**Draft Minutes of the Meeting**

**Of the Parish Council held on**

**Wednesday February 17th 2016 at 7pm**

Attendees: Councillors N Aitkens - NA

M Morris – MM

A Robertson – ARR

L Smith – LS

N Mann - NM

Clerk D Rix – DR

Borough Councillor A Rushen – AR

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| 1/21  2/22  3/23  4/24  5/25  6/26  7/27  8/28  9/29  10/30  11/31  12/32  13/33  14/34  15/35  16/36  17/37  18/38  19/39  20/40  21/41 | **Apologies for Absence** Cllr Durrant and Cllr Till  **Declarations of Interest**  None  **Borough Councillor’s Report** *(attached)*  Cllr AR said that the Pattles Grove application had been deferred to Development Control Committee on February 4th and the Council was awaiting further information from the applicant before a decision could be made. The Cages Farm application was moving forward. Cllr AR had managed to get the application referred to delegation panel as the Parish Council had supported the application but the council had not. She urged councillors to expand their comments in their consultations on planning applications.  Having frozen council tax for six of the last seven years, it is proposed that it will rise by just under 7p a week for properties in Band D. A final decision will be made on February 23rd. *(Cllr AR left the meeting at 7.15pm)*  **County Councillor’s Report** *(attached)*  Cllr NA commented that the SCC report was now in the form of a monthly newsletter. Highlights included news that Suffolk and Norfolk economies received a bumper windfall of around £4.5m as a result of hosting stage 7 of the Tour of Britain last September. The percentage of Suffolk Schools now rated good or outstanding was 79%, an improvement of 5% in 12 months.  **Public Forum**  None  **Planning Applications**  **DC/16/0096/TCA** – Forge Cottage, Brockley Road  Councillors agreed to the reshaping and pruning of a sycamore.  **DC/16/0186/TCA** – Hall Farm House, Bury Road  Councillors agreed to the crown reduction on a Horse Chestnut tree.  **DC/16/0164/HH** – Beehive Cottage, Old School Road  Councillors agreed that the retention of a fence to replace a 6ft high Leylandii hedge was an improvement and supported the application.  **Minutes of the meetings held on January 6th 2016**  Cllr ARR proposed and Cllr NM seconded that the minutes were a true and accurate record of the meeting.  **Matters arising from the Minutes of the meeting on January 6th**  *Agenda item 9/9* - Cllr MM enquired whether Cllr NA had asked Andrew Maddever whether he would lend his pick-up for the Litter Pick. Cllr NA would ask, but if it wasn’t available he had one that we could use.  *Agenda item 11/11* – Cllr LS asked how easy it would be to get the 30mph limit extended beyond the White Horse pub along Rede Road to beyond the Plumpton entrance as cars raced along there making it particularly dangerous where the footpaths cross the road. DR to raise with Highways and ask what their policy is and whether it is based on road usage.  **Clerk’s Report**  DR has received all the equipment needed for the Litter Pick and will be at the Community Centre at 9.30am on Sunday morning. So far 22 volunteers have come forward to help and she is hoping for more email responses from residents. She read out a number of apologies. Di Howe has very kindly insisted on providing all of the refreshments for the Litter Pick and does not want reimbursing. She will also pick litter in the car park. DR to check that Anthony Welford is coming to carry out a Speed Check the same morning. The Council will pick up the bags of rubbish from the Community Centre on Monday morning. Cllrs MM and NA to make some more phone calls for volunteers. DR passed a risk assessment sheet to Cllr MM.  Vertas have quoted £1,417.22 + VAT for grass cutting from April 1st a rise of £96.26 on this year. Councillors voted to accept it. Cllr MM to email the home cricket match dates to DR for her to forward to Vertas. He will also check to make sure that the WCA are aware of their dates in case there is a cricket club clash with the WCA’s proposed fun match on June 11th.  DR asked councillors to let her know if they would like a hard copy of the new and revised Good Councillor’s Guide. She had reported potholes in Tuffields Road and would do a risk assessment with Cllr NA before the year end.  She had submitted a Transparency Fund application for £167.49 to cover the costs of a new scanner £49.99, website training £45 and her hourly costs of being trained and two hours for the month of March in updating the site, which came to £72.50. Councillors approved the buying of a Cannon Canoscan LiDE 120. DR to purchase.  Regarding the Annual Parish Meeting on April 22nd, DR to contact Jonathan Needle who works for the Ambulance Service to see if he can come and speak about our new defibrillator. Agreed it would be a good opportunity for people to sign up for CPR training, as so far few have come forward.  **Finance**  There was 1 invoice for payment £142.21  DR explained that last quarter she had guessed how much tax to pay HMRC from her gross £1,003.41 earnings at £70 giving her net pay of £933.41. But the SALC payroll team have since said she should have not have paid any tax and was in fact due a £72.20 refund and her net pay should have been £1,045. Before agreeing to sign the cheque, councillors asked her to get email confirmation from SALC that she was due another £142.21 cheque.  DR has submitted a claim for a VAT refund of £560.55. From April 6th, Lloyds Bank says that all interest will be paid gross and it will be our responsibility to pay tax due on the credited interest.  Regarding changes to the audit procurement process, DR was urged to ask local clerks what their villages have decided and to get more guidance from SALC. The decision deadline is March 31st, the day after our next meeting.  Recommended updates to the Model Financial Regulations were also discussed. Cllr NA unhappy with the requirement that signatories need to be credit checked and quarterly finance reconciliations carried out in addition to the monthly ones we already do. DR to investigate further.  It was proposed by Cllr MM and seconded by Cllr LS that the bank reconciliations for the end of January be duly signed.  **Bank balance at 30th January 2015**   |  |  | | --- | --- | | Balance in Treasurers Account | 6,345,10 | | Savings account | 10,432.45 | | Total | 16,777.55 | | Less cheques not presented | nil | | Total | 16,777.55 |   **Footpaths, Highways and Byways**  DR said that Rede Road outside Nunwick Farm would be closed from March 3rd to 7th, for electrical service alterations. Following a request from Lizzie Nutt for the clerk to investigate a blocked footpath in Hartest, DR said that the footpath was now clear. She had forwarded the correspondence to Lizzie Nutt.  **Neighbourhood Watch Scheme**  Cllr LS discussed the latest scams including the recent use of a drone over Cavendish church roof to check out the lead on it. A 24 year old Whepstead man had also been arrested on suspicion of stealing £30,000 worth of farm machinery. Councillors said they were happy to receive all her emails as with Police cut backs it is more important than ever that we are vigilant and know what is going on locally.  **Broadband**  DR to ask Jonathan Chown and Terry Clements for an update on Superfast Broadband, following news in January that a series of villager briefings were planned. It was noted that a new green box is yet to be installed near Three Ways.  **Defibrillator**  Cllr ARR said that the defibrillator cabinet had been fitted to the wall facing the playing fields this afternoon. The chain now needs to be moved so it isn’t a trip hazard for those rushing to use it. Di Howe, Di Rix and Cllr ARR have agreed to make weekly visual checks. Cllr ARR will do a more thorough monthly check. The defibrillator has been added to the WCA’s insurance policy. Its total value is £2,000 (including the cabinet and CPR kit) and it should last for 7 years. There will be ongoing expenses. The pads (£79 each) will need to be replaced after each use or when they have expired. Replacing wipes, scissors, led bulbs and batteries etc. will be other smaller ongoing costs. All agreed that the level of engagement following the first offer of free CPR training had been sad.  Bearing in mind we have had a death from cardiac arrest in the village during the past 12 months, everyone agreed it would be good to ask the ambulance service or a paramedic to speak at the APM. Councillors agreed they were very happy to fund the defibrillator. Cllr NA thanked Cllr ARR for all her hard work organising it.  **Trees**  Jim Reynolds had planted three silver birch trees at the back of the community centre in memory of Angelina Johnson.  **Self Build**  Cllr NA said there was a time when a plot of land would cost the equivalent of a builder’s annual salary. The old Post Office site is on the market for £170,000 and Roseville, Joyce March’s bungalow, had been sold for £330,000 but would be demolished and a house built on the site.  He thought we should look into a small scale development similar to one that has been built in Broadhampton, Devon that would provide opportunities to build much more affordable homes. Perhaps they would have to be only for people with ties in the village DR to explore opportunities with the local authority.  **Suffolk Association of Local Councils**  DR said that SALC were putting up their fees from £227 to £235 next year. DR said she was going to SALC for website training tomorrow.  **Whepstead Community Association Report**  Cllr ARR said that there would no longer be an Open Gardens Event this year, but the scarecrow and sale trail would still go ahead. The community centre car park potholes would be filled when the weather improved. Cllr NA and Kevin Mayes were looking to do it soon. Cllr MM said that the cricket club was getting a motorised roller which could be useful. The next meeting is on March 15th.  **Correspondence**  DR said they had received a request for a donation from Newstalk, a charity that supports the blind with weekly audio news. She will file it.  **Chairman’s Comments**  Andrew Maddever had mentioned the WCA had been quoted £1,500 for new fencing at the community centre. He said that Mark Wray and Mark Dudley were going to have a look at it.  **Any Other Business**  Cllr NA thanked everyone for coming and said the next meeting would start at 7.30pm.    The meeting closed at 20.30pm.  Signed………………………………..Dated…………………………………. |
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