**Draft Minutes of the Meeting**

**Of the Parish Council on**

**Wednesday August 31st 2016 at 7.30pm**

Attendees: Councillors N Aitkens - NA

 M Morris - MM

 A Robertson – ARR

 N Mann – NM

 D Till – DT

 L Smith - LS

 S Durrant - SD

Clerk D Rix – DR

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| 1/1122/1133/1144/1155/1166/1177/1188/1199/12010/12111/12218/12312/12413/12514/12615/12716/12817/12919/13020/13121/132 | **Apologies for Absence**Cllrs Terry Clements and Angela Rushen **Declarations of Interest**Cllr NA planning **Borough Councillor’s Report**None **County Councillor’s Report**None.**Public Forum**None **Planning Applications****DC/16/1512/LB** – LRMS Insurance Services, Plumpton Hall, Rede RoadAlterations associated with change of use of part of existing outbuilding to extend existing office space. Councillors voted to support the application saying there would be no visual impact and they were keen to encourage rural employment. **DC/16/1100/FUL** – The White Horse, Rede Road Children’s play area in rear garden. Councillors were happy to support the application and noted that the structure would be wooden and in keeping with the vernacular structure. **DC/16/1541/TCA** – Beechwoods, 4 Rectory GroveReduce the height of 4 sycamore trees by 4m and the proportional crown width by 2m. DR explained that the deadline for consultation had already passed. **DC/161546/FUL** – Land off Rectory Road, Rectory Road2 single storey semi-detached dwellings. Cllr NA declared an interest and left the room. DR had asked for an extenstion to the consultation period which had been approved. Councillors voted to support the application. They felt that the two properties sat well within the plot - which would be screened - and were in keeping with surrounding properties. Cllr NA returned to the room. **DC/16/1477/FUL** – Roseville, Brockley RoadConstruction of attached garage to approved dwelling under DC/15/2471/FUL.Again, DR had organised an extension to the consultation period with the case officer. Councillors commented that the garage did not enhance the building and that it detracted from the symmetry of the original design. A cartlodge – which was in the original plans – would be preferable. DR to report decisions.DR notified councillors that a Tree Preservation Order (10) 2016 had been made on four oaks at The Oaks, Bury Road to “protect the trees in light of proposed improvements to the property.” **Minutes of the Meeting held on July 6th 2016**Cllr ARR proposed and it was seconded by Cllr NM that the minutes were a true record. **Matters Arising from the Meeting on July 6th**  None **Clerk’s Report**Deborah Stratford has handed in her notice as editor of the newsletter and will be stepping down at the end of the year. DR had delivered a book for walkers’ signatures to G. O’Dell who has passed it on to Lizzie Nutt. DR had spoken to Lee Saunders at The White Horse who was not keen to house a noticeboard in the pub, but happy to help put one up outside it. DR had delivered a bottle of wine to Robin Drayton as a thank you for internally auditing the accounts. She said that on three occasions she had asked Guy Smith from Highways for a meeting to discuss the flooding at Harram Bottom, problems when traffic is diverted to Pages Hill Road and the dangerous junction at Pages Hill Road, but without success, despite copying both Terry Clements and Nigel Aitkens in to the emails. She had even mentioned her own car accident there on July 27th and that of a friend the week before. Cllr NA suggested forwarding the email to Cllr Rushen. DR said that she had £12 from the sale of three commemorative coins and would pass the money to Di Howe.DR had put both Mo Orange and Gordon Merrett in touch with Jane Alfred following complaints of speeding in Old School Road. Jane is going to speak to the police to see if there is a suitable place for speed monitoring and asked if councillors would be happy for a CSW aware sign to go up in Old School Road. Councillors agreed to fund another 24 bin stickers. **Finance** Councillors voted to accept the insurance renewal of £165 inc. IPT from Came & Co from October 1st .DR explained she had made an error on the audit form which meant the council would incur a £30 charge from the auditor BDO. She had put ‘nil’ against fixed assets which should have said £14,226. Neither the councillors nor Robin Drayton had picked up on the mistake before she had submitted the forms. BDO were also going to qualify the audit as DR could not provide written evidence in the minutes that the risk assessment this year had been ‘approved’ by councillors, only that it had been carried out and discussed.She said that she also had to provide written evidence of the receipt of s106 monies, confirm how much had been spent and whether there was a deadline on the expenditure. The auditor wanted to see that the money had been correctly identified and appropriately ring fenced. DR would circulate an email from the finance department of SALC recommending how they should do that and would include it for discussion at our next meeting. DR to give Cllr DT the finance file to carry out a six monthly check before our October meeting. DR said that she had received the WCA’s half cost of the commemorative coins minus the VAT. There were 2 invoices for payment:Mr SW Bonney – 24 30mph bin stickers £31.98Came & Company insurance renewal - £165It was proposed by Cllr NM and seconded by Cllr LS that the cheques and bank reconciliation for the month ending July be duly signed.**Bank balance at 30th July 2016**

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| Balance in Treasurers Account | 11,973.58 |
| Savings account | 10,435.04 |
| Total | 22,408.62 |
| Less cheques not presented | nil  |
| Total | 22,408.62 |

**Report of meeting with WCA chairman Jeff Pyne**Cllr NA explained how lucky the village was to have such an active chair as Lawshall village hall now has no committee and the parish council there has had to take over responsibility for it alongside a fundraising committee. He also explained that a number of existing WCA committee members had intimated that they might leave soon. Cllr NA explained that with Tesco funding the village hall was to be redecorated. Cllr MM said that the cricket club were going to help with the painting. Cllr ARR mentioned the need for the kitchen to be upgraded as it was not good enough for most caterers needs. The WCA chairman wants the play area upgraded again, but most feel it is unnecessary and there are more urgent requirements. Cllr SD mentioned the need for a bigger parking area. Cllr NA said that the PC really appreciated Cllr ARR’s commitment to the WCA as its representative. **Whepstead Community Association Report** (*Cllr NA brought forward agenda item 18)* Cllr ARR said that the redecoration of the hall would take place over the weekend of 1st and 2nd of October, courtesy of Tesco who would also supply some manpower, but more help would be welcome. Discussions were still ongoing with regard to the play area. Tickets for the Greek Night (Sep 17) were available from Lesley Kearney at £12.50 per head. Events planned for 2017 are: a wine tasting evening (Jan 28) quiz night (April 22) car boot/jumble (May 20) fete (July 8) scarecrow and sale trail (Sep 2) jumble sale (Oct 14) and fun, food and fireworks (Nov 4). The next WCA meeting was Sep 20.**Footpaths, Highways and Byways – Pages Hill Junction**Cllr NA noted that the Gypsy Lane junction had been cut and visibility was much improved. He had seen the Cuttings who did not want a plaque on the bench nor to be involved in any official opening of the new riverside path. Cllr NA still felt something should be done to mark it becoming official. A village walk and bulb planting morning were suggested. DR to let Graham O’Dell know about the plaque. Cllr NA said that Tuffields Road had been tarred and gritted and that he would look at providing some passing places later in the year. Cllr MM asked DR to report a bad hole on the footpath running from Chedburgh Road towards Plumpton. DR said that Graham O’Dell had noted that the fingerpost and waymarkers for the new path had been put in the wrong place, but have since been moved to the right position. **Neighbourhood Watch Scheme**Cllr LS apologised for the number of emails she had been circulating, but she felt it important to keep everyone aware of local crime. She had spoken to the chair of Suffolk’s Neighbourhood Watch who said that if we wanted to replace existing Neighbourhood Watch signs ourselves then they would cost £18 + VAT and would be covered by their public liability insurance. DR to talk to Cllr NA about hammering in the wobbly NWS post on Tuffields Road. Cllr LS reckoned that around the village two signs and one post needed replacing. She also had free new NWS window stickers which she would deliver to the hips n haws meeting tomorrow and mention in the newsletter. She would also mention a meeting that the crime commissioner, Tim Passmore, was hosting in BSE on October 19th about local policing. DR to put information on website.**Broadband**DR had been in touch with Jonathan Chown from Suffolk Better Broadband who said: “It’s going to be tight to get [superfast broadband] ready for service by the end of September, but hopefully achievable. The remaining work is to complete 8km of fibre to run to get the cabinet connected up, which does require a road closure. I expect it to complete towards the end of September, although there is a risk it will overrun by a few weeks, depending on the traffic management work.” He added: “In wider Whepstead coverage from the new cabinet should be excellent with those closest to it getting 80mbps, tailing off to around 15mbps at around 1.8km away.” **Trees**Nothing to report.**Village Noticeboard**DR had researched noticeboards, but found that the smartest ones would cost around £1,000. Councillors agreed it would be good to invite quotes from villagers who might be interested in making one. DR to mention in the newsletter. Cllr MM to ask Alan Perkins. **Suffolk Association of Local Councils**None. The next SALC meeting for St Edmunds and Forest Heath is on September 8th in Mildenhall. DR has passed details to Cllr SD.**Correspondence** None**Chairman’s Comments**Cllr NA thanked everyone for coming and said it was important to be always looking at the next project to ensure the community centre facility keeps going. All agreed it would be great to be able to run film nights when broadband improved. A lift share scheme was mentioned. **Any Other Business**  None.The meeting closed at 8.50pm Signed………………………………..Dated……………… |