

Great Blakenham Parish Council

Minutes of Parish Council meeting held on Wednesday 10th August 2016 at 7.30pm at the Parish Rooms, Stowmarket Road, Great Blakenham

Present: Cllrs Widge Bowman, Karen Peters (Vice Chairman), Steve Plume (Chairman) and Joel Waller. Also in attendance three members of the public and Sarah Foote (Locum Clerk via SALC Clerking Services).

1. Apologies for absence - there were no apologies for absence.
2. Declarations of pecuniary or non-pecuniary Interests
 - a. There were no declarations of interest appropriate to any item on the agenda.
 - b. There were no written requests for dispensations for disclosable pecuniary interest.
 - c. No dispensations were granted.
3. Co-option of Parish Councillors
Expressions of interest had been received and formal consideration of this application would take place at the September meeting. Interested candidates would be provided with details of the eligibility criteria. *Action: Clerk*
4. Public Forum
Suffolk County Council – not in attendance
Mid Suffolk District Council – not in attendance.
Suffolk Police - no report had been supplied and it was noted that this item would be removed from future agendas
At **19.34** 15 minutes were allocated for questions from members of the public.
There were no questions from members of the public
At **19.35** the meeting was reconvened.
5. Minutes of the meeting held on 13th July 2016.
It was unanimously agreed to approve the minutes of the meeting of 13 July 2016.
6. Matters arising from minutes of meeting on 13th July 2016 - none.
7. Planning
 - a. The following planning application was considered:

Reference	Location	Application
2772/16	2 Mulberry Gardens,	Removal of existing wall and relocation to new position

It was unanimously agreed to recommend SUPPORT for this application

- b. The following planning determination was noted:

Reference	Location	Application
2106/16	2 Chalk Hill Rise	Erection of rear conservatory

Planning Permission had been GRANTED

- c. Any other planning matters

Subject to an extension to the deadline, a request from Mid Suffolk District Council for the Parish Council to provide a suggestion for names for two new roads at Land off Chalk Hill Rise would be considered at the next meeting. *Action: Clerk and agenda next meeting.*

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Date: 14.9.2016

8. Governance

a. To consider Service Level Agreement and costs for SALC Locum Clerking Services for the three month period July/August/September.

£750 . Accepted by Council and unanimously signed by the Chairman on behalf of the Parish Council.

a. To agree an application to the 2016/17 Transparency Code Fund

It was noted that the council could not proceed with an application as the current turnover exceeded the threshold of £25,000. However, the parish Council still needed to consider the purchase of a printer/scanner/copier and quotations for this would be considered at the next meeting. *Action: Agenda next meeting.*

b. The Model Freedom of Information Publication Scheme was viewed by Councillors and consideration was given to where information could be located, i.e. hard copy of website and the charges the Parish Council could make. It was agreed to adopt the policy in principal subject to the new Clerk’s contact details being added.

With regard to the current FOI request the Parish Council was dealing with, Cllr Plume had confirmed to the requester that their request would be concluded once the remainder of the information requested had been located.

c. No further correspondence had been received from External Auditor on submission of Annual Return.

d. The Parish Council’s insurance policy, extent of cover and renewal options was considered. A copy of the current policy was viewed and it was noted it the policy was for renewal at the end of September. It was agreed that Cllrs Waller and Peters would check the assets listed on the policy, their exact location and to ascertain if any items owned by the Parish were not listed. It was also agreed that Cllr Plume would try to locate any existing asset register for the Parish Council. The Clerk informed Councillors that the Parish Council should have an asset register which mirrors the fixed assets as declared on the annual return. The insurance renewal would be an agenda item for the September meeting. *Action: Cllrs Plume, Waller and Peters and agenda next meeting.*

9. Churchyard and Cemetery

A quotation for the valuation of the land to extend the cemetery within the parish was considered and it was agreed to proceed with the work at a maximum cost of £175 plus VAT. It was agreed that the Parish Council would contact the landowners to apologise for the long delay in responding to their previous communication to confirm that arrangements had now been made to value the land. *Action: Clerk to appoint surveyor and contact landowner.*

10. The following appointments of Parish Council representatives to other bodies were agreed

a. S.A.L.C. – Cllr Waller

b. Village Hall management committee - Cllr Peters

Cllr Peters also provided a report from the last meeting she had attended which detailed the clock was currently missing, social media and contactless payment were being explored and there were plans to renovate the benches, purchase a lock for the goal posts and revamp the lighting. There was still concern for the congestion in the car park on football match days. As Cllr Peters could not make the next meeting on 31 August it was agreed Cllr Waller would attend. *Action: Cllr Waller*

c. Viridor liaison committee – Cllr Plume. It was agreed Cllr Plume would attend the liaison meeting on 16 August. *Action: Clerk to confirm*

d. Churchyard/cemetery – Cllr Peters

e. Allotments – Cllr Waller.

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f. Parish liaison – Cllr Plume.

g. Sita liaison group meetings – Cllr Bowman. *Action: Clerk to confirm details to Amanda Henry at Sita.*

11. Finance

a. Monthly payments – it was agreed to make the following payments:

Payee	Item	Amount	Cheque	Power
Mr M Sillett	Street Cleaning 6 June to 8 July*	£262.50	102392	LGA 1972 s111
Mrs G Sillett	Street Cleaning 6 June to 8 July*	£262.50	102393	LGA 1972 s111
Parish Rooms	Meeting Room Hire	£50.00	102394	LGA 1972 s111

* Mr and Mrs Sillett had been asked to provide a breakdown of the areas they cleaned and when.

b. The Council's current financial statement was noted, subject to full bank reconciliation as current account; £34,139 and business account; £15,717. It was noted that the Street Cleansing grant for the first quarter had been received from the District Council.

c. VAT Reclaim for year ending March 2016. It was agreed Cllr Plume would locate the invoices paid in the last year and any VAT files and pass to the Locum Clerk to complete a VAT return.

d. A donation request from St Mary's Church for the Festival of Wreaths and Angels was considered and it was agreed to make a donation of £100. Cheque No: 102395. Power: LGA s137.

12. Correspondence

The following items of correspondence were noted:

To note the following items of correspondence and form a response where appropriate

Date	From	Item
July/August	Various	Clerk Vacancy
The Chairman provided an update on applications received to date and confirmed interviews would take place week commencing 22 August.		
27 July 2016	Scottish Power	Off-shore Wind Farms

13. Consultations

To consider a response to the following consultations:

From	Consultation Details
Suffolk County Council + Mid Suffolk District Council	East Anglian Devolution
It was agreed that Councillors would make individual responses as they felt appropriate.	

14. Date of next meeting and agenda items.

The next meeting would be held on 14 September and the following additional items were put forward for inclusion on the agenda:

- Review of the Council's Risk Management procedures, adoption of financial risk assessment.
- Review of the Council's Statement of Internal Control.
- Adoption of revised Model Standing Orders
- Requests for Councillor Training
- Appointment of Clerk/RFO (pursuant to the Public Bodies Admission to Meetings Act 1960, the meeting will be closed to the public and press for this item)
- Social Media interaction
- Meetings; start time, frequency, and calendar for remainder of 2016 and 2017.

21.00 Meeting closed

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