

**WETHERINGSETT CUM BROCKFORD PARISH COUNCIL**  
**Minutes of the meeting held 7 December 2015**

Present: Cllrs R Anscombe (Chairman), Mrs E Aldred, M Baker, Miss J Canham, B Lacey, J Leadbetter, Ms S Payne and Mrs S Perry. County Cllr A Stringer.

1. **Apologies for absence** were received from Cllrs Mrs A Arnold, T Alston and Mrs C Nickson.
2. **Declarations of interest relating to items on the agenda**  
Item 3.1 – Cllr Miss J Canham
3. **To receive the following reports:**  
Police – no report  
County Councillor – Cllr Stringer was in attendance at the meeting and produced his written report – copy attached to the minutes.  
Additional items raised included an update on the Waste site at Brome; the County Council did not want to see the site close and would do all it could to help but the site was now a private business. Cllr Leadbetter raised the changes made to procedures following the death residents in care homes and the affect this has on relatives. It was understood the changes now involved the care home having to only inform the coroner and not the next-of-kin.  
District Councillor – no report  
Footpaths – Cllr Mrs Aldred reported that the tree had been cleared from the footpath near Wetherup Street. Footpath 52 from the Church to Wetheringsett Hall was however in a poor condition.
4. **To approve Minutes of the meeting held 2 November 2015**  
The following amendments were raised:  
Item 13. Cllr Ms Payne had not been aware she was to put forward a site for the second site for the dog bin but would do so.  
Item 16. Research suggested the cemetery land may have been gifted to the Parish, this remained to be confirmed.  
Subject to the above amendments Cllr Leadbetter proposed acceptance of the minutes, seconded Cllr Lacey and agreed.
5. **Matters arising from the Minutes for report only**  
Town Lane hedge – the overgrown section had been cut back from the road following the report to Suffolk CC Highways.
6. **MEETING OPEN TO THE PUBLIC** – No comments.
7. **To consider planning applications for recommendation to MSDC**
  1. 3888/15 : 1 Church Street – fell Willow due to excessive size; fell 2 Cherry Trees due to proximity to house and coach lodge; fell Plum tree; fell Acer close to new extension and main drain. Replant with appropriate small trees on boundaries. Cllr Leadbetter proposed a recommendation in support, seconded Cllr Mrs Aldred and unanimously agreed.
  2. 4021/15 : Meadow Farm, Blacksmiths Green – erection of 5 poultry units and associated Infrastructure following demolition of existing poultry farm. Cllr Leadbetter proposed a recommendation in support, seconded Cllr Baker, 7 in favour, 1 abstention. Proposal carried.
8. **Planning Decisions received from MSDC**
  1. 3531/15 : Primrose Cottage, Wetherup Street - Demolition of outbuilding & partial demolition of rear extension. Erection of single storey extension comprising living space, bedroom and garage accommodation with associated external works comprising surfacing to parking area, timber deck terrace to north, replacement site access gates, new sewage treatment unit and amenity landscaping. **Planning Permission and Listed Building Consent Granted.**
  2. 1767/15 : Meadow Farm Barn, Blacksmiths Green – change of user to agricultural barn. **Planning Permission and Listed Building Consent Granted.**
9. **Wetheringsett Village Hall report**  
Cllr Leadbetter reported a heater and light repair had been carried out during the last month.
10. **Proposed future Village Hall report**  
Cllr Ms Payne reported the Development Agreement had been completed and signed. The Chairman thanked Cllr Ms Payne for progressing completion of the documenty with Suffolk CC . The next stage in the process to be discussed at the January meeting.
11. **Provision of speed awareness scheme**

Item deferred pending a response from Mickfield Parish Council.

**12. Dog Fouling – Hockey Hill**

Two dog waste bins had been ordered, one to be installed on the green verge opposite the Hockey Hill cul de sac and the other on the triangular piece of green near the Village Sign. Cllr Ms Payne offered to speak to neighbouring residents to inform them of the proposed bin near the village sign. Mr Shaun Easter had agreed to install the bins.

**13. Play area report**

Cllr Baker reported that there were no major issues following the remedial work carried out and the top-up of the bark chippings. The remaining minor items would be monitored. Cllr Baker thanked councillors for their help with the bark chippings.

**14. Proposed footpath leaflet**

Cllr Mrs Perry reported that the specimen design was not yet available from Suffolk CC. Item deferred to next meeting.

**15. To consider a community cycling fundraising event**

Following some research into an event, the Chairman stated that the cost of staging an event would unfortunately exceed the £500 grant available. In addition the event would need to be held during January/February to meet the grant application deadline and it would be difficult to attract participants at that time of the year. Members thanked the Chairman for investigating the possibility of an event but it was agreed not to take the suggestion further at this stage.

**16. To consider Wetheringsett PCC request for additional cemetery maintenance**

Awaiting further information from the PCC.

**17. To consider the Queen’s 90<sup>th</sup> Birthday Tea Party and Village Fete**

Cllr Leadbetter stated these would be two separate events, both held at the Village Hall and Field. The Birthday Tea would take place on Sunday 12 June and the Village Fete on the 4 July. Two ladies had offered to organize the Birthday Tea. A contribution to the cost of the events from the Parish Council would be very welcome.

**18. To agree Twitter items**

Installation of the Dog Bins and their use to be included on the PC Twitter site.

**19. Finance**

1. To consider s.137 donation requests

East Anglian Air Ambulance. There had been no donation made during the last financial year. A sum of £100 was proposed by Cllr Ms Payne to cover both years, seconded Cllr Leadbetter and agreed.

2. Accounts for payment

EAAA	£100.00
Matthew Allen – hire of trailer for play bark	£60.00
Clerks sal/expen Nov 2015	£249.88
Material Change – bark for play area	£273.00

Cllr Leadbetter proposed payment of the above accounts, seconded Cllr Mrs Aldred and agreed.

3. To consider draft proposal for 2016/17 Parish Precept

Cllr Leadbetter put forward draft proposals for expenditure and consideration as follows:

	£
PC Insurance	800
Annual Audit	200
Annual subscriptions	400
VH Rent	150
Training	100
Donations	500
Grass cutting	500
Play area maintenance	500
Clerk	3,300
Additional items	
Footpath leaflets	250
Refurbishment of Kiosk	800
Defibrillator	1,000
VAS speed sign	1,000
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	9,500

The above sum did not include additional support for village hall maintenance. It was suggested that a sum of £1200 should be transferred from general reserves to the current village hall reserve for maintenance items.

The precept for 2015/16 had totalled £8050. Cllr Leadbetter suggested an increase of 1.5% in line with inflation. This item to be deferred for final consideration and agreement at the next meeting. Cllrs Ms Payne and M Baker agreed to make a formal application to the Town Estate Charity for a contribution towards the proposed defibrillator.

**4. Review of Standing Orders/Financial Regulations/Risk Assessment/Internal Controls and Asset Register**

The current documents had been circulated for consideration. Item to be deferred to the New Year to enable members to review the documents.

**5. SALC – Abolition of the Audit Commission**

A publication had been received from SALC (circulated to members prior to the meeting) notifying parish councils of new external audit arrangements with effect from 1.4.17 owing to the Government's abolition of the Audit Commission. NALC was in the process of setting up a Section Led Body (SLB) to carry out and simplify the annual audit. Parish Councils would be entitled to opt out of the SLB scheme should they wish but in those circumstances would need to make their own audit arrangements. This decision must be notified to SALC by 31 January 2016. When considering whether to remain or opt out, council members should consider the financial and workload implications of making their own audit arrangements. Having considered the initial proposals from NALC, Cllr Leadbetter proposed that Wetheringsett remained in the proposed scheme, seconded Cllr Mrs Aldred and agreed. No action was required if a council was to remain in the proposed scheme.

**20. Clerk's report/correspondence**

Suffolk Local Police Review meeting on 10 December at Martlesham Headquarters. Cllr Baker to attend.

Suffolk Fire and Rescue Consultation document, deadline for response 22 February 2016. Members to review online to make individual responses.

Parish Council of the Year Award – a prize of £50 had been awarded to Wetheringsett. On behalf of Cllr Mrs Arnold, Cllr Baker asked whether members would be agreeable to that sum going to the Memorial fund. Cllr Baker proposed, seconded Cllr Ms Payne and agreed.

Locality Budget funding for defibrillator. Cllr Baker offered to make an application direct to MSDC.

**21. Chairman's Urgent Business**

The Chairman recorded congratulations to Cllr Mrs Ann Arnold for her work on the USSAF Memorial move to Mendlesham resulting in the joint Parish Council of the Year award on behalf of Wetheringsett and Mendlesham.

**22. Any other business for information exchange/agenda requests**

Community Emergency Planning – report on the November meeting to be included on the next agenda. January meeting - The Chairman stated he would be unable to attend the January meeting and took the opportunity to thank all members for their support over the last year.

Meeting closed 9.15pm

Signed:

Chairman

Date: