**Draft Minutes of the Meeting**

**Of the Parish Council AGM held on**

**Wednesday May 24th 2017 at 7.30pm**

Attendees: Councillors N Aitkens - NA

 M Morris – MM

 A Robertson – AR

 D Till – DT

 S Durrant - SD

Clerk D Rix – DR

SCC K Soons - KS

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| 1/652/663/674/685/696/707/718/729/7310/7411/7516/7612/7713/7814/7915/8016/7617/8118/8219/8320/8421/8522/8623/8724/8825/8926/9027/91 | **Election of Chairman**Cllr MM proposed and Cllr DT seconded that Cllr NA be nominated and re-elected as chairman. In accepting, Cllr NA thanked everyone for their vote of confidence, adding that he was happy to step aside if anyone would like to replace him. **Declaration of Acceptance of Office**A Declaration of Acceptance of Office was signed by Cllr NA and the clerk. **Appointment of Vice Chairman**Cllr MM was appointed Vice Chairman. **Appointment of SALC representative**. Cllr SD was happy to continue in the role. **Appointment of Rights of Way Officer**Cllr NA suggested Cllr Mann might like to take on the role.**Appointment of WCA representative**Cllr AR was reappointed. Cllr NA thanked her for what was the most difficult and time consuming role. **Appointment of Neighbourhood Watch representative**Cllr LS would be asked to continue in the role at the next meeting in July. **Declarations of Interest**None **Apologies for Absence**Cllr Mann (exam) Cllr Smith (away)**Angela Rushen** Cllr NA said that Cllr Rushen – who died a week last Saturday - was a great loss to us all. Her enthusiasm and the time and effort she put into helping not only the PC but other villagers would be missed. She was a breath of fresh air. Her funeral is on Friday at 2.30pm in Hawstead. (*A few moments of reflection had been held before the meeting for Cllr Rushen’s life and those lost in the Manchester bombing.)* **County Councillor’s Report** *(circulated in advance of the meeting)*Cllr NA congratulated Cllr Soons on her very positive majority in the election. He had been impressed by her efforts to get to know everyone and her interest and commitment was greater than we had seen for a long time. Cllr Soons said that she had arranged with Guy Smith at Highways to go to each village with an engineer and look at problem areas. She would let us know when that was, so that we could attend. She said she wanted to learn what criteria they use in deciding which potholes to fill and which to leave. She urged the relentless reporting of them using the online reporting tool. [www.suffolk.gov/potholes](http://www.suffolk.gov/potholes) She said that Westgate Street will be closed between Guildhall St and Cullum Road for major junction improvements (single roundabout to replace the double one) between June 5 and September 2. Cllr NA suggested DR ask Guy Smith for an A sign to be erected on Harram Hill reminding those travelling to Bury on the B1066. **Matters Arising from the APM on April 21st.** *(Cllr NA brought forward agenda item 16)*Cllr NA asked Cllr Soons why it hadn’t been made clear that beyond a certain distance from the box, it would be impossible to get a signal. Some Tuffields Road residents had been told by BT engineers that superfast broadband works on a higher frequency to the standard broadband and therefore is a weaker signal and so the drop-off rate is more rapid. Having signed up for the new service they were now getting worse broadband speeds. Cllr Soons suggested that remote emitters could be put on the copper lines. She suggested emailing Matt Hancock (copying her in) and Jonathan Chown. *(Cllr KS left the meeting)* DR to circulate a draft letter to parish councillors before sending. **Public Forum**None **Planning Applications**DR said that she had reported the decision to support the Willow Dene application. **Minutes of the Meeting held on March 29th 2017**Cllr AR proposed and it was seconded by Cllr SD that the minutes were a true record. **Matters Arising from the Meeting on March 29th**Cllr NA said that Rob Murray’s granddaughter was to move into 15 Rectory Road. He had spoken to Ian Curnow who shares a party wall with the bus shelter. He is happy to work with us in retiling the bus shelter roof. Cllr NA to get a quote. **Matters Arising from the APM on April 21st** *(Cllr NA returned to agenda item 16)*Cllr NA said the APM had worked well and the beekeeper Jane Corcoran had been a fascinating speaker, but the meeting had been long. To save time, Cllr MM suggested that if group representatives weren’t at the meeting then their reports should not be read out. Cllr NA suggested approaching RAF Wattisham, which flies apache helicopters at night time over the village, to speak at next year’s APM. **Clerk’s Report**DR has written to the Cuttings formally thanking them for their gift of land for the footpath at the bottom of Church Hill. Graham O’Dell now has website access to the History page. Deborah Stratford is keen to get the VAS machine, which appears faulty, fixed by its Norfolk-based manufacturers, Westcotec,DR had spoken to the clerk of Chedburgh PC, the only other village currently sharing the machine. They have offered to deliver and collect the machine from the manufacturers and share half the guesstimated repair costs of £150. DR to ask Karen Soons if it is something she would consider funding. **Finance** There were 2 invoices for payment: Graham O’Dell (teak oil and white spirit) £31.23. SALC annual subscription - £255.16 (includes 6 copies of the Local Councillor)It was proposed by Cllr DT and seconded by Cllr MM that the cheques and bank reconciliations for the year ending March and the month of April be duly signed.DR had circulated the annual accounts ahead of the meeting. Robin Drayton has agreed to internally audit them and Cllr Till had done a six monthly check of the finance folder. Cllr DT proposed and it was seconded by Cllr MM that Sections 1 and 2 of the annual accounts for 2016-17 be approved, signed by the chairman and clerk and sent to Robin Drayton for internal auditing. The clerk said that from June 12th for 30 days, she must publish a copy of the accounting statement accompanied by a signed declaration stating that the accounts haven’t yet been audited and are subject to change. **Bank balance at 30th March 2017**

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| Balance in Treasurers Account | 8,047.39 |
| Savings account | 10,438.47 |
| Total | 18,485.86 |
| Less cheques not presented | nil  |
| Total | 18,485.86 |

**Bank balance at 30th April 2017**

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| --- | --- |
| Balance in Treasurers Account | 15,298.98 |
| Savings account | 10,438.93 |
| Total | 25,737.91 |
| Less cheques not presented | nil  |
| Total | 25,737.91 |

**Footpaths, Highways and Byways**Cllr NA read an update from Graham O’Dell about the work of the Doughnut Gang who had oiled all the benches at the community centre and would do the noticeboard next. On the advice of Rights of Way Officer Kevin Verlander, DR had approached the Green Access Team about producing a village footpath map but had had no response. Cllr NA suggested DR email Cllr Soons. **Neighbourhood Watch Report**A number of local burglaries were discussed. **Suffolk Association of Local Councils**None. **Whepstead Community Association Report**The Quiz night raised £384, the afternoon tea with Nigel Oakley raised £546, and the jumble and car boot sale £358. The next event is a coffee morning on June 3rd. The fete has been rescheduled for Saturday July 29th, due to a clash with Horringer & Ickworth’s fete. Funding for the kitchen refit has been reached. Commercial rather than domestic appliances are now being sought. A possible doorway from the kitchen to the old post office is under consideration. The AGM was poorly supported. Only three residents attended. Three committee members are standing down as is the secretary. The remaining committee was re-elected. Next meeting is June 13th. **Community Participation**Cllr NA said that the more jobs that one person does in a village the more vulnerable the whole thing is. Di Howe is both bookings secretary, treasurer, and newsletter editor. DR to write something on behalf of the PC and community council about the need for new volunteers to come forward. Pledges following a newsletter appeal for support of the kitchen refit raised £1,500. Cllr NA reminded everyone that when Brockley’s community committee folded the responsibility for the village hall etc. fell to the parish council. **WPC Meeting Times**All agreed to move meeting times to 7pm year round. **Correspondence** None**Chairman’s Comments**Cllr NA apologised for not thanking councillors for their support at the annual parish meeting.**Any Other Business**  None.The meeting closed at 8.50pmSigned………………………………..Dated………………… |