

Great Blakenham Parish Council Meeting Wednesday 14th March 2018 at 7.00pm in
the Parish Room, Stowmarket Road, Great Blakenham.

PRESENT: Councillors Steve Plume (Chairman), Karen Peters (Deputy Chairman), Widge Bowman, David Jones, Ken Hillyer.
County and District Councillor John Field
District Councillor Kevin Welsby
Clerk to the Council – Janet Gobey.
One member of the public.

The Chairman opened the Meeting at 7.00 pm.

1. Apologies for Absence.

Cllr. Andrew Mussett – business engagement. Councillors accepted this apology.

2. 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

3. Public Forum

a. To receive report from County Councillor

Cllr. John Field presented his report. The proposal for 300 new houses in Barham has not been approved. The two week closure for gas main repair work at Hackneys Corner has been cancelled because of the amount of roadworks in the area, but will be replaced by a longer closure later in the year.

The Chairman asked Cllr. Field to investigate why the shielding that has been promised for the belisha beacons on the new pedestrian crossing on Stowmarket Road had not been installed. Cllr. Field undertook to investigate this.

b. To receive reports from District Councillors

Cllr. Welsby reported that too much glass is still going into landfill and that the District Council are planning to encourage the provision of more glass recycling bins. There is also concern about the amount of food waste going into rubbish bins and the District Council has produced some information to help residents reduce this. ACTION: Clerk to put links to the information on the Council's social media.

c. To receive questions from members of the public (allow 15 minutes).

The member of the public present informed Councillors that there had been problems on Mill Lane with someone regularly leaving bags of dog waste on the grass verges, but the offender had now been caught and fined.

There was also criticism of the new layout at Hackneys Corner, especially the lack of signage. It was agreed that there were now serious road safety issues at the junction.

4. To approve the Minutes of the Meeting held on 21st February 2018.

The Draft Minutes 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 Clerk said there had been a query about an issue with emails sent from the Council's encrypted email account to Cllr. Field's Suffolk County Council email address. A message appears about the digital signature not being recognised. The Clerk has checked and this only appears to be happening with this particular email address.

The Clerk wrote to Suffolk County Council to request funding for a grit bin for Kingfisher Heights but has not had a reply. After complaints about the location of grit bins received during the recent cold weather Councillors agreed that two new bins, rather than one, should be supplied and placed some distance apart so that residents would not have to walk so far to collect grit. Cllr. Bowman agreed to establish the most suitable sites. Other Action Points to be covered under Agenda items.

6. Planning

a. To consider the following planning applications.

None

b. To note any planning determinations.

None

7. Growth, Highways and Infrastructure

a. To consider a response to the proposed new speed limits in the village (Traffic Regulation Order 201-).

Councillors unanimously agreed that the Council should support these proposals, but also ask that the speed limit should be 30 mph all along the length of the B1113 between Hackneys Corner and the Suez plant.

ACTION: Clerk

b. To consider the list of possible areas in the village for parking restrictions and speed limits.

The Clerk reported on the areas that residents had identified as possibilities. Councillors also felt that there should be a 40 mph buffer zone speed limit before the 30 mph zone starts at the Needham Market end of the village. Councillors approved the list and that it should be submitted to Highways.

ACTION: Clerk

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.

The Chairman outlined the current laptop/back up/software packages and costs that seemed most suitable. As these types of quotes are offered as deals that may be withdrawn quickly and there may not be time for the costs to be approved at a Meeting, Councillors agreed unanimously that there should be an upper limit of £2500 set for this purchase and that the Chairman and Clerk should obtain best value for money within this budget limit when buying the equipment.

The Councillor email accounts must only be used for Parish Council business.

The Chairman reminded Councillors of the GDPR requirements for secure storage, confidentiality etc. for their laptops and Councillor email accounts and of the potential fines if a data breach occurs.

If a Councillor feels that an email circulated to Councillors should be forwarded to an outside organisation or individual, the Clerk should be asked to do this.

Cllr. Bowman said that he was willing to assist in the work to make the Council GDPR compliant.

d. To consider the Council's policy on S137 donations

After some discussion, Councillors unanimously approved Option 5, but agreed that it should be amended so that organisations are not asked whether they would accept a donation. Instead the Council will decide and then make the donation.

e. To adopt the Suffolk Code of Conduct for Councillors (annual renewal).

