

GREAT BLAKENHAM PARISH COUNCIL
Minutes of Parish Council Meeting Wednesday 8th February 2017 at 7.00pm in the Parish
Room, Stowmarket Road, Great Blakenham.

PRESENT: Councillors Steve Plume (Chairman), Karen Peters, Joel Waller, Widge Bowman, David Jones.
Clerk to the Council – Janet Gobey.
County and District Councillor John Field
Two members of the public.

The Chairman opened the Meeting at 7.00pm.

1. Apologies for Absence.

None

2. Councillors declaration of interest appropriate to any item on the Agenda.

a. None.

b. To receive written requests for dispensations for disclosable pecuniary interest (if any).

The Clerk stated that Cllr. Widge Bowman had made a written Declaration of a Disclosable Pecuniary Interest in Agenda Item 6c (Planning Application no. 4494/16 SnOasis Reserved Matters) because of his ownership of property within the Parish. Cllr. Bowman had requested a Dispensation to participate in discussions about and vote on SnOasis Reserved Matters.

c. To grant any requests for dispensations as appropriate.

The Clerk stated that as the Council's Proper Officer, under the Council's Standing Orders, she would grant Dispensations for Cllr. Bowman under the Localism Act 2011 S.33 for the following reasons:

a. The number of persons prohibited from participating in the business is so great a proportion of the Council as to impede the transaction of the business.

c. Granting the request is in the interests of persons living in the authority's area.

The Clerk went on to say that the Dispensations would remain in force for the remainder of Cllr. Bowman's term of office.

3. Public Forum

a. To receive the report from County and District Councillor Field.

County are planning for budget savings of £30 million pounds. Several million pounds have been received from central government for the Blue Light Initiative, putting emergency services together, including sharing of buildings, although there are practical problems with this which will need to be addressed.

The proposed Northern Bypass – there are three potential routes for this. Two of them would join the A14 at the Claydon junction. Cllr. Field explained that it will be at least 10 to 15 years before work would start, as there are other schemes in the queue ahead of the Northern Bypass. Meanwhile, other solutions to traffic congestion in and around Ipswich are being considered. Cllr. Bowman queried how the Ipswich Garden Suburb development will increase pressure on traffic in the area and whether it would be affected by any of the proposed routes for the Northern Bypass. Cllr. Field said that it is expected that the residents will mostly work in Ipswich and will not be commuting via the Northern Bypass.

Pedestrian crossing on Stowmarket Road - Cllr. Field confirmed that there is money earmarked for the pedestrian crossing. At the last meeting, Cllr. Field had agreed to send the Clerk a copy of the drawings for the crossing, but reported that he had been informed that new surveys would need to be undertaken and the specifications reviewed by Highways, owing to the length of time since the original work was undertaken. It will be six to nine months before the crossing is operational.

The crossing will be located close to the bus stop near the Parish Room. It is intended that the crossing will be a beacon one, with rectangular traffic calming pads on the approaches and dropped kerbs. Councillors discussed the impact of this on nearby residents, including noise from the crossing, and requested that any new information be sent to the Clerk.

The Chairman stated that he felt that anything that slowed the speed of traffic through the village should be welcomed and Councillors agreed with this.

ACTION: Clerk to put the latest information about the crossing in the next article for InTouch. Police and Crime Commissioner meetings – the Chairman queried whether any of these meetings ever focused on rural crime, as it was an important issue locally. Cllr. Field said that the police are currently very concerned about drugs in Ipswich, off street prostitution, child exploitation and the involvement of gangs from London in these activities.

Cllr. Bowman queried why the hole resulting from the water main work on Stowmarket Road had not been filled in.

b. To receive the report from District Councillor Welsby.

Cllr. Welsby was not present. The Chairman asked the Clerk to contact Cllr. Welsby as he had not been present for several Meetings. **ACTION:** Clerk.

c. Questions from members of the public.

A member of the public raised the matter of mud on Stowmarket Road and stated that he had been in contact with MSDC about this, as they had a duty to keep the road surface clean and safe.

The Chairman confirmed that the Parish Council had written to JT Few about the mud from their site being deposited on the road and inviting them to attend a meeting, but had received no reply so far.

She had also tried to find a contact at Viridor to write to about mud from their site. Cllr. Field said that there were several other companies on the Viridor site who might be contributing to the problem. He had tried to contact them in the past, but without success. He said that he would contact MSDC and County Waste and report back to the next Meeting.

The Chairman urged everybody to keep reporting road problems to Highways through the reporting tool on Suffolk County Council's website.

The Public Forum was closed at 7.35 pm.

4. To approve the Minutes of the Meeting held on 11th January 2017 and the Extraordinary Meeting held on 19th January 2017.

The Minutes of the 11th January 2017 Meeting were approved and signed by the Chairman as a true and correct record of the Meeting.

The Minutes of the 19th January 2017 Extraordinary Meeting were approved and signed by the Chairman as a true and correct record of the Meeting.

5. To note the Clerk's update from previous Meetings.

The hedge cutting in Chequers Rise has now been done.

Orbit Housing have approved the funding for two new dog bins on Blakenham Fields and have asked where the Council would like them to be located. Councillors agreed unanimously that they should go at either end of the green area on Masons Drive. Councillors discussed the new Beaumont Green development on Blakenham fields and agreed that the developer should be approached to see if they would be willing to fund extra dog bins on the development. **ACTION:** Clerk.

Other outstanding matters were to be considered under items on the Agenda.

6. Planning

a. To consider the following planning applications:

SCC/0005/17	Sackers Recycling, Gipping Road, Great Blakenham, Ipswich, Suffolk, IP6 0JB	Proposal: Erection of canopy extension to existing building.
0164/17	48 Chapel Lane, Great Blakenham IP6 0JZ	Proposal: Erection of 1.5 storey rear extension

Councillors agreed that they had no objection to either of these applications.

b. To note any planning determinations.

0210/15	Land off Kingfisher Drive, Great Blakenham	Proposal: Erection of 10 no. 2 bed semi-detached 2 storey affordable houses, 9 no. 2bed detached and semi-detached affordable bungalows, 4 no. 1 bed affordable flats, construction of new vehicular access roads, new public open space and erection of 21 garden sheds
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Conditions	Date	Notes
5	02/12/2016	Partial discharge. The condition is agreed so as to allow occupation of Plots 9 to 16. All post excavation analysis and reporting must however be completed along with provision for dissemination of the results to achieve full discharge of this condition.
8	02/12/2016	Details are agreed.

Councillors noted the above.

c. Any other planning matters for information only.

To receive an update on the SnOasis Parish Alliance.

The Chairman explained that seven of the Councils being consulted by MSDC on SnOasis Reserved Matters had so far agreed to join the Snoasis Parish Alliance. The outstanding information required to make scrutinise the application had not yet been supplied by the developer, so there was little new to report on. The member Councils had agreed to contribute to the costs of the Clerk's extra hours for her SnOasis work on a proportional basis.

7. Governance

a. To note the 2017/18 national pay award for the Clerk.

Councillors noted the increase in the NJC pay scale, effective from 1st April 2017.

b. To note the Clerk's extra hours.

Councillors noted the payment of 13 extra hours for the Clerk for the period 1st January 2017 to 31st January 2017.

c. To note the payment of the Clerk's working from home allowance.

Councillors noted the payment of the Clerk's working from home allowance of £18 per month, backdated to the Clerk's start date (26th September 2016)

d. To note the payment of mileage for the Clerk.

Councillors noted the payment of the Clerk's mileage for the period 26th September 2016 to 31st January 2017 of 105 miles at 0.45 per mile = £47.25

8. Churchyard and Cemetery.

a. To receive an update on the development of the Cemetery Management Policies – interment form, cemetery regulations, cemetery fees and any supporting documentation. Cllr. Peters said that she had circulated the draft Cemetery documentation, but felt that it needed further consideration, as there were sensitive areas that the Council had to decide on, such as the size of memorials and the number of interments per plot. The Chairman said that he believed that the Council needed to give all users of the Cemetery clear guidelines and rules, so that the Cemetery could be managed to a high standard. He

suggested that himself, Cllr. Peters and the Clerk met to review the drafts, before submission to the full Council at the March Meeting.

b. To receive a progress report on the purchase of land for the extension of the Cemetery. Councillors noted that there had been no further developments on this.

ACTION: Cllr. Peters will try and contact the landowners.

Councillors discussed the Cemetery shed and whether there was still a need for it to be retained.

ACTION: Clerk to put on the Agenda for the March Meeting.

c. To consider the draft tender document for Cemetery and Churchyard maintenance.

The Clerk said that she had tried to refocus the tender so the Council stated the outcomes that it wanted to achieve e.g. the appearance of the Cemetery and Churchyard and were less prescriptive about the detail of how the contractor delivered the outcomes. Councillors reviewed this and agreed some amendments. It was agreed that the contract would run for three years with an annual review of performance. The companies tendering would be asked to submit an agreed monthly amount for the work, with the flexibility to be asked to do any extra work required by the Council.

The contract will cover the Cemetery and Churchyard, with one invoice for both. The Contractor will be required to produce a report of each visit detailing the work they have done.

It was agreed that the Clerk will revise the tender to incorporate the amendments and then issue it to the current contractor and companies in this area of work who have recently emailed the Council. The Clerk will also contact the Clerks to local Parish Councils to see who they use for regular maintenance.

9. Allotments

a. To resolve to attempt to purchase the allotment land.

The Chairman said that the possibility of the Council buying the Woodfield allotments had been discussed at the Extraordinary Meeting in January, but he would like to ask the Council to formally resolve that the Council should attempt this. All Councillors agreed to this.

b. To consider the process for such an attempt.

A member of the public asked if the Council if he could make a statement. Councillors agreed to this and the Chairman closed the Meeting at 8.24pm. The member of the public said that he thought that purchasing the allotments was the best possible solution to the problem, as the one year licence gave no security to plot holders. The Meeting was reopened at 8.25 pm.

It was agreed that the Council should contact both the landowners and their land agent at the same time to ask if the landowner would be willing to negotiate on a possible sale. The letter is to make clear that the Council will only use the land for allotments and that the Council will be happy to accept any conditions to this effect that the landowner would wish to include in the contract. Access arrangements would need to be confirmed as part of this process.

ACTION: Clerk.

It was agreed that a professional valuation would be obtained if the landowners are willing to discuss a sale of the land.

c. To consider how to fill the vacant allotment plots.

The Clerk said that eight plots were being retained by the previous tenants or had been relet. Four plots had been given up. She had not heard from the other plot holders in spite of notices in InTouch, on the noticeboards and on the website and social media. She would write to the remaining plot holders to see if they wanted to continue, but there were already plots vacant and that number was likely to increase.

Councillors agreed that the vacant plots should be advertised in InTouch, on the noticeboards and on the website and social media. **ACTION:** Clerk

10. Village Maintenance

a. To consider the costs of the Street Cleaners work pattern including the cleaning of the village sign and the street signs.

The rate for this work will be £10.50 per hour. The street cleaners estimate that the first clean will cost approx. £100, but that will involve more cleaning because of the amount of dirt that has built up and the cost should reduce once the signs are being cleaned quarterly.

b. To consider the purchase of a replacement noticeboard on Blakenham Fields.

The Clerk explained that the board was leaking badly and that the cork backing was stained and damaged. Notices put on the board were getting wet quickly and she had been unable to open the right-hand door on her last visit because the wood was so swollen. The Chairman felt that the board should be replaced with one in a similar style to the other two boards. Councillors agreed to this and the Clerk was instructed to obtain three quotes ready for the next Meeting. **ACTION:** Clerk.

11. Training and Development for Councillors and Clerk

a. To note the following training already booked (if any).

None.

b. To consider any other training requests.

