

Wetheringsett cum Brockford Parish Council
Minutes of the meeting held Monday 4 February 2019, 7.30pm at the Village Hall

Present: Cllrs C Harvey (Vice Chairman), Mrs A Arnold, T Alston, Mrs E Cain, B Lacey, J Leadbetter and Ms S Payne. County Cllr A Stringer and District Cllr G Horn.

1. **Apologies for absence** were received from Cllr A Anscombe and the Chairman, Cllr Mrs Nickson, would be arriving late. In the absence of the Chairman, Cllr Harvey chaired the meeting.
2. **Declarations of interest relating to items on the agenda** – none.
3. **To receive the following reports:**
 - Police – report available online
 - District Councillor’s report – Cllr Horn stated MSDC was now in the process of budget setting. The pressure on the budget surrounded housing and social housing grants. A 2% increase was currently being proposed, Cabinet had approved the final draft to go to full Council at the end of February. Regarding the Upper Orwell Crossing, the local plan transport model had been based on additional bridges across the river. Any changes such as the cancelled bridge would involve changes to the Local Plan model impacting on the District Council.
With regard to the planning need, each site would need to be looked at on its own individual merits. There had been some difficulties accessing Excom, Cllr Horn asked members to let him know if there were still problems. Section 106 allocations over the last 40 years were being assessed and Cllr Horn encouraged members to view the allocations online to monitor those that may be due for expiry. Cllr Horn explained the process for Cil and S.106 applications and was pleased to report MSDC had been nominated for a regional Town Planning award.
£5,000 had been given towards the cycle route from Cllr Horn’s locality budget and Paul Bryant from MSDC would be addressing Occold Parish Council about the process for neighbourhood plans on 19 February, this meeting was open to neighbouring parishes to attend.
Cllr Ms Payne recorded her huge thanks to Cllr Horn for the grant award towards the cycle route, this would now leave £2,000 to raise.
(Cllr Mrs Nickson arrived)
 - County Councillor’s report – Cllr Stringer presented his written report (copy attached to the minutes). Cllr Stringer added it was important a parish councillor sat on the local school governing board to ensure the council was kept informed on educational issues and he suggested the council applied to his locality budget for the remainder of the cycle route costs.
The Chairman thanked the District and County Councillors for their attendance and reports.
 - Footpaths – no report
 - Trees – no report.
4. **Minutes of the meeting held 7 January 2019** – Cllr Mrs Arnold proposed acceptance of the Minutes, seconded Cllr Ms Payne and agreed.
5. **Matters arising from the minutes for report** – none.
6. **MEETING OPEN TO THE PUBLIC** – none.
7. **To consider Planning Applications for recommendation to MSDC**
 1. DC/19/00054: Wetheringsett Village Telephone Kiosk – refurbishment of the village telephone kiosk – A recommendation of support was proposed, seconded and agreed.
 2. DC/19/00262: Waveney Cottage, Church Street – trim branches of 3 hazel trees. A recommendation that the parish council did not wish to object was proposed, seconded and agreed.
 3. DC/19/00240: Mendlesham Industrial Estate, Norwich Road – clad roof and raise roof profile. A recommendation of support was proposed, seconded and agreed.
 4. DC/19/00329: Wetheringsett Primary School – notification of works in conservation area – fell 2 Christmas trees T1 and T2. A recommendation of support was proposed, seconded and agreed.
8. **Planning Decisions received from MSDC**
 1. DC/18/05424: 1 All Saints Close – removal of maple to ground level. **MSDC does not wish to object.**
 2. DC/18/04424: Deerbolts Cottage, Blacksmiths Green – Discharge of Conditions DC/18/00082 – DC/1/04453: Condition 4 agreement of materials, Condition 5 fenestration. **Prior to commencement of works details to be submitted to MSDC**

3. DC/18/04132: Deerbolts Cottage, Blacksmiths Green – Discharge of Conditions Application DC/18/00077 – Condition 6 Alterations to frame, Condition 7 Landscaping, Condition 9 Lighting.

Prior to commencement of work details to be submitted to MSDC.

4. DC/18/04138: Deerbolts Cottage, Blacksmiths Green – Discharge of Conditions DC/18/00078 – Condition 3 Alterations to frame, Condition 4 Demolition or alteration. **Prior to commencement of works details to be submitted to MSDC**

9. **Planning Correspondence**

Correspondence had been received from the NFA Group, a children's service provider, which was in the process of acquiring Wetheringsett Manor as a co-educational additional needs day school for 50-60 children. Parish council members were invited to an open event to hear further about the proposals on 13 February 2019 between 5 – 7pm. Members were encouraged to attend. The main impact raised was the increased daily traffic travelling to the Manor.

10. **Neighbourhood Plan**

Cllr Mrs Nickson reported the working group had held its first meeting with three parishioner volunteers. This was an informal meeting to look at the processes required. One of the volunteers had attended a Neighbourhood Plan meeting run by the Local Council Advisory Service and as a result was keen to lead the group. The group had agreed to meet monthly, the next meeting would be a formal meeting, minuted and reported back to the parish council. The LCAS course had cost £45. Cllr Ms Payne proposed the parish council funded the course, seconded Cllr Alston and agreed.

11. **Village Hall report**

Cllr Leadbetter reported a balance of £931.11 in the bank account. The Eastern Angles performance would be held on 6 April, Curtains Up were currently performing and Yoga classes were held regularly. Cllr Leadbetter was pleased to report further bookings with a Gin Tasting on 16 March and Chilli Evening on 16 February.

12. **Use and Maintenance of current hall – medium term plan for village hall**

Cllr Ms Payne reported on a first meeting attended by two parishioner volunteers and Cllr Harvey. An outline draft for design, concept and fee proposals for a new hall would be compared with maintenance to the existing. The group would prepare a report for circulation to council members. MSDC had a team available to help with village hall funding, the group would take advantage of this facility. The first formal meeting of the group would be held on 5 February at 7.30pm. Cllr Alston offered to join the group.

13. **VAS speed awareness report**

Awaiting draft letter to the police from County Cllr Stringer. Cllr Harvey reported a Galloway bus speeding at Park Green, route 144. Clerk to report to Galloway.

14. **Play Area – to consider ROSPA annual inspection report and ongoing maintenance programme**

Cllr Lacey reported there were a number of minor items raised in the report, these were all classed as low risk or very low risk some itemized as follows:

Some timber sleepers rotten – Cllr Lacey believed these would last at least another two years

Finger entrapment on slide – low risk

Fence posts loose – these were loose due to the very dry weather – low risk, Cllr Lacey to monitor.

Swing too low to the ground – low risk

Some mats need replacement – low risk

Bolts – renew plastic caps. Cllr Lacey stated these were flush with the frame.

Some rubber pieces on the climbing frame had perished but these had not been reported in the report – Cllr Lacey to order replacements from Kompan.

Remove algae from equipment – Cllr Lacey to look into cost of cordless pressure washer

Members noted all items raised, that these were all low/very low risk. Cllr Lacey to monitor equipment ongoing.

15. **Wetheringsett Cycle Route**

Cllr Ms Payne confirmed the grant of £5,000 towards the project from District Cllr Horn's locality budget, this was much appreciated. A village quiz with a cycling theme to raise awareness of the cycle route as well as fund raising would be held on 30 March 2019. A further grant of £2,000 had been offered by County Cllr Stringer. Cllr Ms Payne recorded thanks to Cllr Stringer and she hoped the launch of the route would be held during the middle of June.

16. **Finance**

1. S.137 donation requests

Suffolk Age UK – defer to next financial year

2. Accounts for Payment

JP Chick & Partners Ltd – Village Hall site inspection
and report £900.00
Clerk sal-expen Jan 2019 £267.02
LCPAs – Neighbourhood Plan workshop £45.00

Cllr Ms Payne proposed payment of the above, seconded Cllr Alston and agreed.

3. Finance report

1. Cllr Leadbetter reported finances were all within budget.
2. Review of Internal Controls Policy

Cllr Leadbetter had completed the Internal Controls Policy and presented this to the meeting.

Cllr Ms Payne proposed adoption of the document, seconded Cllr Alston and agreed.

17. **GDPR review and report**

The SALC model Data Protection and Information Management policy had been circulated to members. Document to be reviewed for adoption at the next meeting.

18. **To consider adoption of Standing Orders 2018/19** – deferred to next meeting.

19. **To review and adopt Asset Register 2018/19 and Risk Assessment Policy 2018/19**

Asset Register - The document had been circulated for review prior to the meeting. Cllr Ms Payne proposed adoption of the Asset Register, seconded Cllr Leadbetter and agreed.

Risk Assessment – Document circulated for review prior to the meeting. Cllr Ms Payne to check the lifesaving aid at the pond. Cllr Alston proposed adoption of the Risk Assessment Policy, seconded Cllr Mrs Arnold and agreed.

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

MSDC draft land supply statement 2018/19 consultation – response date 28 February 2019

Annual Parish Meeting – the date of 13 May 2019 was agreed

Annual Litter Pick – this would take place on 10 March 2019 and was being arranged by a parishioner. Details had been included in the Parish Magazine.

Parish Council elections – details would be included in the Parish Magazine.

21. **Chairman's Urgent Business** – members were encouraged to attend the open meeting at Wetheringsett Manor on 13 February.

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

Primary School Gate – it was reported the school had arranged for the gate and bollards to be repainted.

Low Road, Brockford – Cllr Mrs Arnold reported a resident in Low Road was concerned about callers to her property asking for the whereabouts of the 'puppy farm'. It was suggested the resident put a sign on their gate that puppies were not available at their property.

23. **Date of next meeting – Monday 4 March 2019, 7.30pm at the Village Hall.**

Meeting closed 9.30pm

Signed:

Chairman

Date: