

## GREAT BLAKENHAM PARISH COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD IN THE PARISH ROOM, STOWMARKET ROAD, GREAT BLAKENHAM ON WEDNESDAY 13TH APRIL 2016

**PRESENT:** Mr S Plume, Mrs K Peters, Mr G Scott, Mr J Waller, Mrs K Coe, Mr P Anderson, District Councillor K Welsby.

01     Apologies

None were received

02     To Receive Reports from the County and District Councillors

District Councillor K Welsby gave his report.

03     To Received PCSO Report

No report had been received as the village is awaiting details of the new PCSO.

04     Questions from the Public

A resident asked about the Lay by on Bramford Road being used by lorry drivers overnight and the findings of human fouling, Councillor Plume advised that the police are unwilling to move anyone on, unless they are causing obstruction. The parish clerk will contact Highways and the Land owner to see if there is a possibility to close up the Lay by.

A resident asked about the football ground on Bramford Road being bought by the council and why is it named Claydon Football Club when it is located in Great Blakenham, Councillor Welsby informed that it is called Claydon Football club because of historical reasons to do with Claydon.

A resident asked about the situation on the Allotments, is the Notice to Quit in October still ongoing, Councillor Plume suggested that Land Solutions are invited to the May meeting to discuss and update on the present situation. The Clerk will contact Land Solutions with an invitation to attend the meeting.

A resident asked about the land off Kingfisher Drive and if the building works were still going ahead, Councillor Plume advised that a new amendment to the Planning application had been received on the proposed building works, and suggested that MSDC are contacted and invite them to the next meeting to discuss an update on the land and possibly arrange a visit to look at the boundaries on the land as previously agreed.

A resident asked if the planning permission had been granted on the Chequers pub, Councillor Plume advised that planning had been granted, but was surprised that no conditions had been included with the decision, and suggested contacting Planning at MSDC to inquire why there was no planning meeting allowing the objectors to speak and to ask why no conditions had been placed on the approval of the planning.

The Meeting opened at 8.15pm

- 05
  - a. Councillors Declaration of Interest Appropriate to any Item on the Agenda - Councillor G Scott declared an interest in items 25a, 25b and 29.
  - b. To Receive written requests for Dispensation for Disclosable Pecuniary interest (if any) - None.
  - c. To Grant any Requests for Dispensations as Appropriate - None
- 06 To Discuss Freedom of Information Requests
  - a. Resignation of Chair - Councillor Plume informed the applicant that acknowledge of the Resignation was minuted in August Minutes.
  - b. Total Costs Repairs and Re decoration of Bus Shelter in Gipping Road Great Blakenham - Councillor Plume informed the applicant of the costs of these items including the costs of the previous and recent parish council have spent.
  - c. Purchase of Apple Laptop - Councillor Plume informed the applicant of the costs of the Laptop and informed them that not all the accessories had been bought for the Laptop as yet.

The meeting closed at 8.40pm, and re opened at 8.42pm

- d. Breakdown of Total costs i.e. Cheques - Councillor Plume informed the applicant that a copy of the payments for each month since May 2015 will be forwarded to them in due course.
- e. Total costs of Parish Clerk including all Timesheets, Mileage, Stationery Postage and other miscellaneous Costs - Councillor Plume informed the applicant that under the Data Protection Act that the parish council did not have to provide any Timesheets or salary details relating to the parish clerk, and all other details will be on the copy of the payments.
- f. Resignation of Councillor - Councillor Plume informed the applicant that this was not in the August Minutes.

#### 07 To Discuss District Councillor Welsby Request for Parish Survey

There were concerns that a parish survey had been done in the previous two years and nothing had come from the survey, Councillor Welsby informed that he will discuss this further with Dr Dan Poulter and report back to the Parish Council.

The meeting closed at 8.47pm and re opened at 8.52pm

#### 08 Election of Vice Chairman

Councillor Waller proposed Councillor Peters and Councillor Scott seconded the proposal, as there was no other nomination, Councillor Peters was duly elected as Vice Chairman until the Annual Council meeting in May and duly signed the Declaration of Acceptance.

#### 09 Co option of Parish Councillors

Mr P Anderson had contacted the Parish Council regarding the vacancy. Mr Anderson gave a small presentation to the parish council. Councillor Peters proposed Mr Anderson and the Parish Council all voted in favour Mr Anderson was duly co opted on to the Parish Council.

Mrs K Coe had contacted the Parish Council regarding the vacancy. Mrs Coe gave a small presentation to the Parish Council. Councillor Peters proposed Mrs Coe and the Parish Council all voted in favour, Mrs Coe was duly co opted on to the Parish Council.

- a. To Sign Declaration of Acceptance - Mr Anderson and Mrs Coe duly signed their Declaration of Acceptance.

10 To Discuss and Consider Adopting New Financial Regulations

The Parish Council discussed and voted in favour of adopting the new Financial Regulations, the Parish Clerk will email the new Regulations to Councillor Anderson and Councillor Coe.

11 To Discuss Update of Purchase of Adjoining Land to Cemetery

The Parish Clerk will contact the Land owners and try to arrange a meeting before the Parish Council meeting on the 11th or 18th May 2016.

12 To Discuss Update of PCSO and Service Level Agreement

A copy of the new Service Level Agreement had been received and the Parish Council were all in favour of accepting the Agreement and for it to be signed.

13 To Approve the Minutes of the Meetings Held on the:

- a. 10th February 2016 - These were approved and signed.
- b. 02nd March 2016 - These were approved and signed.
- c. 09th March 2016 - These were not approved and advice is to be sought from SALC
- d. 29th March 2016 - These were approved and signed.

14 Planning

- a. To discuss and consider Application Number 0488/16 - No comments were made.
- b. To discuss and consider Application Number 1223/16 - The Parish Council had no objection.

15 Allotments

- a. To discuss update on Allotment Site - To contact Land Solutions and invite them to the May meeting.
- b. To discuss Allotment Rents Due and Dates for this Year's Rental Agreements - The Parish Council made a Resolution to differ the yearly rents due until further information was known on the allotment land.

16 To Discuss and Complete Grant Form for Grit Bins for Chequer's Rise

It was agreed to contact Councillor Field and ask whether he was prepared to cover the full cost of the two grit bins as agreed in the minutes of August 2015.

17 To Discuss Format on Parish Council Emails

The Parish Clerk will contact SALC and inquire whether this item needs to be discussed at a Closed Meeting.

18 To Discuss Layout of Articles for In Touch Magazine

Councillor Plume suggested the previous Minutes that have been signed off that important facts are included in the magazine along with any updates and contact details of all parish councillors and the parish clerk.

19 To Discuss Clerk's Laptop Backup Process/Requirements

Councillor Plume suggested that with the new Apple Laptop that iCloud is set up as the Backup Process.

20 To Discuss Old Laptop from Previous Clerk

Councillor Plume informed the Parish Council that data is recoverable on the hard drive of the old Laptop. The Parish Clerk will obtain three quotations for costings of recovering data from the Hard drive and report back.

21 To Discuss Resident's Email concerning Dog Fouling and Rubbish

It was agreed to contact MSDC and inquire if they have a dog warden who could patrol the area and if there is anything they could do. The Parish Clerk will contact the resident and inform them that we are contacting MSDC and will contact them when the Parish Council have some information.

22 To Discuss Resident's Email concerning Public Meeting for Residents

Councillor Anderson informed the Parish Council that the meeting was now not needed, so no further action was required.

23 To Discuss Email from Gipping valley Bowls Requesting Funding

The parish council voted in favour of making a donation of £500.00 to the bowling club and asking if the parish councillors could have a visit around the club and see how the money is being spent, the Parish Clerk will contact the bowls club with this request.

24 To Update on Boardley and Robert's Overgrown Trees

The Parish Clerk had received a letter from Boardley and Roberts confirming the trees had been trimmed. The Clerk will email Boardley and Roberts and thank them for their co operation in this matter.

25 Finance

- a. Monthly Payments - The monthly payments were agreed to and cheques were signed to the value of £1741.78

- b. To Inform on March's Monthly Payments Paid - It was acknowledged that cheques signed to the value of £1527.43 had been signed out of council, due to March's meeting not held.
- c. To Agree to Internal Audit - It was agreed to ask John Phillips & Co Ltd to do the end of year accounts as soon as possible.

## 26 SALC Courses

- a. To discuss and agree training courses for Parish Councillors to attend - Councillor Plume is attending a Village Hall Course on the 5th May and would like to attend the Leadership Course in July, also three Good Councillors guides had been obtained, the Parish Clerk will contact SALC and obtain four more copies of the guide, so all parish councillors had an up to date copy.

## 27 To Discuss Parish Council Representative Attending Village Hall Management Committee Meetings

Councillor Plume had been in contact with the Chairman of the VHMC, and had taken advice from SALC regarding the position of a representative attending the meetings, SALC have advised that Councillor Plume attends the Village Hall training course and take the deeds of the village hall with him for a Consultant to look over the deeds and will report back after the training course.

## 28 Parish Council Representative Reports

- a. SALC - No report
- b. Village Hall Management Committee - No report.
- c. Viridor Liaison Group - Councillor Plume attended a meeting in February and informed that the landfill site will close in 2021.
- d. Churchyard/Cemetery - No report.
- e. Allotments Officer - No report.
- f. Parish Liaison - Councillor Plume informed that there is a meeting of all the Chairmen of Claydon, Barham and Great Blakenham and will inform the Parish Council when he knows more.
- g. SITA Liaison Group Meeting - The Parish Clerk will contact SITA and inquire if a visit can be arranged to tour the Incinerator.

## 29 To Discuss Parish Clerk's Remaining Holiday Hours

The Parish Clerk will contact SALC and ask if the remaining holiday hours can be carried over into the next holiday year.

## 30 Date of Next Meeting

11th May 2016 at 7.30pm for the Annual Council Meeting and 18th May 2016 at 7.30pm for the Annual Parish Meeting.

Chairman

Date