

GREAT BLAKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting Wednesday 12th October 2016 at 7.00pm in the Parish Room, Stowmarket Road, Great Blakenham.

PRESENT: Cllrs Steve Plume (Chairman), Karen Peters (Vice Chairman), Widge Bowman, Nicola Tanwair.

Clerk to the Council – Janet Gobey.

Two members of the public (a third arrived at 7.27pm).

District Councillor Kevin Welsby.

County and District Councillor John Field (arrived at 7.20 pm).

The Chairman opened the Meeting at 7.00pm.

1. Apologies for absence- apologies were received from Cllr. Joel Waller. Reason given - long standing social event. This was accepted by Councillors.

2a. Cllr Plume declared a non-pecuniary interest in Agenda item 13a.

b. None declared

c. None declared

3. David Jones put himself forward for co-option as a Councillor. Agreement to this was proposed by Cllr Peters, seconded by Councillor Bowman. The Council voted to offer David Jones a place on the Council. Cllr Jones signed the Acceptance of Office form and was issued with a copy of "The Good Councillor Guide".

4. Public Forum

Emma Harman outlined her ideas for preschool provision in Great Blakenham. There is a clear need, as the population of Great Blakenham is increasing rapidly and it is also central to a number of other villages. At present, Emma is talking to people, getting ideas for what would be required, exploring funding and looking at potential locations.

Kevin Welsby undertook to contact BMSDC to seek further support for the plan.

All Councillors were in support of the idea and agreed that the Council could consider making a financial contribution once plans were more advanced.

ACTION: Clerk to write to Emma, to confirm the Council's support.

a. County Councillor Report – not present.

b. District Councillor Report – Cllr Welsby has raised the matter of the allotments and the notice to quit with the managing agents and BMSDC. He had not been able to attend the Planning Meeting that morning. BMSDC will be moving their professional staff to Endeavour House. Council meetings will be held in various Village Halls on a rotating basis. Payphones – the one near the Chequers does not seem to be on the list for closure.

ACTION: Clerk to check for emails about closing the phone box.

John Field arrived at 7.20pm and presented his report.

Additionally, he has spoken to Laura Butters about preschool provision in the area and supports the idea of a preschool in Great Blakenham.

Housing developments in the village will generate Community Infrastructure Levy income for the Parish Council. Some CIL money is reserved for the NHS and he is fighting to get it spent locally.

The Suez incinerator is now running at full capacity and companies that want to dispose of waste there should contact BMSDC.

The Chairman informed the Meeting about the withdrawal of the PCSO from the four parishes that were part of the contract. It was agreed that the Council's position would be discussed at the November Meeting when the situation is clearer.

ACTION: Clerk to add to November Agenda.

c. Questions from the Public. A member of the public said that they disagreed with a statement made in the July Minutes. They were informed that the Minutes had been signed as a true and correct record of the Meeting and could not be altered.

5. Minutes of the September Meeting

These were agreed and signed by the Chairman at 7.47 pm as a true and correct record of the Meeting.

6. Matters Arising.

8d. It was agreed that the Planning training from SALC should be on a Wednesday evening if possible.

ACTION: Clerk to contact SALC.

10a. The street cleaners had indicated that they would be willing to clean the street signs, but had not provided any costs.

Action: Clerk to contact them to get costs.

10b. Orbit Housing bins – no decision from them yet.

7. Planning

b. None.

c. None.

8. Governance.

a. External Audit Report

This has been accepted and the 15/16 Audit is closed. The comments on the Internal Audit and the Inspection Period for the exercise of Elector's Rights were noted. Other comments will be addressed in the Action Plan.

b. Action Plan.

This must include:

The adoption of a Financial Risk Assessment.

A review of the Internal Audit contract.

Adoption of internal financial controls.

Staffing costs to only include salary payments, not training and office supplies.

The Chairman thanked Sarah Foote, the Locum Clerk, for her time and hard work in helping to clear up the queries raised by BDO.

c. Change in hosting arrangements for the One Suffolk websites.

It was agreed that the Council needed to retain the use of the .gov.uk email address. This is only being offered by Community Action Suffolk and contracting with any other provider would mean that the Council would no longer be able to use that email address.

Cllr Peters proposed that the Council should sign a one year contract with CAS Seconded by Cllr. Bowman and agreed unanimously.

d. Provision of a phone for the Clerk.

It was agreed the Council would pay for a mobile phone and contract for the Clerk. The Council will retain ownership and the phone could be handed to a Councillor when the Clerk is on holiday. The Chairman queried whether it was possible for a Parish Council to contract with a phone company.

ACTION: Clerk to obtain costs for the November meeting

e. Costs of IT equipment for the Clerk (previously emailed to Councillors).

Brother Multifunction Colour Laser Wireless Printer - £182.08.

Prestige Toner Cartridges (pack of 4) for Brother Laser Printer - £46.70

Samsung 21.5 inch LED HDMI Monitor - £84.92.

Cllr Peters proposed that the above should be purchased.

Seconded by Cllr. Bowman and agreed unanimously.

f. Payroll arrangements for the Clerk.

The costs for SALC to run this are £90 per year.

Cllr Peters proposed that SALC be appointed.

Seconded by Cllr. Bowman and agreed unanimously.

g. Asset Register

This is still in progress. Cllr Peters reported difficulty in determining the number and location of bins in the Parish

ACTION: Clerk to contact Sarah Carter BMSDC to find out how many bins they are emptying and where they are located.

9. Churchyard and Cemetery

a. Adoption of Cemetery Management Policies, internment form, regulations, fees and other supporting documentation.

These are still in progress. Mildenhall PC have kindly sent over copies of their paperwork and these will be used as the basis for the Great Blakenham ones, adapted as necessary.

ACTION: Cllr. Peters to produce drafts for consideration at the November Meeting.

b. Extension of the Cemetery.

None has been received.

ACTION: Clerk to follow up.

c. Quotes for Cemetery gate repairs

it was agreed that further quotes should be obtained.

ACTION: Clerk to prepare a specification and contact local companies.

10a. Village Maintenance

Orbit Housing offer to purchase dog bins.

No further correspondence has been received from Orbit Housing

b. Costs of Street Cleaners Contract being extended to include street signs.

No costs for this have been provided by the Street Cleaners. It was agreed that the street and village entrance signs should be cleaned quarterly and the Village Sign six monthly.

ACTION: Clerk to chase up.

11. Draft One Year Contract for the Allotments

It was agreed that this contract was unacceptable as the clause enabling one month's notice to be given means that there is no security to the allotment holders in planning for the next growing season. The Meeting was told that outline planning permission had been given for the development that morning and that the allotments would remain available for rent. However, the Council has had no official confirmation of that and, until this is given, the Council cannot tell allotment holders what they should do regarding the future of their plots.

The Chairman confirmed that no rent has been paid by allotment holders for the year April 2016 to March 2017. The Council will continue to pay the water bills and not pass this charge on to allotment holders.

ACTION: Clerk to bring this forward to the November Meeting if there has been any new correspondence.

12. Reports

a. SALC – Cllr Waller was not present.

b. Village Hall Management Committee – the last VHMC meeting was cancelled, so nothing to report.

c. Viridor Liaison Committee – More landfill is coming from Norfolk than expected. Capping of the cells should be completed in 2018 and the site closed in 2020. Viridor are in correspondence with Onslow Suffolk regarding the Snoasis development.

d. Churchyard and Cemetery - Cemetery already discussed, nothing else to report.

e. Allotments – Cllr. Waller – already discussed.

f. Parish Liaison – the PCSO has been withdrawn. No alternative is available. There will be no part funding available next year. The Council will need to consider very carefully the financial impact of full funding – even if all four Parishes continue to fund a PCSO, the costs will double.

ACTION: Clerk to bring forward to November Meeting.

g. Suez (formerly SITA) – a report on the site was circulated by Cllr. Bowman. It was agreed that Councillors who have not visited the site before should do so.

ACTION: Cllr Bowman to contact Suez for some dates for a visit.

Sackers.

It was agreed that there had been some progress made by Sackers in reducing the local environmental impact of their yard, but there was some way to go. Councillors agreed that a visit to Sackers would be helpful.

ACTION: Clerk to contact Sackers for some dates and to pass on Councillors' comments.

13. Finance

a. The following cheques were approved and signed:

BDO (External Audit fees y/e 31/3/16) - £240.00

Great Blakenham Parish Room (room hire) - £30.00

M. Sillett (regular payment for street cleaning) - £210.00

G. Sillett (regular payment for street cleaning) - £210.00

Steve Plume (purchase of software for the Parish Council laptop) - £106.98

There was only one cheque signatory present who was able to sign the cheque for Cllr Plume. As a Councillor cannot sign a cheque made out to themselves, it was agreed that the Clerk would organise the second signature out of Meeting.

b. Cllr Plume presented the Council's current Financial Statement. This was noted by Councillors, including the payment of the second instalment of the precept.

Cllr. Peters wished to record the appreciation of the Council for all the time and hard work that Carole Plume had put in on the Council's accounts over the last few months.

14. Correspondence

BMSDC Town and Parish Newsletter September - for information only, no response.

SALC LAIS Precept Consultation – Councillors noted the contents and this will be reviewed when the 17/18 Budget is being set.

ACTION: Clerk to find out the number of houses in each Council Tax band in the Parish.

SALC AGM – none of the Councillors present are able to attend.

ACTION: Clerk to check with Cllr. Waller to see if he can attend.

15. Date of next Meeting

This will take place on 9/11/16 at 7.00 pm.

No items were put forward for inclusion on the next Agenda.

The Meeting was closed at 8.51 pm.

The above Minutes of the Great Blakenham Parish Council Meeting held on 12th October 2016 signed as a true and correct record of the Meeting.

Signed.....*K Peters*.....

Karen Peters, Deputy Chairman Great Blakenham Parish Council

Date *09-11-2016*.....