Councillors agreed unanimously to readopt the Code of Conduct for another year.

9. Allotments

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

Councillors were concerned to note that there had not been a response to this.

ACTION: Clerk to contact the land agents again.

Councillors noted that the neighbouring development site had been sold.

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

This has not changed and there are still unlet plots that are very overgrown. Several of the newer holders have given up their plots, but one of these has been relet.

10. Village Maintenance

a. To consider the areas of the village to be included in the draft tender for village litter picking.

Councillors agreed the list drawn up by the Clerk.

b. To receive a progress report on the possible installation of an ANPR device.

The Chairman explained that this was still on hold until Suffolk Constabulary had considered the report of the pilot scheme being run in Suffolk.

c. To note the progress on the installation of the defibrillator.

The defibrillator has been handed over to the village Hall and the cabinet has been installed.

Once the main device is powered up, the defibrillator will be registered with the East of England Ambulance Service. The Clerk said that if the device is used, the emergency services take it away with them and someone has to go and collect it from either Ipswich or Lowestoft Hospital (depending on where the ambulance was based). Councillors agreed that the Clerk should be the nominated person for this.

d. To consider approaching local companies for donations towards street cleaning costs.

The Clerk read out a list of local companies that she had drawn up. Councillors agreed this.

ACTION: Clerk to write to these companies.

e. To consider the request from the street cleaners for funding of shoe protectors.

This request had been withdrawn.

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 not been any progress with this.

b. To consider the request from the PCC for a drawing of the proposed new surround for the War Memorial.

The Clerk explained that the PCC had asked for a drawing to show exactly what the Council were proposing. Councillors accepted the offer from a resident to provide a suitable drawing.

ACTION: Clerk to follow up.

12. 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.

Councillors discussed the possibility of training in the Microsoft Office software that the Council would be purchasing as part of its preparations for the GDPR.

ACTION: Clerk to investigate.

13. Finance

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

None

b. To consider approving and making the following payments:

Shades Home Maintenance	Churchyard and cemetery maintenance for February 2018	£345.00	LGA 1972 s214(6) LGA 1972, s.215
Janet Gobey	Mileage for February 2018	£33.75	LGA 1972 s.111
Janet Gobey	Clerk's salary for February 2018	£442.20	LGA 1972 s.111

Suffolk County Council	Street lighting costs April 2017 to March 2018	£1204.32	LGA 1972 s.111
BMSDC	Dog and litter bin emptying	£318	LGA 1972 S137
G Sillett	Monthly street cleaning – February 2018	£210.00	LGA 1972 s.111
M Sillett	Monthly street cleaning – February 2018	£210.00	LGA 1972 s.111
J Wright Stonemason	Relevelling and making safe a memorial cross in the Cemetery.	£95.00	Parish councils & Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
Suffolk Neighbourhood Watch	Donation towards Neighbourhood Watch schemes	£50.00	LGA 1972 s137
Great Blakenham Parish Room	Room hire (includes SPA hire)	£40.00	LGA 1972 s.111

Councillors approved these payments.

c. To note the Council's Financial Report for January 2018.

Councillors noted this

d. To note the internal and external audit reports for the financial year 2017/18.

Councillors noted these.

14. Reports

To receive reports from Councillors assigned to the following:

a. SALC – none.

b. Village Hall Management Committee - none

c. Viridor Liaison Committee – none.

d. Churchyard and Cemetery - Councillors considered the advice from Barking Engineering about possible finishes for the new gates and agreed to proceed with a painted finish.

ACTION: Clerk to order gates.

e. Allotments – already covered under earlier Agenda items.

f. Parish Liaison - nothing to report

g. Suez Liaison Group – Cllr. Bowman had circulated his report.

h. SnOasis Parish Alliance – The Chairman said that there had been no new developments.

i. Joint Neighbourhood Plan group – nothing to report, as no meeting has taken place.

15. To note the date of next the Meeting and any items for the Agenda.

The next meeting will take place on 11th April at 7.00 pm.

There were no items for the next Agenda.

The Chairman closed the Meeting at 8.50 pm.