

MONKS ELEIGH PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING ON 29th JANUARY 2018

The Parish Council Meeting was held on 29th January 2018 at 7.30pm in the United Reformed Church Hall, Monks Eleigh. Chairman Cllr J Clarke welcomed the following Parish Councillors – P Derry, D Reynolds, P Day. The Parish Clerk, Ms Nicola Smith, was present at the meeting together with 2 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 – Cllr Forrest was on holiday;
 - ii. Cllrs consented to accept the apology.

2. To receive Members' Declarations of Interest
 - i. Cllr Derry disclosed an interest in items on the Agenda in relation to the Village Hall. Cllr Derry is the Chair of the VHT/CIO;
 - ii. No declarations of gifts of hospitality;
 - iii. No requests for dispensation for pecuniary interests.

3. Minutes of Meetings

Cllrs had received a draft of the Minutes of 11th October 2017, 27th November 2017 and 22nd December 2017. All Cllrs approved and these Minutes. Minutes were duly signed.

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

County Cllr Mr Robert Lindsay was not present at the meeting but had forwarded a report.

Apologies for not being with you.

Care, Health and Wellbeing Cabinet committee – cycling and walking strategy

At the latest meeting of this committee there was agreement with my proposal that we would ask the cabinet for a commitment to regular funding for improvement to cycling infrastructure and to a target for increasing the proportion of journeys by cycle.

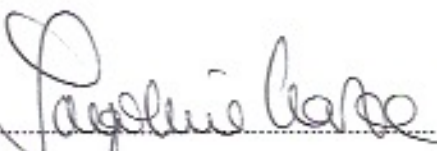
Cutting of free school buses and post 16 travel subsidy – new consultation

Although myself and my group initially got this proposal sent back to cabinet for a rethink, the cabinet has now put it to consultation, only this time they are not expressing a preference between the options of do nothing or implement the cuts. The consultation closes at the end of February and I would urge parents to have their say on the County Council School Travel consultation page online. The questions still appear somewhat loaded in favour of the option of implementing the cuts.

Plastic bottle deposit return Scheme

I am pleased to say that in December full council gave unanimous backing for the motion I seconded asking the council to back Government plans for this and for Suffolk to be a pilot project.

Signed



Dated

12 March 2018

Nursery funding in Suffolk – county to pass on an extra £1m

I'm delighted to report that the county has listened to opposition voices (including mine) on this issue. Back in October I and other opposition councillors backed a motion calling for the county to pass on more of the cash it receives from central Govt for supporting nursery schools. It currently retains 6.8% (amounting to £2m). It meant people running nurseries had just £3.87 an hour. This was voted down by the Conservative administration after cabinet members said they needed the money for administrative purposes. However in December the county agreed to retain just 3.8% of the funding. This will allow the base rate payments to pre-school providers for 3-4 year olds to increase from £3.87 an hour to £4.

Cuts, cuts cuts

The Conservative cabinet earlier this month voted unanimously in favour of plans to cut £12m from the stretched adult care budget next year. They also agreed to cut £20,000 from Citizens Advice Bureau and shave more off the dwindling budget for rural buses. My group and opposition councillors spoke against both these cuts. The social care cuts will endanger our most vulnerable people. CAB provide £1.96 of savings to public sector for every £1 they spend, so cutting CAB services is a false economy. The cuts are an attempt to make up for a £24m shortfall despite raising council tax by 5%.

Cat's eyes on Brent Eleigh Road

I'm waiting to hear the results of an inspection of these cat's eyes. Residents have complained of noise since a resurfacing.

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

BDC and MSDC Merger

At the end of 2017 there were concerns amongst a majority of Councillors that a simple Cabinet decision could approve a merger. After a series of meetings, and a change of Council Leader, it was established that a merger would not be approved without a referendum along the lines of the 2011 referendum. In that referendum the majority of Babergh residents were against a merger, but things have moved on since then including the full integration of staff and services. The full business case should be available to inform any future referendum.

Babergh DC HQ, Hadleigh

There has been some progress on the future use of the Hadleigh HQ site, with proposals being prepared for conversion and re-development to provide housing.

Local Plan

The responses to the first draft are being considered and this will be followed by another round of consultation later in the year.

District Electoral Review

We are awaiting the Boundary Commission's final recommendations.

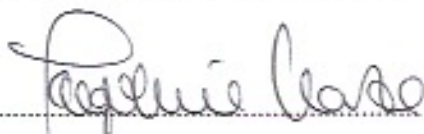
2018-19 Budget

Work on the budget is nearing completion. A 3 to 3.5% increase in Babergh's element is likely.

Plastics Recycling

Following various reports in the national press about recycling of different plastics, the Suffolk Waste Partnership can reassure residents that in Suffolk our collection and sorting

Signed



Dated

12 March 2018

arrangements can successfully recycle all of the plastic bottles, pots tubs and trays from the blue bins. To ensure the best quality, blue bin contents should be clean, dry and loose. Even more materials, including hard plastic and plastic film, can be recycled through HWRCs.

Following discussion, it was agreed that District Cllr Arthey would speak with his colleagues at the Suffolk Waste Partnership with regards to a Guest Speaker for the Annual Parish Meeting on 26 March 2018. Cllr Arthey will confirm details with the Clerk.

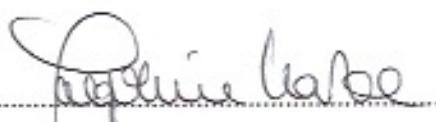
6. Public Forum

- i. Parishioner had noted that under item 14 of the Agenda it referred to a Wayleave Agreement. Was the Parish Council receiving a sum of "compensation" in relation to this. Chairman confirmed that the PC would receive a sum of money in the sum of @£390. It was a one off payment.

7. Correspondence

- i. Letter dated 29 November 2017 from Monks Eleigh Village Hall confirming receipt of the sum of £3,000 as a grant towards the building of the new Village Hall.
- ii. Email dated 7 December 2017 from Chair of the VHT requesting permission to erect on the Village Green a "temperature gauge" indicating level of fundraising for the new Village Hall. Cllr Derry indicated that if the VHT were given permission and if they went ahead the temperature gauge would be approximately 6 foot tall. Initial investigations had given quotations which may prohibit the VHT from going ahead with this idea, but in any event if the PC could consider giving consent. Cllr Day proposed and Cllr Reynolds seconded that a temperature gauge could be erected on the village green at the approximately height of 6 feet tall.
- iii. Email from SALC dated 7 December 2017 confirming that the Parish Council have the power under section 133 of the Local Government Act 1972 to donate to the Village Hall Trust/CIO the annual donation of £2460 as a "parish or community council may acquire or provide and furnish buildings to be used for public meetings and assemblies or contribute towards the expenses incurred by any other parish or community or any other person in acquiring or providing and furnishing such a building." Clerk advised that a cheque in the sum of £2460 had been prepared for the VHT and was on the financial schedule for approval by the Parish Council. Cllr Derry did not take part in this discussion. Cllrs Clarke, Day and Reynolds all agreed that they wished to make the annual donation to the VHT to assist in providing and furnishing the new VH.
- iv. Email from SALC dated 21 December 2017 "L10-17 – Data Protection Officer", which advises that based on advice from NALC and guidance from Article 29 Working Party the Parish Clerk and RFOs cannot be designated as a Council's DPO. Clerk advised that the matter of appointing an external DPO was item 10 on the Agenda for discussion.
- v. Email from VHT/CIO dated 5 January 2018 regarding the costs (including VAT) to install a new power supply on the playing field for the new Village Hall. The request is for the
PC to pay the costs and the VHT/CIO will reimburse the PC the costs minus the Vat element (which the PC is able to reclaim). Clerk confirmed that section 133 of the LGA 1972 applied to this matter and permitted the PC to carry out the request if Councillors resolved to do so. Cllr Derry did not take part in this discussion, as she declared an interest. Cllr Day proposed, and Cllr Reynolds seconded that the PC would place the order for the works on behalf of the VHT/CIO and the VHT/CIO would then reimburse the PC the sum of the works less the VAT element. Clerk will liaise with the VHT/CIO to progress this matter.

Signed



Dated

12 March 2018

- vi. Cllrs had received various correspondence in relation to the appointment of the new Clerk Mrs Lucinda Rogers including the two references received. Mrs Rogers had accepted the offer of the role of Parish Clerk. Cllrs would consider terms of her Contract of Employment under item 11 of the Agenda.

8. Clerk's Report

- i. Clerk gave a brief update on some of the matters arising from previous meetings. Clerk will move forward Speed Watch, in the meantime the SID had been up in the village. Cllr Day and Cllr Reynolds together with a parishioner are organising the SID sharing scheme with Whatfield PC. Litter pick is due to go ahead on Saturday 24th March. Cllr Derry reported that the PCC were also organising a clean up of the churchyard on the same day, and were offering coffee/tea to all volunteers on the litter pick/churchyard clean up. Clerk will finalise the litter pick posters with Cllr Derry and also the leaflets setting out details of litter pick/Annual Parish Meeting so that they can be delivered in good time by Cllrs. Parishioner had, at the PCs request, been in contact with Police regarding parking at the junction of Church Hill and The Street. Parishioner had kindly forwarded on the response he received. Whilst the Police confirmed that they no longer view parking in general as a priority for the Constabulary, this did not mean that they do not deal with parking full stop. The advice from the Police was that if any member of the public observed a vehicle parked in a manner that is dangerous to other road users or parked FULLY obstructing the highway then this should be called in immediately on 101 or 999 depending on the urgency and the most appropriate officer will be dispatched to try to resolve the issue. The area of grass at the Back Lane end of the Causeway was continuing to wear away, Cllr Forrest was seeking quotations for the work and will report at the next meeting.
- ii. To consider schedule of items approved and awaiting authorisation. Approved by all Cllrs as set out below.

Income received since 27.11.17

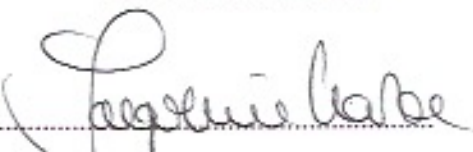
MEVH contribution to legal fees for lease	350.00
Interest	0.03
Interest	1.15
	351.18

Expenditure (movement since 27.11.17)

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 Clarke (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.

Signed



Dated



1397.38
 77.60

1474.98

Schedule of verified invoices agreed for payment

MEVH (one off donation agreed by PC)	3000.00	s133 LGA 1972
Safe and Sound (play equipment)	403.20	Open Spaces Act
H&H – legal fees (lease)	840.00	s133 LGA 1972
CAS – MG Insurance	201.60	LGA 1972
N Smith	553.00	LGA 1972
HMRC	109.40	Inc&Corp Taxes Act
P Day (reimburse for SID battery)	45.98	LGA 1972
J Clarke (reimburse parking signs)	9.61	LGA 1972
MEVH (annual donation)	2460.00	s133 LGA 1972
PCC churchyard donation	500.00	Open Spaces Act
East Anglian Air Ambulance	100.00	s137 LGA 1972
URC	125.00	s137 LGA 1972
SARS	75.00	s137 LGA 1972
Wattisham 1 st Responders	100.00	s137 LGA 1972
MAGPAS	50.00	s137 LGA 1972
Samaritans Ipswich	20.00	s137 LGA 1972
Victim Support Suffolk	20.00	s137 LGA 1972
Suffolk Family Carers	10.00	s137 LGA 1972
Mid Suffolk CAB	25.00	s137 LGA 1972
Sudbury CAB	25.00	s137 LGA 1972
	8672.79	

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

Add income received	351.18
Less expenditure (movement since last meeting)	1474.98
Less expenditure (from schedule of verified invoices)	8672.79

BANK RECONCILIATION

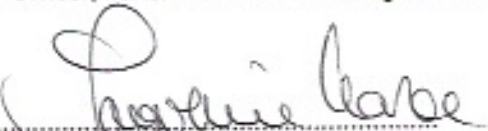
Business Reserve	6547.45
Community Account	19587.32
Less unlogged cheques	8672.79
Millennium Account	165.45
	17627.43

9. Co-option of an additional Councillor

Mr Christopher Eames had indicated to the Chairman that he would be happy to be co-opted onto the Parish Council. Following discussion, Chairman Cllr Clarke proposed Mr Eames be co-opted and Cllr Derry seconded. All Cllrs agreed. Motion carried.

Mr Eames signed the Declaration of Acceptance of Office form before the Proper Officer/Parish Clerk who also signed on behalf of the Parish Council. Clerk provided Cllr

Signed.....



Dated.....

12 March 2018

Eames with the Code of Conduct and will forward the Register of Interests form to be completed.

10. To consider and approve the instruction of The DPO Centre to act as the External Data Protection Officer for the Parish Council in order to comply with the new GDPR which comes into force in May 2018.

Following on from item 7 iv of the Agenda Cllrs considered SALCS advice alongside the details of The DPO Centre and their fees as provided by SALC. It was noted that the fees had recently been reduced. Clerk advised that the PC should be considering category 3 fees (now £600 in the first year and £300 in the second year), as they had a Precept within the bracket of £5k-£25K. If it transpired in subsequent years that they did not need the cover provided under category 3 then they could review and reduce it down to category 2.

Chair Cllr Clarke proposed that the PC instruct The DPO Centre to act as its External Data Protection Officer under category 3. Cllr Eames seconded. All Cllrs agreed. Motion carried.

11. To consider and approve Contracts of Employment for (i) Parish Clerk and (ii) Responsible Financial Officer. Thereafter, to review the Council's Health and Safety Policy; and to consider a draft of a Staff Disciplinary Procedure and Grievance Procedure as referred to in the contracts.

Cllrs had received ahead of the meeting a draft of all the documents.

With regards to the Contracts of Employments Cllrs approved the same subject to a minor amendment in the wording to section 19 which should make reference to the PCs insurance cover. Chairman given authority by the PC to finalise the wording to section 19 ahead of the Contracts being signed and to sign the contracts in this form on behalf of the Parish Council. Cllrs approved the Health and Safety Policy; Staff Disciplinary Procedure; and Grievance Procedure.

12. To consider and approve Precept for 2018-2019.

Cllrs had been provided with the revised draft Precept ahead of the meeting. Staff costs had increased due to the staff hours approved at the meeting on 27 November 2017. The cost of an External Data Protection Officer had also been included in the draft Precept. A Band D property would pay the sum of £71.92 per annum for the PC Precept. This was a reduction of £1.60 (2.8%) on the previous year.

Chair Cllr Clarke proposed that the PC approve the Precept, and Cllr Derry seconded. All Cllrs agreed. Chairman and two other Cllrs, together with the Clerk duly signed the Precept form to be submit to Babergh.

13. To consider and discuss the process of registering certain village assets as Assets of Community Value and to consider applications of this to Monks Eleigh, and if appropriate to resolve to proceed with an application to Babergh District Council to register (an) asset(s) as Asset(s) of Community Value.

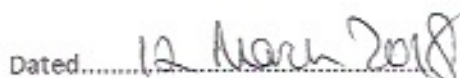
Following discussion Chair Cllr Clarke proposed that the Parish Council submit an application in respect of The Swan Public House, which would include the community Shop to be listed as an Asset of Community Value. Cllr Day seconded. All Cllrs agreed. Motion carried.

Chairman asked District Cllr Arthey if he could provide her with contact details of the relevant person at Babergh DC in order that she could complete and submit the application.

Signed



Dated



14. 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 confirmed that she had been in email contact with BT, but as yet the draft terms of the Wayleave Agreement have not been finalised. She would hope to be able to do this ahead of the next Parish Council meeting in order that the PC could approve the same.

15. Councillors' Reports

Clerk read out Cllr Forrest's reports as follows:-

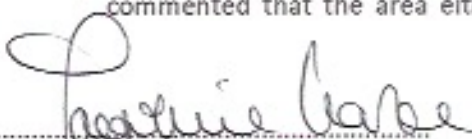
At the meeting of the Millennium Green on Monday 15th January 2018 it was decided to hold 2 working parties to cut the hedges, on Saturday 17th February, from 9.30-12.00. It is hoped that the Community Pay Back team will be able to come to tidy up the green on Sunday 25th February. After 18 years as a Trustee Laura Wallace has stepped down as Chair and as a Trustee. Chrissy Nicholls was appointed Chair. Arthur Grossett after 8 years as a Trustee has stepped down as a Trustee and as Treasurer, Roz Kelsey has been appointed Treasurer. The meeting at the Church on January 6th and the 'Breaking of the Ground' for the new Village Hall was very well supported with close to 100 people attending, emphasis was given at that meeting of the short fall in funding and the need to raise around £56,000 from external grants and local fund raising.

Cllr Forrest has also requested that the Parish Council provide a letter of support for the new Village Hall so that this could form part of the VHT/CIO application to Viridor for funds. Individuals had been asked to provide letters of support, but a letter from the Parish Council would be helpful. Cllr Day proposed and Cllr Reynolds seconded that the PC provide a letter of support. It was agreed that the Chair and Clerk could agree the terms of the letter.

Cllr Derry reported the following matters:-

- VHT would like to update that the foundations have been dug and filled with concrete and by the next PC meeting the oversite will be made ready and possibly the main concrete floor started, followed by the internal dwarf walls. The VHT would like to reassure parishioners who may be concerned, that the current phase of construction is the one to create the most mess at a time of the least favourable weather conditions. By the end of January, or soon after, the messiest part of the construction will be completed and the contractors have assured me that the current state of the road and the verges will be addressed. If there are any further concerns then anyone can speak to the developers of the site, please do not enter beyond the gates as it is a construction site, and the comments will be passed on to the Company Partners, if they are not on site, and to Mr Bines of the VHT.
- A Telec van had parked on the village green. They were sub-contractors for BT. Chair Cllr Clarke confirmed that she was aware of this and was raising the matter with BT.
- A parishioner had asked where the monies from the recycling bins now goes to. It used to go to the school. Cllr Eames recalled this being discussed in previous years. He will look in to this and liaise with the Clerk.
- The street lighting on Church Field is now working.
- Parishioner had commented on several cars that park on the pavement on The Street, just along from the shop. Cllrs will monitor and see if they can identify who is doing this, and matter can then be discussed further.
- Parishioner had commented that the Causeway is flooded. Cllr Reynolds commented that the area either side of the Causeway is a water meadow, in a

Signed



Dated



conservation area. It will flood easily when there is heavy rain fall and the river level rises, but equally it subsides very quickly. There is very little that can be done about this by the Parish Council. He had noted that some someone had cut down tree branches but unfortunately left them in the ditches. He would go along and remove those. It may help, but would not stop the flooding of the Causeway when there is heavy rainfall.

- Cllr Derry had removed a poster advertising an event in Lavenham Church which had been on the post of the village sign. Clerk had been made aware and had contacted the party responsible asking them not to place future posters anywhere other than notice boards in the village.

Cllr Reynolds reported that the phone box/library was full of books and many had been left on the floor in boxes. The excess of books had been removed, and Cllr Derry had put up a sign reminding people that it was a BOOK EXCHANGE, i.e if you drop off a book then you take a book. The excess number of books are in storage and will go towards the stock for the book stall at the Village Fete. It was also noted that the Church has a book shop so if any individuals had books that they wanted to get rid of then they could donate them to the Church book shop.

Cllr Reynolds reported that the road leading up to Stackyard Green has numerous large potholes and the road is breaking up in places. It is due, largely, to construction traffic that is going to Spring Farm. Clerk said that she would go and take some photographs and liaise with Highways Department/County Councillor/Hills Construction.

Cllr Day reported that there had been external works carried out to all parish websites by Community Action Suffolk. The website was due to be back up and running on 30 January 2018.

Chairman Cllr Clarke reported that this was the last meeting of the Parish Council with Nicola Smith as its Parish Clerk. Ms Smith would be staying on as the RFO for a period of time to assist the new Clerk. On behalf of the Parish Council the Chairman expressed her thanks to Ms Smith for all the work done on behalf of the Parish Council by her since Autumn 2015, often in difficult circumstances.

16. Planning Matters

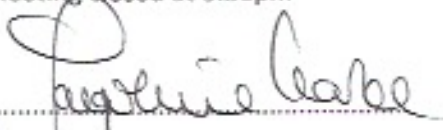
Application DC/18/00092 – Listed Building Application – Erection of timber cartlodge (previously destroyed). Paddocks Hall, The Street, Monks Eleigh, IP7 7AU.

Cllrs considered the application and commented that they were surprised by a reference to a cartlodge, as they all confirmed that they had always viewed it as an enclosed workshop style building and not a cartlodge. Indeed the proposed drawings showed doors on the structure and they thought a cartlodge was an open (no doors) style structure. They therefore asked the Clerk to revert back to the planning department with their observations. They could not approve the cartlodge as the application states that it was replacing an existing cartlodge and they did not feel that was the case.

Date of next meeting: 12 March 2018

Meeting closed at 9.30pm

Signed



Dated

