

Wetheringsett cum Brockford Parish Council
Minutes of the meeting held Monday 5 March 2018

Present: Cllrs R Anscombe (Chairman), Mrs E Aldred, Mrs A Arnold, Mrs E Cain, Miss J Canham, C Harvey, B Lacey, J Leadbetter and County Cllr A Stringer.

1. **Apologies for absence** were received from Cllrs A Alston, Mrs C Nickson and Ms S Payne.
2. **Declarations of interest relating to items on the agenda**
Cllr Miss J Canham – item 4 Police Report.
3. **Town Lane Haulage site report**
The meeting with the MSDC Chief Executive was due to take place on 11 April, Cllr Stringer reported there was therefore little to report other than he had been in contact with the site owner to keep the dialogue open with all parties. In the meantime the financial implications for the site owner continued and if the parish council was supportive of trying to reduce the business rates there was a window of opportunity to progress things. In the meantime Town Lane highway repairs were being carried out.
4. **To receive the following reports:**
Police – latest report available online. A recent article in the Diss Express by PCC Tim Passmore was raised. Mr Passmore had made a call for people to come forward as volunteer information gathers due to the reduction of PCSO's in the county. The lack of support from local officers relating to the VAS data was mentioned. Cllr Stringer stated that although the data could not be used to prosecute for speeding the data could be used as a basis for exchange of information between the police, parish and highways.
County Councillor – Cllr Stringer's written report had been circulated prior to the meeting. Additional items raised included drainage problems outside Dove Cottage, Brockford. Following a video taken by Cllr Stringer repairs had been carried out within 24 hours.
District Councillor – no report
Footpaths – no items to report.
5. **Minutes of the meeting held 5 February 2018**
Cllr Mrs Aldred proposed acceptance of the Minutes, seconded Cllr Mrs Cain and agreed.
6. **Matters arising from the Minutes for report** – none.
7. **MEETING OPEN TO THE PUBLIC** – no comments.
8. **To consider planning applications for recommendation to MSDC**
 1. DC/18/ 00082/81 : Deerbolts Cottage, Blacksmiths Green – conversion and extension of outbuilding to form holiday accommodation, installation of sewerage treatment unit and associated landscaping. Upgrade existing vehicular access. Cllr Harvey recommended approval of the application, seconded Cllr Miss Canham and agreed.
 1. DC/18/00569 : The Forge, Blacksmiths Green – change of use of agricultural building to a dwellinghouse. Cllr Mrs Aldred recommended support of the application, seconded Cllr Mrs Arnold and agreed.
 3. DC/18/00554 : Hoods, Town Lane – works to replace sole plate and repair oak frame. Replace cement rendering with lime rendering. Cllr Harvey recommended support of the application, seconded Cllr Lacey and agreed.
9. **Planning Decisions received from MSDC:**
 1. DC/17/00263 : Mill House, Station demolition of outbuilding and erection of one and a half storey outbuilding. **Planning Permission Granted**
 2. DC/18/00425: Meadow Farm, Blacksmiths Green – change of use of agricultural barn to residential. **Application Withdrawn.**
10. **Planning Correspondence/Street Naming**
Cllr Mrs Cain reported she was still pursuing with residents whether street name signs were required to some unnamed properties in Brockford Street.
11. **Report on refurbishment of telephone kiosk – Church Street.** Awaiting progress report from Cllr Ms Payne.
12. **Village Hall Report**
Cllr Leadbetter reported a balance of £1557.90 in the VH reserve account. The pantomime had been successful and Eastern Angles were due to perform on the 14 April. Cllr Leadbetter reported he had held discussions with the booking clerk and a local handyman and pending a decision regarding a new village hall attempts would be made to keep the current hall operational with minor maintenance work

but long term repairs were required as follows: making good the floor near the kitchen, decorating the wc's, providing heaters in the wc's, filling in some windows to avoid repairs to woodwork, a thorough clean and re-varnishing the floor, repairs to outside plaster, redecorating the storeroom. If the building was upgraded it would be more attractive for hiring. As yet the repairs have to be costed or it may be possible to obtain volunteer help. Cllr Harvey suggested providing LED dimmable panel lighting. Members supported the repairs recommended subject to costing.

13. **New Village Hall/possible use of All Saints Church for community use**

Cllr Anscombe stated he had spoken with Rev Julia Lall regarding use of the church as a community facility/village hall and initial discussions had been supportive. A meeting to discuss the proposal in more detail was to be arranged with Cllrs Anscombe, Alston and Rev Lall.

14. **VAS speed awareness report**

A letter to PCC Tim Passmore had been drafted and circulated by Cllr Harvey setting out the parish council's concerns over the lack of support from local police officers. The letter was approved and Cllr Harvey would send the letter direct to Mr Passmore.

