

MONKS ELEIGH PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING ON 21 MAY 2018

The Annual Parish Council Meeting was held on 21 May 2018 at 7.30pm in the Village Hall. Cllr D Reynolds welcomed the following Parish Councillors –P Derry, C Eames, A Forrest, P Day, the Parish Clerk Lucinda Rogers and the Responsible Finance Officer Nicola Smith. County Councillor Mr Robert Lindsay and District Councillor Mr Clive Arthey were present. PC Rob Sippit was present. 7 members of the public attended the meeting.

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.***

5/18 To receive nominations for the position of Chairman and to appoint the Chairman

Cllr Forrest nominated Cllr Reynolds. Cllr Derry seconded. All Cllrs present also agreed. Cllr Reynolds confirmed that he would accept the position of Chairman and was therefore duly appointed.

6/18 Chairman to sign Acceptance of Office Form

Cllr Reynolds signed and dated the Acceptance of Office Form before Councillors and the Proper Officer, who also signed and dated the form.

7/18 To receive nominations for the position of Vice-Chairman and to appoint Vice-Chairman

Cllr Forrest nominated Cllr Derry. Cllr Day seconded. All Cllrs present also agreed. Cllr Derry confirmed that she would accept the position of Vice Chairman and was therefore duly appointed.

8/18 Vice-Chairman to sign Acceptance of Office Form

Cllr Derry signed and dated the Acceptance of Office form before Councillors and the Proper Officer, who also signed and dated the form.

9/18 Apologies for absence:

- i. Cllr Clarke sent her apologies;
- ii. All Cllrs consented to accept the apology.

10/18 To receive Members' Declarations of Interest:

- i. Cllr Derry declared a pecuniary interest in item 19 of the Agenda (due to being on the Village Hall Committee);
- ii. No declarations of gifts of hospitality received;
- iii. Consider requests for dispensation for pecuniary interests for the Agenda under discussion – none

11/18 Minutes of Meeting:

Signed.....

Dated.....

Draft Minutes had been circulated to all Councillors prior to the Meeting. Cllrs considered the public Minutes of Meetings held on 12 March 2018, 19 March 2018 and 9 May 2018. Cllrs who had been present at those meetings agreed them to be a true and accurate record. The Chairman duly signed and dated the Minutes.

12/18 To receive a report from District Councillor – Clive Arthey

District Councillor Arthey asked the Parish Council for an update about the Asset of Community Value. CIL – The first round of bidding for CIL ends on 31st May and it may be a good time to make a bid for funding as few applications have been made and regulations around distribution of the money may be less exacting. Cllr Forrest wishes to make an application for the new village hall and Cllr Arthey confirmed he is willing to write a letter of support for the application

13/18 To receive a report from the County Councillor – Mr Robert Lindsay

School Cuts The cabinet will decide whether to implement this mid June. A recent report to the Children and Young People cabinet committee showed overwhelming opposition to plans to cut school buses. Of 3,607 respondents to the consultation, 85% were strongly opposed to implementing the cuts straight away, 70% strongly opposed to phasing them in and about 75% strongly supported finding savings elsewhere.

Potholes It was recently reported that Suffolk County Council had repaired 6500 potholes since the start of the year. However, there are still a number of issues with the way Highways carry out their repairs, and this headline figure does not paint an accurate picture of the situation in Suffolk.

The Highways team are currently struggling to keep up with the need for repairs across the county, and so are resorting to temporary repairs which are quicker to complete than permanent repairs. They have recently introduced a more expensive temporary material that is supposed to last slightly longer. However, these pothole repairs will undoubtedly need to be repeated in the coming months as the temporary material deteriorates. Whether this represents value for money for Suffolk residents is an important question.

Suffolk Highways have also stated that they are “blitzing” whole areas of the road at once, rather than making multiple trips to the same area. However, it is important to note that they will only repair potholes that meet their intervention criteria.

Unitaries looked at again

In April Colin Noble, at the time leader of Suffolk County Council, hired consultants to look at creating a single or several unitaries across Suffolk. This decision caused some controversy because it was made without reference to his cabinet.

New Suffolk leader. Since then there has been a challenge to his leadership from within the Conservative group from Matthew Hicks. Mr Hicks told fellow Conservative councillors: “The leader’s role is not to dominate but to motivate; and to work collaboratively with the group, and even on occasion with the opposition.” Cllr Hicks was duly voted in last week as the new Conservative leader. He does have a very different, more inclusive style to Cllr Noble but at this stage I do not know if there is any difference in their policies. He will appoint Mary Evans as his deputy. Mary Evans is currently chair of the scrutiny committee

Signed.....

Dated.....

and is generally seen as having done a good job in that role. He will announce his new cabinet at full council this Thursday.

13/18 Police Report – PC Rob Sippit based at Sudbury Safer Neighbourhood Team

Crime statistics and a monthly newsletter are available on the Suffolk Police's website. General crime trend is of vans being broken into and tools stolen. It is particularly so in Suffolk, Essex and Norfolk and police think a gang is involved so if you see any suspicious vehicle or person please contact the police – it won't be wasting their time. The other crime is ram raids at smaller stores such as Co-ops in villages with two types of crime – a) where the ATM is targeted by using a digger or similar and a fast getaway car b) targeting the store to steal cigarettes and alcohol. Again, gangs are suspected, and arrest have been made so some progress but please report anything suspicious. Ring 101 to report or 999 if it's an emergency or report on the website and you will be given a crime number. The direct email for the Sudbury team is Sudbury.snt@sudbury.pnn.police.uk

14/18 Public Forum:

- (i) A parishioner has sent the Parish Council a petition signed by 13 residents requesting removal of the road studs at Brent Eleigh Road. As the decision to not remove the road studs was made at the 12th March 2018 council meeting and this cannot be changed for 6 months. Suffolk Highways will only remove studs when resurfacing the road. Cllr Reynolds has asked Highways to check if there should be no road studs where there is a 30mph speed limit and will report back when he receives an answer.
- (ii) Parishioner reported his concerns that not all villagers have access to a computer and the internet so may not receive communications that others have via email or by looking at websites. The Clerk explained that the Parish Council notices were displayed on two notice boards within the village and if parishioners wishes to contact the clerk her name, address and phone number are displayed.

15/18 Appointment of Parish Council representatives:

Millennium Green – Cllr Forrest
SALC - Cllr Eames
Village Hall – Cllr Forrest
Defibrillator – John Naylor
Footpaths – Cllr Forrest
Planning – Cllrs Derry & Reynolds
Playing fields – Cllr Reynolds
Internal Audit – Cllr Derry
Asset Manager – Cllr Eames
Website/Speed sign – Cllr Day

16/18 Correspondence:

- (i) Clerk to write a letter in support of the Village Hall's application for a CIL grant

Signed.....

Dated.....

- (ii) Email from a parishioner regarding (it is presumed) the cost of dealing with matters relating to a former Councillor – Cllrs resolved to send a short reply. Cllrs Forrest and Derry to compose a draft response
- (iii) Green at Causeway adjoining Back Lane would be considered under item 18 on the Agenda.

17/18 Internal Audit

Cllr Derry reported that she had met with the Responsible Finance Officer to carry out the Internal Control. The Clerk had provided well organised files and was very clear and logical which made it an easy process. Cllrs had been provided with the Internal Controls report, and the contents noted and agreed by all present. The council needs to review the Standing Orders re GDPR. Cllr Derry has drawn up a timetable to review the council's policies throughout the year. Cllr Derry and Clerk to liaise.

18/18 Responsible Finance Officer's Report

The VAT return has been done. The accounts are ready for the internal/external auditor. PKF Littlejohn are the new external auditors for the next 5 years and she is hoping for an unqualified audit to have an exemption next year. The Annual Return is now the AGAR and is needs to be signed at a council meeting in June. Schedule of payments and receipts and financial report attached at end of the minutes.

19/18 Speed watch

Individual volunteering to take part in Speed watch have to complete a form and to receive training. The points for speed watch will be checked before speed watch can commence. The volunteers will be working with a team of volunteers from other parishes and volunteer in the other parishes. It would be best if speed watch takes place in the weeks when SID is not in the village. Nicola to include the team in emails with the Police

20/18 Assets of Community Value

The current position is the shop committee are waiting to hear if they will be offered a five year lease before or in conjunction with the sale of the Swan.

21/18 Green at Causeway adjoining Back Lane

Cllr Reynolds has received one quote for work to be done to restore the path. Nicola to email other contractors details to obtain further quotes for the work. Clerk to liaise with Cllr Reynolds.

22/18 GDPR – Data Protection

It was agreed to appoint an external Data Protection Officer for one year, the expense of this was approved at the council meeting on 29th January 2018. The council is required to have policies and forms to meet the new requirements of GDPR. Clerk to identify who to send privacy forms to and bring policies to June meeting for adoption.

Signed.....

Dated.....

23/18 Adoption of updated model Standing Orders

Council to consider adoption of model Standing Orders which have been updated to reflect new Data Protection laws. Agree for Clerk to email the updated model Standing Orders to all Cllrs and to review at the next meeting

24/18 Report from Cllr Eames on meeting hosted by James Cartlidge MP

Subject: Neighbourhood Plans - Key points from James CARTLIDGE meeting on 20-04-2018 in Hadleigh Town Hall.

