**Draft Minutes of the Meeting**

**Of the Whepstead Parish Council on**

**Wednesday October 4th 2017 at 7pm**

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

Members of the public Owen & David Brown

Jill Harper

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1/129  2/130  3/131  4/132  5/133  6/134  7/135  8/136  9/137  10/138  11/139  12/140  13/141  14/142  15/143  16/144  17/145  18/146  19/147  20/148  21/149 | **Apologies for Absence** Cllr LS  **Declarations of Interest**  None  **County Councillor’s Report**  Cllr KS said the Eastern Relief road had been opened on time and on budget. Highways reorganisation was going well and the search for a new chief executive to replace Deborah Cadman was ongoing.  Cllr NA asked if it would be possible for SCC to provide a dedicated place where uncollected road signs could be delivered. He also asked for road signs at junctions to be positioned sensibly to allow visibility and that more be done where roads fall away at the sides. DR to write and thank Highways (cc Cllr KS) for its success in converting the double roundabout on Westgate St to a single one without too much upheaval. Cllr SD was encouraged to report that the road is falling away at the bend near Martin’s on Rectory Road using the normal reporting tools.  **Public Forum**  None  **Planning Applications**  **DC/17/1763/FUL** – Nunwick Farm, Rede Road  Cllr NA invited the applicants to speak. Owen Brown urged the PC to support the application to convert a small barn into an ancillary building for the bigger barn conversion as it would house all the plant (water accumulators, boilers etc.) for the bigger barn and needed to be in place before the bigger barn could be completed.  Jill Harper said that the building was unsuitable for Whepstead and could be seen from Brockley Road. She said it was a falling down pig sty, a tin shed incapable of supporting a roof and to call it a barn conversion made a mockery of the law. Cllr NA explained that new legislation regarding the development of agricultural buildings had been allowed to be very widely and loosely interpreted. JH said that the small barn looked like a bungalow. Owen Brown explained that the Council was likely to impose a s106 agreement, which would mean the small barn was always ancillary and subservient to the house and could never be converted into a dwelling.  Cllr MM said that work on the big barn was well established and that this second application was for a building to support the development of that.  It was proposed by Cllr MM and seconded by Cllr AR that the PC accept the planning application only on the basis that any permission granted should include a s106 agreement that the building should never be residential. All agreed.  **DC/17/1928/TCA** – Lavender Cottage, Brockley Road  It was proposed by Cllr MM and seconded by Cllr DT that the planning application to reduce branches overhanging a driveway and the neighbours garden be cut back and reduced in height and that a number of other trees be felled and thinned.  **DC/17/1929/HH** – Lavender Cottage Brockley Road  It was proposed by Cllr MM and seconded by Cllr DT that the planning application to extend the dropped kerb and driveway by 1.2m be supported.  **Minutes of the meeting held in August**  Cllr AR proposed and it was seconded by Cllr DT that the minutes were a true record.  **Matters arising from the July meeting**  None  **Clerk’s Report**  DR said that from October 1 public space protection orders had been introduced covering all spaces open to the public which meant that anyone who didn’t pick up mess left by their dog would be fined £80. She would include the information in the newsletter.  With new data protection legislation coming into force next May, the PC must appoint a data protection officer. Cllr DT agreed to take on the role.  Royal Mail had confirmed that the post box on Tuffields Road had been stolen. If a new one hasn’t been installed in 12 weeks, RM would look into it further.  DR said that she would be away for most of November and therefore someone else would need to write the PC’s page in the newsletter.  **Finance**  DR had received a Notice of Conclusion of Audit which she had uploaded onto the website and put on the noticeboard, along with Sections 1-3 of the Annual Report and the Issues Arising Report.  After DR had had to amend the Annual Report after failing to put some figures in the right column and a rounding issue, the auditor BDO’s Issues Arising Report said that “The annual return as submitted had not been prepared in accordance with legislation or proper practices and required amendment” Councillors agreed they must scrutinise the accounts more next year before they are submitted.  DR said she was working on the draft precept and would circulate it before the November 1st meeting and she would deliver the finance folder to Cllr DT for a six monthly check.  There were five invoices for payment:  BDO - £36  Jane Alfred (bin stickers) £47.97  Clerk’s fees (Jul-Sep) £947.33  Clerk’s tax £27.60  Clerk’s expenses £133.27  **Bank balance to end August 2017**   |  |  | | --- | --- | | Balance in Treasurers Account | £12,722.84 | | Savings account | £10,440.65 | | Total | £23,163.49 | | Less cheques not presented | £511.40 | | Total | £22,652.09 |   Cllr MM proposed and Cllr SD seconded that the bank reconciliations for August were correct and the signing of the cheques approved.  **Footpaths, Highways and Byways**  DR confirmed that Whepstead had been added to the Green Access Team’s list of villages wanting a footpath map made.  Cllr NA questioned whether the “concealed entrance” sign at the top of Harram Hill was legal as it looked like a police warning sign. DR to ask PC Darren Marshall.  **Neighbourhood Watch Scheme**  Cllr DT said that there had been a house burglary last Tuesday afternoon in Horringer, opposite the Beehive. The thieves had parked in Sharpe’s Lane.  **VAS Speed Camera Update**  DR said that the VAS repair was nearly finished and it was likely to be back in action the weekend after next.  Cllr NA was concerned that he had spotted Deborah Stratford operating the speed camera alone, when three people should be involved. He suggested a recruitment drive at next year’s APM.  **Barrow Heath Shoot**  Cllr MM said that Andrew Maddever had invited him to the August Bank Holiday weekend clay pigeon shoot to witness it and judge the impact of noise. While villagers in Whepstead did not seem overly concerned, many Hawstead residents complained and two police cars turned up. The second shoot was cancelled and Cllr MM believes there are unlikely to be any others, though he has not had it in writing.  **Bus Shelter**  Cllr NA said that he had emptied the bin and swept the bus shelter, but wondered whether it needed more regular maintenance. He thought a catch board needed fitting under a swallow’s nest and perhaps some safety glass windows fitted. He would speak to the regular bus stop users.  **Broadband**  Clllr NA said that a lot of people in the village had seen no improvements in Broadband speeds although the village is considered to have been dealt with.  DR to write to Jonathan Chown to find out what more can be done.  **Allocation of Social Housing**  While Suffolk Housing gives priority in allocating houses to those with a local connection, Havebury does not and uses a bidding system based on points. DR to write and ask Havebury what happens with existing tenants with a local connection, and to urge them to consider the benefits of keep families together.  **Suffolk Association of Local Councils Report**  None  **Whepstead Community Association Report**  Cllr AR said that the coffee morning on September 2nd raised £175. In addition to the usual events, a film night, ceilidh and pantomime or circus are being considered for next year. The RIGS application for the kitchen was submitted on September 11th. VAT is not recoverable. The roof was due for inspection on September 13th. A coach trip to Norwich leaves at 9am on November 25th and costs £10.  The WCA asked how the PC would feel moving the roadside noticeboard to be wall mounted at the Community Centre to make way for a board advertising the hall for hire. Councillors were unsure. Cllr NA to speak to Richard Gleed. Cllr AR had received the constitution and had printed off an extract from the Community Centre deeds regarding possible liquidation, which she gave to Cllr NA. The next WCA meeting is on October 17th.  CPR sessions had been booked for October 16th 7.30pm, October 27th 2.30pm, November 4th 10.30am and November 7th 7.30pm.  **Correspondence**  The Annual St Edmundsbury and Forest Heath Town and Parish Conference is on Thursday November 16th at Sybil Andrews Academy, Rougham Tower Avenue 6.30-9pm.  **Chairman’s Comments**  Cllr NA asked DR to write and ask for a representative from Wattisham Airbase to come and speak at the APM in April.  **Any Other Business**  None  The meeting closed at 8.45pm.  Signed………………………………..Dated……………… |