

Great Blakenham Parish Council Meeting Wednesday 10th January 2018 at 7.00pm
in the Parish Room, Stowmarket Road, Great Blakenham.

PRESENT: Councillors Steve Plume (Chairman), Karen Peters (Deputy Chairman) (after 7.07 pm), David Jones, Ken Hillyer.
Clerk to the Council – Janet Gobey.
Four members of the public.

The Chairman opened the Meeting at 7.00 pm.

1. Apologies for Absence.

Cllr. Mussett – work commitment. Cllr. Bowman – work commitment. Councillors accepted these apologies.

2. To consider any requests for co-option to the Council.

None

3. Declaration of any pecuniary and non-pecuniary interests.

a. Councillors declaration of interest appropriate to any item on the agenda.

None.

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

None.

c. To grant any requests for dispensations as appropriate.

None

4. Public Forum

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

Cllr. Field presented his report. Councillors asked for information on the spending of the S106 money generated by past and current developments in the village. Cllr. Field confirmed that some had gone towards the cost of the new pedestrian crossing in the village. £100,000 had been used for the new fencing around the football fields and another £400,000 was earmarked for other sports projects in the area. The Chairman asked that Cllr. Field bring a list to the next meeting of where S106 money had been spent in the village over the last five years.

Potential preschool – Cllr. Field has still not been able to establish who owns the piece of land behind the Village Hall.

Speed limits – a new speed limit of 50 mph through the Common in Little Blakenham has been approved. This will extend up to the point where the 40 mph speed limit starts just outside Bramford. Councillors raised their concerns about speeding in Great Blakenham and whether speed limits in the village should be reviewed.

b. To receive the report from District Councillor Welsby.

Not present.

c. Questions from members of the public.

Members of the public raised various concerns about roads in the village:

The expansion of the Chequers PH is causing problems with parking on the yellow lines, which makes turning out of Mill Lane difficult. Parking on Stowmarket in front of St. Mary's Church is also affecting visibility at the same junction.

Chapel Lane – increasing problems with potholes and damage to the pavements. The increasing number of buses and lorries using Chapel Lane are making road safety worse because they are too wide for the lane and have to go up on the pavements. There were a number of complaints about the yellow barriers at the Stowmarket Road end of Chapel Lane causing problems with visibility for drivers and pedestrians. Residents were particularly frustrated because, although the barriers remain in place, there is no sign of any working

taking place at the junction. Residents also stressed that the new island should be lit at night, otherwise it would be a serious hazard.

Roadworks – residents complained about the number of roadworks that are taking place and are planned for the village, each new set seems to start before the current ones are completed. It was noted that there are several areas of roadworks where very little work seems to be happening, especially over Christmas and the New Year when there were issues with barriers being blown into the road by the high winds and it was days before they were moved by the contractor.

Roadside Nature Reserve on the B1113 - the soil has been removed as part of the footway work. Is a new RNR going to be established?

A resident made the point that the B1113 was designated to accommodate large and wide loads e.g. boats. Will the boats still be able to get through Hackneys Corner and past the Suez plant when the new layout is in place ? It may be necessary to install bollards on Hackneys Corner to protect the verges and the Chairman formally requested that Cllr. Field see if this would be possible.

A resident suggested that members of the public should be allowed to participate during the whole of the meeting, rather than just the Open Forum, as he believed that this was the practice at some other Parish Council Meetings. The Chairman agreed that this would be considered by Councillors at the next Parish Council Meeting.

The Public Forum was closed at 7.56 pm.

5. To approve the Minutes of the Meeting held on 8th November 2017.

The Minutes were altered to include the attendance of Cllr. Jones at the November meeting. After the amendment was made, the Chairman signed them as a true and correct record of the Meeting.

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

Councillors noted this.

7. Planning

a. To consider the following planning applications:

DC/17/04909	Location: 26 Hood Drive, Great Blakenham, Suffolk, IP6 0NQ	Proposal: Householder Application - Erection of two storey side extension.
DC/17/05266	Location: The Chequers Inn, 19 Stowmarket Road, Great Blakenham, Suffolk IP6 0LP	Proposal: Extension of existing commercial kitchen and side extension of the pub area.

Councillors agreed that they had no objections to either of these applications. However, they agreed that the Clerk should add their concerns about parking issues at the Chequers to their comments.

b. To note any planning determinations.

DC/17/05146 Granted	Great Wood House Chalk Hill Lane Great Blakenham.	Erection of single storey linked extension to existing bungalow to form garage and games room.
DC/17/04510 Withdrawn	Unit 1 Claydon Business Park, Great Blakenham, Suffolk IP6 0NL	Tree Preservation Order- Works Related: Pollard 6 no. lime trees and lift crowns on 2 no. Beech trees covered by Tree Preservation Order MS285.

DC/17/04409 Granted	85 Blueleighs Park, Chalk Hill Lane, Great Blakenham, Ipswich Suffolk IP6 0ND	Tree Preservation Order- Works Related: Fell to 2m stump 1 no field maple (T1), Crown reduce by 2.5m 2 no. Ash (T2&T3), Crown reduce by 2.5m 1 no. field maple (T4) and crown reduce by 2m 1 no. Cherry (T5) covered by Tree Preservation Order MS141
DC/17/04306 Granted	70 & 72 Chapel Lane, Great Blakenham, IP6 0JZ	Erection of 2No. dwellings (following severance of garden and double garage)

Councillors noted these determinations.

c. Any other planning matters for information only.

None.

8. Governance

a. To note the Clerk's mileage and expenses.

Councillors noted these.

b. To consider the requirements of the General Data Protection Regulations.

Councillors noted the advice from SALC/NALC that the Data Protection Officer for a Parish Council cannot be the Clerk or a Councillor. Councillors considered the revised costs for a DPO service and agreed that they were concerned about paying for a set number of queries each month when they felt that it was highly unlikely that they would be required.

ACTION: Clerk to write to SALC to make this point.

The Chairman informed Councillors that all paper copies of Council papers would need to be kept securely in lockable storage and he felt that as much data as possible should be stored and viewed electronically, rather than printed out. He also said the it was likely that all Councillors would have to sign an agreement about data security, return of information when they left the Council etc.

c. To approve the appointment of SALC as the Council's Internal Auditor for the financial year 2017/2018.

Councillors resolved to appoint SALC as the Council's Internal Auditor for 2017/18

d. To note the appointment of PFK Littlejohn as the Council's External Auditor.

Councillors noted this.

9. Allotments

a. To note any update on the new licence for the allotment land.

Councillors noted that the new licence had not been received.

ACTION: Clerk to contact the land agent again.

b. To receive a report on the occupancy of the allotments.

A number of the plots that were listed as let were not being worked. There have been no requests recently for plots.

c. To consider a request to keep bees on the allotments.

Councillors agreed that while they supported the keeping of bees in general, they felt that there were issues that needed to be resolved before this could be considered at the allotments, including potential health and safety risks to other ploholders and members of the public.

ACTION: Clerk to raise these issues with the ploholder.

10. Village Maintenance

a. To receive an update on the quote for repair work on the bus shelters.

Councillors considered the quotes and resolved to accept the quote from C. Tatum.

ACTION: Clerk to confirm and to agree a date when the weather is likely to be better so as to minimise disruption to bus shelter users.

b. To receive an update on the installation of the pedestrian crossing on Stowmarket Road. This is now due to commence on 15th January. Access will be maintained by temporary traffic lights, although there will be a night time road closure and diversion for some of the period.

c. To approve the quote for the installation of the defibrillator.

The Clerk said that she had not been able to proceed with a quote as it had not been possible to get access to the Village Hall. The Chairman agreed to contact the VHMC.

d. To approve the quote for quarterly cleaning of the noticeboards and bus shelters.

Councillors considered this. Cllr. Peters proposed that it be accepted. Cllr. Jones seconded this and it was approved unanimously.

e. To report on any possible areas for parking restrictions.

The Chairman invited residents to contact the Clerk with areas in the village that they felt should have parking restrictions imposed. This will be considered by Councillors at the next meeting and the Council will contact Highways to establish whether these are possible.

f. To consider the problems with mud on Stowmarket Road.

Councillors agreed that there was little else that it was possible to do except keep reporting the matter on the SCC Highways reporting tool, as they are responsible for keeping the highway clean.

g. To note that the Council has requested the support of the Police and Crime Commissioner for the installation of an APNR.

Councillors noted the response form the Police and Crime Commissioner's Office and expressed their concern that it had not been more positive. Cllr. Field agreed that he would take this forward at the next Police and Crime Panel.

11. Churchyard and Cemetery.

a. To note any update on the purchase of land for the extension of the Cemetery.

Councillors noted that there had been no progress.

b. To approve the quote for the installation of the new gates.

Councillors discussed the quotes and agreed that the new gates should be powder coated, rather than painted, to reduce long term maintenance costs.

ACTION: Clerk to contact the companies who have quoted to find out the extra costs.

c. To consider arrangements for disposal of excess soil after internments.

Councillors discussed the issue of the ongoing problem of soil disposal after a new earthen grave is dug. This can be well in excess of twenty barrow loads of soil. The grave diggers will not remove the soil from the site. A possibility is to hire a skip, but there are logistical difficulties with this. Councillors felt that this must also be an issue in other burial grounds and that the Clerk should investigate.

ACTION: Clerk

Cllr. Peters noted that the refuse collectors who empty the rubbish bin at the Cemetery had been very conscientious in taking away discarded items e.g. flowers stacked against the bin

ACTION: Clerk to email MSDC to compliment the refuse collectors.

d. To receive an update on the unstable monument.

The Clerk said that this is a health and safety risk and that she had asked a monumental mason who has done work in the Cemetery in the past to check it and report on possible safety measures, as well as giving an opinion as to whether the holly tree immediately behind the grave was causing the subsidence.

12. Training and Development for Councillors and Clerk

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

Cllr. Mussett - New Councillor course - £110 plus VAT

b. To consider any other training requests.

None.

13. Finance

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

Shades Home Maintenance	Churchyard and cemetery maintenance for November 2017	£240.00	LGA 1972 s214(6) LGA 1972, s.215
Great Blakenham Parish Room	Room hire for November 2017	£20.00	LGA 1972 s.111
M Sillett	Monthly street cleaning –November 2017	£210.00	LGA 1972 s.111
G Sillett	Monthly street cleaning – November 2017	£210.00	LGA 1972 s.111
Janet Gobey	Clerk's salary for November 2017	£548.40	LGA 1972 s.111

Councillors noted these.

b. To consider approving and making the following payments:

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Shades Home Maintenance	Churchyard and cemetery maintenance for December 2017	£240.00	LGA 1972 s214(6) LGA 1972, s.215
Janet Gobey	Mileage for November/December 2017 Clerk's expenses: Pegs for marking out burial spaces String for marking out burial spaces. Mallet for marking out kit. Extra magnets for noticeboards. Printing paper.	£27.00 £9.00 £3.98 £10.98 £4.59 £15.95	LGA 1972 s.111
Janet Gobey	Clerk's salary for December 2017	£442.40	LGA 1972 s.111
HMRC	Quarterly NI and tax payment	£344.60	LGA 1972 s.111
Suffolk Cloud	One year's website hosting and transfer costs.	£200.00	LGA 1972 s.111

Councillors approved all these payments.

c. To note the Council's Financial Report for November/December 2017.

FINANCIAL REPORT 1/11/17 to 30/11/17

BANK BALANCES 29/11/2017 (December statement not received in time for report)

BUSINESS PREMIUM ACCOUNT - £15,721.86

COMMUNITY/CURRENT ACCOUNT – £62,655.12

TOTAL - £78,376.98

MONTHLY – NOVEMBER 2017

EXPENDITURE 1/11/17 to 30/11/17

£3130.98 payments (Cashed cheques and one Direct Debit payment for Clerk's phone of £20.98)

Plus uncleared cheques totalling £1337.80

TOTAL - £4468.78

INCOME 1/11/17 TO 30/11/17

£2020.50 (Burial fees of £1000 and cleansing grant of £1020.50)

FINANCIAL YEAR TO DATE

EXPENDITURE 1/4/17 to 30/11/17

£20936.46 cleared cheques & Direct Debits (plus uncleared cheques totalling £1337.80
= **£22,274.26**

INCOME TO 1/4/2017 to 30/11/17

£47,204.83

RESERVES (approved at October 2017 Council Meeting)

General Reserves

£17500

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 the allotment land - £10000

Work required under the General Data Protection Regulation - £3000

Purchase of speed monitoring equipment - £3000

Maintenance and improvement work on the village War Memorial - £10000.

Ground penetrating radar survey of the Cemetery £4000

TOTAL: £54,250.

TOTAL RESERVES - £67,250

Councillors noted this and the bank balances were checked and signed as correct.

At 9.00pm, the Chairman asked Councillors to approve that the Meeting be extended to allow the rest of the business on the Agenda to be dealt with. Councillors approved this unanimously.

d. To note the quarterly Budget report

Councillors noted this.

e. To consider the Draft Running Costs Budget for the Financial Year 2018/19

Councillors approved this, noting that there may well be delays in expenditure on some items in the budget because of factors outside the Council's control.

f. To review the Council's current Earmarked and General Reserves.

Councillors reviewed the reserves, noting that the earmarked reserve for the purchase of the defibrillator can now be removed.

g. To determine the level of the Precept for 2017/18.

After some discussion, Councillors agreed that the Precept should be set at a level which would mean that the Parish Council element of Council Tax would increase by less than 1% for 2018/19. Councillors agreed that it was important to recognise that household budgets are under pressure at present and reflect this in the Precept. The Precept for 2018/19 was set at £42,000.

14. Reports

To receive reports from Councillors assigned to the following:

a. SALC – nothing to report

b. Village Hall Management Committee – report already circulated

c. Viridor Liaison Committee - nothing to report

d. Churchyard and Cemetery - already covered in earlier Agenda item.

e. Allotments - already covered in earlier Agenda item.

f. Parish Liaison - nothing to report.

g. Suez Liaison Group – Cllr. Bowman was not present

h. SnOasis Parish Alliance - nothing to report.

15. Correspondence

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

The Institute of Cemetery and Crematorium Management (via SALC)	The Cremation (England & Wales)(Amendment) Regulations 2017
NALC (via SALC)	Ministerial statement on Precept Referendums
NALC (via SALC)	To note the guidance from SALC/NALC regarding the appointment of the Data Protection Officer required under General Data Protection Regulation.

Councillors noted these.

16. To note the date of next the Meeting and any items for the Agenda.
The next Meeting is on 21st February 2018. No items were put forward for the Agenda.

The Chairman closed the Meeting at 9.35 pm.

The above Minutes of the Great Blakenham Parish Council Meeting held on 10th January 2018 signed as a true and correct record of the Meeting.