A response had been received from Mickfield Parish Council as to whether they would be interested in sharing the VAS equipment. Mickfield had not as yet obtained approved sites from County Highways for siting the equipment and was therefore unable to share the equipment.

15. **To consider Grasscutting 2018**

Cllr Lacey reported he had been in contact with a resident interested in cutting the cemetery and play area. To bring both areas up to a good standard a quotation of £1000 had been given for 5 cuts over the spring/summer/autumn. This would not include strimming around headstones. Members were supportive of the quotation subject to confirmation it would include cutting up to the perimeter areas. Cllr Lacey to obtain confirmation of this.

Strimming around the headstones and some inaccessible areas would also be required and a separate quote for this would need to be obtained. Cllr Lacey to obtain.

16. **Play Area Report**

Cllr Lacey offered to inspect the equipment, fencing and picnic items and would report at the next meeting.

17. **To confirm date of Spring Litter Pick/Spring Clean**

A date of Sunday 22 April 2018 meeting at 10am at the village hall was agreed. Litter pick items to be obtained from Mrs Clare Tilbury and a notice included in the parish magazine asking for volunteers.

18. **Proposed Wetheringsett Cycle Route** – item deferred.

19. **Finance**

To consider s.137 donation requests

A request for a single one off donation of £50 had been received from Suffolk Neighbourhood Watch Association a voluntary independent representative body for Suffolk managed by an elected committee responsible for raising all funds to cover the operating costs of the Association. Before deciding whether to support the request it was agreed the Association was asked whether it covered and was actively working in the Wetheringsett area.

Accounts for Payment

Clerk's sal/expen Feb 2018	255.10
Wetheringsett VH – Hire of hall 2017/18	130.00

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

Finance Report

Cllr Leadbetter reported there was currently a £2800 surplus in the current year's budget and reported he was happy that the Council was on track with its expenditure.

Internal Control Policy – appointment of Councillor to carry out quarterly review. Cllr Mrs Cain proposed that all councillors, during the finance section of the meeting, confirmed internal controls on a quarterly basis, seconded Cllr Harvey and agreed.

To consider review of clerk's hourly rate and spinal column point (clerk left the room)

The recommendation as outlined at the last meeting by Cllr Leadbetter (Minute ref 19.3) was agreed – hourly rate increasing to £12.16 effective from 1 April 2017 moving to spinal column point 27 with effect from 1 April 2018. (clerk returned to the room)

20. **Review of Parish Council Asset Register and Risk Assessment**

A copy of the Asset Register and Risk Assessment documents had been circulated prior to the meeting. Cllr Miss Canham proposed adoption of the documents, seconded Cllr Leadbetter and agreed. (copies attached to the Minute Book).

21. **Report on the GDPR recommendation from SALC/NALC**

It was understood SALC had set up a dedicated area on their website offering guidance on the new regulation to be introduced May 2018. No further information had however been received regarding the outsourcing of the GDPR and appointment of a Data Protection Officer. An update to be requested from SALC in preparation for the next meeting.

22. Clerk's report/correspondence

Onesuffolk Website – to help manage the website the clerk suggested she attended a session in website management at Community Action Suffolk at a cost of £40 plus vat for a 2 hour session. The expenditure was approved.

SALC Area Meeting – the next meeting would be held on 7 March at Fressingfield. Noted.

MSDC – CiL presentation – documents from the presentation had been circulated.

Suffolk Royal British Legion Armistice 100 - to mark the centenary of the 1918 Armistice an event was being planned to take place on Thursday 8 November 2018 inviting primary school children to lay poppies on War Graves in cemeteries and churchyards across the county.

Wetheringsett had two War Graves and the Suffolk RBL would be looking for volunteers in parishes to help with the event which would involve organizing a simple gathering at 11.00hrs on the day. It was suggested a call for volunteers was included in the parish magazine and that any volunteers should register their interest by emailing suffolkremembers@gmail.com.

23. Any other business for information exchange/agenda requests

Cllr Miss Canham requested that a note was included in the parish magazine thanking local farmers, community volunteers and neighbours checking on neighbours for rallying together during the recent heavy snow and very cold weather conditions.

Cllr Leadbetter mentioned that a community chat line on Facebook had been very successful during the recent bad weather and suggested the parish council considered setting up a Village Communication link via Social Media. Item to be included on the next agenda.

24. Date of next meeting

The Annual Parish Meeting and Annual Parish Council meeting – 7pm Tuesday 1 May 2018 at the Village Hall.

Meeting closed 9.10pm

Signed:

Chairman

Date: