

Wetheringsett cum Brockford Parish Council
Minutes of the meeting held 4 December 2017, 7.30pm at the Village Hall

Present: Cllrs Mrs E Aldred, C Harvey, B Lacey, J Leadbetter. County Cllr A Stringer and District Cllr G Horn.

1. **Apologies for absence** were received from Cllrs Mrs A Arnold, T Alston, R Anscombe (Chairman), Mrs E Cain, Miss J Canham and Ms S Payne. In the absence of the Chairman, Cllr Harvey proposed Cllr Leadbetter chaired the meeting, seconded Cllr Mrs Aldred and agreed.
2. **Declarations of interest relating to the agenda** – none.
3. **Town Lane Haulage site** – report from County and District Councillors
Cllr Stringer reported during the last 4 weeks he had received no telephone calls nor emails relating to the site. Cllr Lacey reported the entrance had been blocked and it was understood there were issues with the company leasing the site. This may present an opportunity to remedy the solution in terms of how the site was operated, particularly the high business rates. Cllr Horn stated a meeting with the Chief Executive at MSDC had been arranged to discuss this subject and the site returning to its previous level of activity. Cllr Stringer stated he would also speak with the owner of the site for his view. In the meantime Cllr Stringer would arrange for highway repairs to Town Lane.
4. **To receive the following reports:**
 - Police – report available online.
 - County Councillor – written report circulated – copy attached to the Minutes. Cllr Stringer explained the County budget proposals 2018/19 stating that following a seven year freeze there would be an increase of nearly 5% as well as a cut to some services. No further questions were raised. Cllr Leadbetter thanked Cllr Stringer for his report and his work on behalf of the parish over the last year.
 - District Councillor – Cllr Horn reported on the activity in Mendlesham Road. The Mid Suffolk Enforcement Team were aware and an officer had visited the site, as a result formal enforcement proceedings were due to be issued.
Reports had been received that the Broome Recycling Centre was not open to the public. The Mid Suffolk Enforcement Team was investigating and would update parishes when details were available. Cllr Horn commended members on their response to the Joint Local Plan consultation document. Parish council responses to planning applications was raised and concern that comments made were not being taken into account by Mid Suffolk Planning Dept. Cllr Horn assured members that their comments would be taken into account, that the delegated planning officer would write a report on the application and any recommendation made would comply with the relevant planning policy.
Regarding approvals for new dwellings, Cllr Horn stated Mid Suffolk was short of its 5 year housing supply and where an application for a new property was made unless it was going to cause harm to the surrounding area it would more than likely be approved. Planning Officers were also spending time with applicants prior to submitting an application to ensure when it is submitted it was likely to be approved. Where issues are highlighted, such as drainage, a planning application would more than likely remedy a problem as this would become a condition of any approval.
Cllr Horn produced a parish profile for Wetheringsett showing only 5 new dwellings had been built over the last 5 years. Cllr Horn offered his support for a Neighbourhood Plan and stated some funding could be available.
Cllr Leadbetter thanked Cllr Horn for his report and work on behalf of the parish over the last year.
 - Footpaths – the following maintenance issues were reported:
Footpath 26 between White Horse Corner and Broadgreen – bow across the path.
Footpath 29 and 30, Broadgreen to Station Road – footpath signs were broken
5. **Minutes of the meeting held 6 November 2017**
Subject to amendment at item 8 – a quotation of £4000/£5000, Cllr Lacey proposed acceptance of the Minutes, seconded Cllr Harvey and agreed.
6. **Matters arising from the minutes for report** – none.
7. **MEETING OPEN TO THE PUBLIC** – no comment
8. **To consider Planning Applications for recommendation to MSDC**
 1. DC/17/05711 : Old Hall Farm, Thorndon Bridge, Braiseworth – erection of grain store. No comment offered.

2. DC/17/05635 : The Old Forge, Church Street – removal of 2 pine trees, reduction in height of lime tree and pruning 8 fruit trees. Cllr Harvey proposed a recommendation of support, seconded Cllr Mrs Aldred and agreed.
3. DC/17/05603 : Fox House, Park Green – erection of cartlodge. Cllr Mrs Aldred recommended support of the application, seconded Cllr Leadbetter and agreed.
4. DC/17/05622 : The Old Forge, Blacksmiths Green – demolition of workshop building and redevelopment and extension of the Old Forge building as a dwelling. A recommendation of refusal was agreed on the grounds members would prefer to see the Old Forge building converted rather demolished due to the history of the building.

9. To receive Planning Decisions from MSDC

1. 4711/16 : 4 Church Street – conversion of double garage into combination of ancillary living accommodation and store. **Appeal allowed.**
2. DC/17/04503 : Wetheringsett Manor – repairs and work to roof including roof timbers. **Listed Building Consent Granted.**

10. **Planning Correspondence and street naming** – awaiting response from MSDC regarding enforcement action: Mendlesham Road and land south of Brockford Garage and street signs Brockford Street.

11. **Proposed Neighbourhood Plan** – deferred to next meeting.

12. Village Hall Report

Cllr Leadbetter reported a balance of just over £1500 in the VH account. Some maintenance work was still to be carried out in the hall including electrical. All users of the Hall appeared to be very satisfied with the facilities available.

13. Proposed new Village Hall

This would be dependent upon setting up a new working group. Deferred to next meeting.

14. **VAS Speed Awareness and to consider 30mph wheelie bin stickers** – deferred to next meeting.

15. **To consider Grasscutting 2018** – deferred to next meeting.

16. **Play Area Report** – deferred to next meeting.

17. To consider village clean

It was agreed the originally suggested autumn clean be carried out during the spring litter pick.

18. **Highway pavement – Brockford Street** – clearance of the pavement completed.

19. Finance

1. To consider s.137 donation requests

Two Poppy Wreaths purchased on behalf of the Parish Council totalled £40.

2. Accounts for Payment

Tuddenham Press – Poop the Scoop leaflets	£18.00
Clerk's sal/expenses – November 2017	£267.22
Mr K Goudy – Two Poppy Wreaths	£40.00

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

3. Finance Report

Cllr Leadbetter had prepared a draft budget for 2018/19 for consideration – copy circulated.

The draft showed an increase of 2% on last year's budget: 2016/17 £8510, proposed 2018/19 £8680 an increase of £170.

Expenditure to date totalled just under £5,000 with a further four months of the financial year to cover.

Members thanked Cllr Leadbetter for his work on the precept figures. Item to be considered and agreed at the January meeting.

4. To consider contribution to Town Lane legal fees – deferred to next meeting.

5. To consider items raised in internal audit report 2016/17

Item 2 – Legal Powers. To consider referreing legal power for payments in Minutes or Cashbook.

Item 9 – Asset register. Review list of assets providing further detail, ie location, date acquired and value with additional columns for acquisition and disposals. Completed.

Item 13 – Internal Review – Provide a separate statement of internal controls – model document obtained from SALC for adoption – Cllr Leadbetter to review.

Item 14 – quarterly financial statement to be presented to council meetings – Cllr Leadbetter was presenting this information on a quarterly basis.

Item 14 – Review of ICO registration. Due to new legislation this item was under review and awaiting updates from SALC.

Item 15 – Period for exercise of public rights. The dates were noted.

Item 15 – Publication of information. This recommendation was noted.

6. Report on External Audit's report 2016/17

The External Auditor had completed their review of the Annual Return with the following comments:

1. The council must ensure that the electors; rights inspection period commences after the accounting statements are approved.

2. The Council must include all fixed assets owned by the Council in Section 2 of the Annual Return. Members noted the comments in the report.

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

SALC – new Data Protection Legislation effective May 2018 –

The latest information from SALC had been circulated to members. Compliance with the new Data Protection Bill was required by May 2018 and would require the appointment of a Data Protection Officer. Due to the knowledge and complexity of the legislation SALC was looking at providing an outsourcing body to act on behalf of grouped parish councils for which there would be an outsourcing fee. Further information would be available over the next few weeks, in the meantime councils should consider a fund to cover any outsourcing fee in their 2018/19 precept.

21. **To consider Twitter items** – none.

22. **Chairman's Urgent Business** – none.

23. **Any other business for information exchange/agenda requests** – none.

24. **Date of next meeting – Monday 8 January 2018.**

Meeting closed 9.35pm

Signed:

Chairman

Date: