mr Alan Braithwaite's request for information under the Freedom of Information Act 2000" which it was proposed would be discussed in-camera (subject to that resolution being made later in the meeting. Chairman asked all Councillors to indicate if they agreed that a report should be made to the public section of the meeting or to let her know of any objections. All Cllrs agreed that the Chairman should so report.

The Chairman explained that Mr Alan Braithwaite was a Councillor from May 2015 until his resignation from this Parish Council at very short notice just before a Parish Council Meeting on 16th August 2016. Soon thereafter he instructed Solicitors to make a Freedom of Information Act request of the Parish Council.

The Parish Council have refused part of that request. The information requested, which was not refused, has been provided. The remainder which was refused required a Refusal Notice to be sent to Mr Braithwaite's Solicitors, which the Clerk duly served.

Mr Braithwaite does not accept that Refusal Notice and has now instructed his Solicitors to write to the Information Commissioners Office who have written to the Parish Clerk requesting information in order that they can assess whether the Refusal Notice may stand.

Again, this is likely to cost the parish money, time and effort and at some stage the Council may wish to obtain legal advice which will involve it in more expense.

14. Planning

- (i) Application No: B/16/01718. Former Monks Eleigh Controlled School, Churchfield, Monks Eleigh. Outline Application – all matters reserved except means of access – Redevelopment of former Monks Eleigh C of E Primary School site for residential development (Class C3) comprising up to 17 dwellings maximum; formation of new

vehicular means of access off Churchfield to replace existing together with associated landscape and related improvements.

Amendment to Application – Design and Access Statement, Planning Statement, Drawings No HBSDRA001 P6 – Site Layout Plan and HBSDRA002 P3 – Residential Mix received 5th January 2017. *“Small changes to layout by moving some houses slightly to the east of the western boundary to protect the roots of the trees along that edge”*

Cllrs noted concern raised by parishioner in correspondence to the Clerk.

Cllrs considered the documentation and made the following comments/observations:

- Since the school has closed, there has been less traffic in that area. Residents have become used to fewer vehicles coming and going, but when the school was open, there were many vehicles concentrated in that area particularly at the beginning and end of the school day. The new development will mean that there is more traffic in that area than residents are currently used to, but as the planning documents suggest this will be no more vehicles that used to use this area when the school was open. Indeed the coming and going of vehicles will be spread more evenly throughout the day/evening, than when the site housed a school when the coming and going of vehicles was more concentrated at the start and end of the school day;
- However the Parish Council do have some reservations about the three planned accesses onto Churchfield, rather than one access into the development. Cllrs resolved that the Clerk should write to Babergh in this regard.

Proposal under the Local Government Act to exclude the public from the meeting for:-

- **Agenda items 15 and 16 on the grounds that the matter relates to:-**
- **considering and approving of Minutes of meeting held in-camera;**
- **ongoing matter relating to a request for information under the Freedom of Information Act 2000 (which relates to in-camera discussions and documents);**
- **and publicity at this stage may prejudice the ongoing effectiveness of the Council.**

Chairman Cllr Clarke proposed that the meeting now continued in-camera. Cllr Forrest seconded. All Cllrs agreed. Motion carried. Members of the public left the meeting.

Date of next Parish Council Meeting - 13th March 2017

Signed.....

13th March 2017

Appendix A

County Councillors Report to Monks Eleigh Parish Council, 23rd January 2017

Devolution

As you are probably aware the proposed arrangements with Norfolk, about which councils in Suffolk consulted residents on last year, collapsed towards the end of the year due to lack of support in Norfolk.

However, following some encouragement from the Government, it was decided by Suffolk leaders that we should attempt to conclude a deal for Suffolk alone (that might include some willing partners from Norfolk and/or Essex.). At the end of November a number of councils, including the County Council, agreed to go down this road, so a dialogue with central Government is continuing. Since I do not believe that what is on offer is either true devolution or democratic, I abstained from voting on this decision.

The County Council faces many pressing problems at present, including sorting out the dismal highways situation and finding savings to fill a large budget gap, I am unable to escape the impression that the devolution discussion continues to be a major distraction and that we are guilty of fiddling while Rome burns.

The Budget

A first attempt at setting the budget for 2017/18 was made before Christmas, and following further announcements from the Government with regard to funded has been recently finalised.

The gross budget has fallen from £1,104m to £934m, a reduction of £170m. This is largely due to the conversion of maintained schools to academies and the impact of the reduction in government grant that has been ongoing since 2011/12.

For 2017/18 There is a forecast budget gap of some £40m and savings of around £31 m have been identified. In accordance with the pledge made by the administration of the council ahead of the last election, the core council tax will not increase for 2017/18. However, recently, the Government has announced that it is to allow Councils to raise a specific levy in 2017/18 of 3% to help to fund social care. This is 1% more than previously announced. If we decide to apply this additional 1% it will reduce the deficit by a further £2m. but the shortfall could still amount to as much as £7m. It has not been possible ahead of the elections in May to identify further places to save money and as a result it is likely that any shortfall will be made up by transferring money from the contingency reserve.

The savings that are currently anticipated for 2017/18 can be found in the Cabinet Papers for 24th January. These mainly represent a continuation of the transformation programmes that have been in place for 2 years now and other smaller reductions elsewhere. The problem of course with taking money from reserves is that the money can only be spent once and prudence dictates that the reserves be rebuilt. I think it is therefore very likely that further cuts in services will be announced after May's election and that council tax will be increased this time next year.

The finalised budget for 2017/18 will be debated by full Council on Thursday February 9th.

Signed.....

13th March 2017

Monks Eleigh

All has been quiet over the Christmas period from Monks Eleigh.

Jenny Antill

Appendix B

This report is mainly providing updates to 21st November 2016 report.

Chief Executive.

Arthur Charvonia, our new Joint Chief Executive, took up his position after the Christmas break.

Accommodation Review.

The move to the Suffolk County Council headquarters building, Endeavour House in Ipswich, is due to take place during August and September. There are still no firm proposals for the future of the Corks Lane offices.

Waste and Recycling.

The main driver for our original strategy was reduction of Suffolk's household waste to landfill. 2016-17 second quarter figures showed our total diversion from landfill has now topped 3 million tonnes. That is 3 million tonnes recycled, and also, more recently, through the Energy from Waste plant, that would have been landfilled. In 1999-2000 our annual diversion was 69,000 tonnes, but by 2015-16 was 347,000 tonnes, with only around 1% of household waste now going to landfill.

Devolution.

Whilst all Suffolk councils have supported the devolution proposals, the lack of support from Norfolk means the Government is now assessing the possibility of a scheme for Suffolk alone.

District Electoral Review.

I mentioned this at your 19th September 2016 meeting. The first stage is to establish the number of councillors for the district, and this stage will go to Council in February. The second stage, looking at ward boundaries, will start in May. There will be periods of public consultation before a final decision, and the new wards will be in place for the 2019 district elections.

2017-18 Council Tax

Likely increase of 3.4% in Babergh's element, SCC +3%.

Clive Arthey

Signed.....

13th March 2017