**Draft Minutes of the Meeting**

**Of the Parish Council on**

**Wednesday February 15th 2017 at 7pm**

Attendees: Councillors N Aitkens - NA

M Morris - MM

L Smith – LS

A Robertson – ARR

S Durrant –SD

N Mann – NM

D Till - DT

Clerk D Rix – DR

Member of the public Karen Soons - KS

Borough Councillor Angela Rushen - AR

County Councillor Terry Clements - TC

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| 1/24  2/25  5/26  6/27  3/28  15/29  4/30  7/31  8/32  9/33  10/34  11/35  12/36  13/37  14/38  16/39  17/40  18/41  19/42  20/43  21/44 | **Apologies for Absence** None  **Declarations of Interest**  None  **Public Forum** *(Cllr NA brought forward agenda item 5)*  Cllr NA welcomed Karen Soons who is the Conservative candidate standing for County Council election. She said she was trying to meet as many people as possible and was happy to pass on her email. In January she had organised a Broadband meeting in Hawstead with Matthew Hancock MP. Around eighty people, including many from Whepstead, had attended.  **Planning Applications** *(Cllr NA brought forward agenda item 6)*  An amendment to DC/16/2795/FUL – Land adjacent to the White Horse pub – revising the position of the garage was discussed. It did not alter the PC’s previous comments that a development with two, more affordable, properties would better serve the community. Cllr AR confirmed that permission for an earth sheltered dwelling at Chestnuts on the Brockley Road had been approved months ago.  **Borough Councillor’s Report** *(Cllr NA returned to agenda item 3. Report circulated ahead of the meeting)*  Cllr AR felt that the Planning Officer would recommend refusal of the proposed development next to the pub having taken on board the PC’s comments and the impact it would have on the neighbouring listed buildings. Cllr NA said if an exception was to be made for a development outside the settlement boundary then it was felt that we should get what the village needed. Cllr AR confirmed that she had passed a request for £500 Locality money for the Community Centre kitchen refurbishment.  **WCA Kitchen Refurbishment**  Cllr ARR said that the WCA had decided to go for a complete kitchen refit which it expected would cost around £12,000. It was in the process of applying for RIGS funding of £6,500.  Cllr AR urged the WCA to be quick, as there was only £40,000 left in the pot. Her £500 could be used for match funding. The WCA was to look for villager donations and other sources of grants too.  Cllr TC suggested speaking to Bradfield St George which had recently done something similar. Cllr NA asked councillors if they felt they could support the refit using some of the £2,700 s106 monies it had in reserves. Cllr MM felt it would have a tangible benefit for the community and bring in more bookings. Cllr NA said he would be happy to support as long as the kitchen was put to use for the benefit of the community, perhaps by running a monthly lunch club. Cllr LS proposed giving the WCA £2,000 on that basis. Everyone supported. Cllr AR said that in the next financial year [after March] she could support the setting up of a new community group. Cllr ARR thanked the PC.  **County Councillor’s Report** *(Cllr NA returned to agenda item 4. Report circulated ahead of the meeting)*  On behalf of many villagers Cllr NA spoke of the frustration felt when Highways did half a day’s work on the Brockley Road but left traffic lights in place for a week and for four of those days the lights were set on red in both directions. He also questioned the need to have diversions in place over night bypassing Brockley on the B1066 which was hugely disruptive and unnecessary. He also said that Harram Botttom had flooded again recently. Regarding the huge number of potholes, Cllr TC said that only patching work could be done at this time of year.  **Minutes of the meetings held in January**  Cllr ARR proposed and it was seconded by Cllr SD that the minutes were a true record.  **Matters arising from the minutes of the January meetings**  DR said that her newsletter request for footpath map drawers had been unsuccessful.  **Clerk’s Report**  DR said that three quotes for work on the bus shelter – which last had work done on it 40 years ago - had been received, one for £590, another £1,550 and the most expensive £2,600. It was agreed that when the weather was drier, Cllr NA and Cllr MM would look again at essential repairs that needed doing.  DR had passed details of the work required to Mortimer Contracts who wanted to quote for grass cutting at the Community Centre. Graham O’Dell felt honoured and wanted to thank the PC for considering him for an invitation to a Buckingham Palace garden party, but he would be away.  DR said that from April, the NJC had recommended a pay rise for part-time clerks on her salary scale from £8.717 to £8.873 an hour. Cllr NA asked her to work out what that would cost the PC over a year and add it to the agenda for the March meeting.  She was going to speak to Kerry Burns at SALC regarding submitting a claim for Transparency Code Funding to cover work on the website since March last year and the possibility of a claim for a photocopier.  