None. The Clerk said that she had circulated SALC's training programme to all Councillors. A new one should be out shortly and this will be circulated when it appears.

12. Battle's Over - 1000 WWI Beacons of Light

To consider participation in the plan to light beacons to commemorate the end of WW1 in November 2018. Cllr. Bowman said that he felt that it would be the right thing for the Council to be involved in this. There was some discussion about possible locations for a beacon. It was agreed that the Clerk should obtain an information pack about the plans for consideration at the next Meeting. **ACTION:** Clerk

13. Finance

a. To note the following cheques signed out of Meeting.

None.

b. To consider approving and making the following payments:

Impact Landscaping	Churchyard and cemetery maintenance for January 2017	£273.00	LGA 1972 s214(6)
Great Blakenham Parish Room	Room hire (January 2017)	£20.00	LGA 1972 s111
Great Blakenham Village Hall	Room hire (January 2017)	£18.00	LGA 1972 s111
Janet Gobey – Clerk's expenses	Purchase of laminator.	£19.10	LGA 1972 s111
Janet Gobey	Clerk's salary for January 2017	£321.00	LGA 1972 s111
M Sillett	Street cleaning	£210.00	LGA 1972 s111
G Sillett	Street cleaning	£210.00	LGA 1972 s111
Claydon Youth Community Project	Financial support for holiday activity scheme for local young people.	£500.00	S137

c. To note the Council's February 2017 Financial Report.

BANK BALANCES 31/1/2017
BUSINESS PREMIUM ACCOUNT - £15,721.86
COMMUNITY ACCOUNT - £39,923.78
TOTAL - £55,645.64

EXPENDITURE 1/1/17 TO 31/1/17
£1630.57

INCOME 1/1/17 TO 31/1/17
£1136.00

EXPENDITURE TO 30/12/16
£19,794.02 (subject to bank reconciliation).

PROJECTED EXPENDITURE AT 31/3/17
£25,000.

PROJECTED BALANCE AT 31/3/17
£49,000

RESERVES (approved at January 2017 Extraordinary Meeting)

General Reserves

£15500

Earmarked Reserves

Purchase of land for Cemetery extension - £12500

Landscaping, fencing for Cemetery extension - £3000

Legal fees for Cemetery extension - £3000.

Cemetery gates - £2500

Election/referendum costs - £1750 (poll cards, election and count costs).

Purchase of a defibrillator - £1500

Purchase of allotment land - £10000

TOTAL EARMARKED RESERVES - £34250

TOTAL RESERVES - £49750

Councillors noted the Financial Report and Cllr. Bowman verified the above bank balance figures against the bank statements.

14. Reports

To receive reports from Councillors assigned to the following:

a. SALC - none

b. Village Hall Management Committee – Cllr. Peters reported that the VHMC were asking for suggestions for a charity to which they can donate the proceeds of the New Year's Eve event. The Chairman asked all Councillors to email Cllr. Peters with a couple of suggestions for her to refer to the VHMC. **ACTION:** All Councillors.

The VHMC has asked if the Council would be willing to support the Summer Ball. It was agreed that the VHMC would need to provide more detail before this could be considered.

The Chairman asked Councillors if they agreed to extend the meeting by an extra ten minutes to allow all business to be completed. All Councillors agreed to this.

c. Viridor Liaison Committee – Cllr. Plume – none.

d. Churchyard and Cemetery – already covered.

e. Allotments – already covered

f. Parish Liaison – nothing to report, apart from the update on the SnOasis Parish Alliance already given.

g. Suez Liaison Group – Cllr. Bowman – no open days are being offered at present. He will check to find out if it is possible to book a group visit for a Monday or Thursday evening.

ACTION: Cllr. Bowman

15. Correspondence

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

1/2/2017	MSDC Finance Dept.	Confirmation of precept request for 2017/18 (for information only).
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16. Date of next Meeting and any Agenda items for inclusion.

Next Meeting - 8th March 2017 at 7.00pm in the Parish room. No items were put forward to be included in the Agenda.