The meeting was chaired by James Cartlidge supported by members of Babergh and Mid-Suffolk planning departments, about 40 (half the parishes in his constituency) were represented. The objective of the meeting was to encourage parishes/neighbourhoods to prepare a Neighbourhood plan, which is about the use of land and building new homes (allocation of sites). There is/will be always a need for more housing, but it should be done as a "Sustainable development".

It is a "pain" (costly in time and expertise, and to some extent money) to produce but it gives the community more power in influencing where future housing developments are made.

There is no guarantee that the community will have a final say but it improves the probability that the community voice will be heard. It will also deter speculative developments.

Some points:

A small parish could form a group (neighbourhood) with adjoining parishes (Monks Eleigh benefice?)

Typically a 2 year exercise,

Funding is available £9,000 (or more for a complex neighbourhood)

Technical support is available

A joint "Local Plan" is due in September 2018 from the district councils

A start point could be a bottom-up approach, whereby a neighbourhood says what is its capacity in terms of increase in population (infrastructure, schools, surgeries ...). This would be a start point for discussion with BDC.

It is more important for major villages to produce a neighbourhood plan. There would also be a significant increase in CIL.

Recommendation:

MEPC had previously decided that the creation of a "Neighbour Plan" for Monks Eleigh was a low priority. Based on my conclusion of this meeting, there is no reason to review that decision in the short term.

Note: James Cartlidge said that he is always open to invitations to have a Q and A/Surgery at a parish level.

25/18 Deed of easement for the removal of sewage from the Recreation Ground through the garden of 13 Church Field

The resolution was proposed by Cllr Eames and seconded by Cllr Day and agreed by all. Two Cllrs signed the Deed and the Clerk witnessed their signatures as Proper Officer.

Signed.....

Dated.....

26/18 Parish Councillor's Reports

Cllr Forrest reported– the Millennium Green weekend raised £400 which can be used to service the lawnmower as and when required. The footpath needs the hedge to be cut. Cllr Derry read the retirement letter from Steve the postman. The shop has asked the council if they would organise a collection for him and they will be the collection point. Cllr Forrest to put it in What's On. The presentation to Steve will be in the shop car park. Village Person of the Year – A parishioner has been identified. Agreed for Cllr Derry to spend £20 to buy a gift. Cllr Day to make a certificate and to announce in What's On. Thanks to the parishioner for cutting the grass verge opposite Rushbrookes

27/18 Planning

The following planning application has been granted permission:

- i. Application No: DC/18/00980 – Little Pond Cottage, The Street, Monks Eleigh - Erection of open sided car port attached to the side of the existing garage

Meeting ended: 10pm

Appendix A

Income received since 13.03.17

Precept (1 of 2 payments)	8859.00
Babergh Recycling to date	68.67
Allotment Rent	15.00
Polegate rent	30.00
	8972.67

Schedule of verified invoices agreed for payment

Lucinda Rogers (laptop & software reimburse) *	449.99	101240 LGA 1972
Lucinda Rogers (salary)	660.90	101241LGA s112 1972
Nicola Smith (salary)	211.89	101242LGA s112 1972
ME Community Shop (APM refreshments)	42.40	101243 LGA 1972
SALC – subscription	250.92	101244 LGA 1972
Pro-scape (grass cutting)	168.00	101245 Open Spaces Act
S&P (allotment rent)	37.50	101246 LGA 1972
MEVH (recycling payments)	68.67	101247 LGA 1972
Lucinda Rogers (repayment of expenses)	46.35	101248 LGA 1972
	1936.62	

These monies are from the Transparency Code Grant received in the sum of £530

£530 - £449.99 = £80.01

Signed.....

Dated.....

Less webhosting fees = £30.01 remaining

Appendix B

As at 21.05.18

Add income received (from schedule of receipts)	8972.67
Less expenditure (from schedule of verified invoices)	1936.62

Bank Reconciliation

Business reserve	6547.45
Community Account	14687.31
Less expenditure	1936.62
Millennium account	165.45
	19463.59

Millennium Account

To be used for the maintenance of the bench on the village green, village sign, village pump and millennium bridge. Xref meeting 24th September 2001. Agreement given at meeting of 30th November 2001 to match fund furniture for millennium green to the sum of £400. Agreement given at meeting of 28th January 2013 to match fund furniture for millennium green to the sum of £220

Gallettes and Polebridge Recreation Ground

MEPC is the sole trustee for the Galletts and Polebridge Trust. Income so far this year is £30. To date there has been no expenditure. Income is held in the Parish Council bank account on behalf of the Trust equates to £810 (1991-2017 inc.) and is to be used solely for maintenance of the ground

Signed.....

Dated.....