DR passed a risk assessment for the Litter Pick to Cllr MM and said that she and Cllr NA needed to risk assess PC assets before the end of March. After a request from the History Society, CAS - which now hosts the website – confirmed that it would look into giving different community groups the chance to update their own web pages.  **Finance**  There were two invoices for payment:  £102.24 – Clerk’s expenses Oct-Dec  £425.17 – Vertas grass cutting Oct-Dec  **Bank balance at Dec 30th 2016**   |  |  | | --- | --- | | Balance in Treasurers Account | 9,816.22 | | Savings account | 10,437.19 | | Total | 20,253.41 | | Less cheques not presented | nil | | Total | 20,253.41 |   **Bank balance at Jan 31st 2017**   |  |  | | --- | --- | | Balance in Treasurers Account | 8,259.65 | | Savings account | 10,437.63 | | Total | 18,697.28 | | Less cheques not presented | nil | | Total | 18,697.28 |   Cllr DT proposed and Cllr MM seconded that the bank reconciliations for both December and January were correct and the signing of the cheques approved.  DR said that PKFLittleJohnLLP had won the auditing contract for Suffolk Parish Councils for the five years to 2022. She had submitted a £315.15 claim for a VAT refund and would deliver the finance folder to Cllr DT in March for a six monthly check.  **Footpaths, Highways and Byways**  Cllr NA had received a request from a resident, concerned about speeding, about the possibility of a footpath between Old School Road and Church Hill. The possibility of one running from Pages Hill towards the pub was also discussed. Cllr NA to investigate with landowners. DR to report a large pothole in the middle of Church Hill. DR said that Highways had ruled out work on the two potholes Cllr SD had mentioned at January’s meeting. KS said that it was important that certain criteria regarding pothole size and depth were met.  **Neighbourhood Watch Scheme**  Cllr LS said that there was little to report. She would invite PC Marshall to our APM on April 21st.  **Broadband**  There were no updates to report. Cllr MM said that it was embarrassing that a digital economy was being delivered by telegraph poles. There had been no news on tree cutting. DR to chase Jonathan Chown at Suffolk Better Broadband. KS suggested that Elizabeth Hitchcock who works on Broadband with Matthew Hancock MP be copied into any correspondence.  **Litter Pick**  DR said that Di Howe had kindly offered to do the refreshments again. DR had registered the event as part of the Great British Spring Clean and had been asked to send pictures of pickers and the rubbish collected to the Borough Council. Jeff Pyne suggested the road signs were cleaned Deborah Stratford had already collected rubbish from Rectory Road to the village sign on the Brockley Road, while Jon Steggles had kindly done from Tuffields to Castle Farm. DR said that 25 villagers had already signed up to help on Sunday. KS said that she would help.  **Care in the Community**  After relaying the story of a villager who, after falling at his home, took three days to raise the alarm, Cllr NA suggested a list of vulnerable people in the village needed updating. He said if the Community Association was going to have any meaning it should be to look after those in the village who were lonely and/or vulnerable and suggested that a regular coffee morning or monthly lunch club be set up for that purpose. Cllr NA and DR to identify and draw up a list of those most in need.  **Suffolk Association of Local Councils Report**  None. The next local SALC meeting is on March 14th.  **Whepstead Community Association Report**  Cllr ARR said that the Coffee Morning and Wine Tasting had raised £422. A further Coffee Morning was planned for April 8th 10-12. There will be a Quiz Night on April 22nd, tickets £10 each to include Fish & Chip supper. A Car Boot and Jumble Sale were planned for May 20th 10-12. Pitches £5 pre-booked, £6 on the day. The date for the village Fete had changed to July 15th. The new Mayor – likely to be Cllr Clements – was to be invited to open it. A touring theatre Keeper’s Daughter was hoping to put on a family show on December 9th at 5pm. The AGM would be on May 16th at 7pm. Cllr ARR reminded everyone that CPR training or refresher sessions were taking place on March 14th at 2.30pm and March 22nd at 7.30pm. The WCA had signed up to host a Beacon lighting as part of the Government’s November 11th end of the first War celebrations in 2018. Cllr NA thanked Cllr ARR for her continued commitment as the WCA representative.  **Correspondence**  DR had passed details of a husband and wife team that produces newsletters to Di Howe. She had received a request from SARS – Suffolk’s Accident and Rescue Service – for support.  **Chairman’s Comments**  Cllr NA had contacted a woman at Suffolk Wildlife Trust about the meadow by the river. Sadly she had declined his request to speak at our APM. He thought the APM would be a good opportunity to ask youngsters to get involved in planting the meadow. DR to approach a Suffolk Beekeeping society about speaking.  **Any Other Business**  None. The next meeting – on March 29th – will start at the later time of 7.30pm.  The meeting closed at 8.35pm  Signed………………………………..Dated……………… |