

GREAT BLAKENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on Wednesday 14th November 2018 in the Parish Room, Stowmarket Road, Great Blakenham at 7.00pm.

Present: Steve Plume (Chairman), Widge Bowman, David Jones.
Clerk to the Council – Janet Gobey.
Eight members of the public.

The Chairman opened the Meeting at 7.00 pm.

1. To receive and approve any apologies for absence.

Apologies were received from Cllr. Mussett – illness. Councillors unanimously accepted the apologies.

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 discuss the problems caused by the management of the recent roadworks at Hackneys Corner with the Suffolk County Councillor Portfolio Holder for Highways.
The Chairman explained that Cllr. Evans would now be attending the January Meeting and asked that Items 3b and 3c be taken before the Public Forum. Councillors approved this.

b. To receive the report from County Councillor.

Cllr. Field presented his report. Highways are adopting a new approach to pothole repairs – doing all the reported faults in one area at once to save travelling back to the same area on a number of occasions. This is designed to make more effective use of overstretched resources.

There were queries about budget pressures and the most effective use of public money. Residents queried where the brown bin waste goes and whether it is actually being used for the purpose it is collected for.

c. To receive the reports from District Councillors.

Cllr. Welsby was not present.

d. Public Forum

A query was raised about SnOasis and whether a decision was close. There have been rumours that the developer has been given a deadline of 31st December 2018 to submit the outstanding information required for Reserved Matters to be considered, but this has not been officially confirmed. Residents and Councillors expressed their concerns about the apparent ability of Planning to bring the process to a close.

BMSDC have agreed to install three grit bins on Roman Close/Forum Close.

Chalk Hill Lane – would it be possible to have a grit bin or pile on the unadopted section? The Chairman explained that Suffolk County Council rules state that all grit must be stored in bins for environmental reasons. Before a bin can be considered, it would be necessary to find out whether a bin can be sited on a byway. ACTION: Clerk.

Hackneys Corner – the Chairman has emailed Highways yet again about the ongoing problems and the length of time it is taking to finish the work.

Brexit – are there any plans for emergency parking for lorries locally if the Port of Felixstowe is closed or working slowly because of new Customs checks.

The Public Forum was closed at 7.35pm.

4. To approve the Minutes of the Meeting held on 12th October 2018.
These were approved and the Chairman signed them as a true and correct record of the Meeting.

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

6. Planning

- a. To consider the following planning applications.
None. Councillors noted this.
- b. To note any planning determinations.
None. Councillors noted this.
- c. Any other planning matters to note.
None. Councillors noted this.

7. Growth, Highways and Infrastructure

- a. To note progress on the Joint Neighbourhood Plan

The Clerk is to contact the officer responsible for Neighbourhood Plans at BMSDC and see if they will attend a meeting of the JNP group.

- b. To consider possible methods of determining the ownership of land behind the Village Hall which could be the site for a preschool.

Cllr. Field said that the Land Registry records showed it as Highways land. He agreed to try and have this officially confirmed. It is also possible that the developers of Plummers Dell had retained the land. The Chairman agreed to contact the previous owner of the land.

8. Governance

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

Councillors noted this.

- b. To approve reimbursement of phone calls made by the Chairman regarding the purchase and setting up of Councillor laptops.

Councillors approved this.

- c. To note progress on the review of the Council's insurance policy.

Councillors noted this.

- d. To approve the Council's revised Standing Orders

Councillors unanimously approved this.

- . e. To approve the Council's revised Financial Regulations.

Councillors unanimously approved this.

- f. To approve the Council's Asset Register.

Councillors unanimously approved this.

- g. To receive the Budget Report.

It was agreed to take this forward to the Precept Meeting.

- h. To consider an Extraordinary Meeting in January to set the precept for 2019/2020.

Councillors agreed that, owing to the number of issues to be discussed at the January meeting, the precept setting should be considered at a separate meeting. ACTION: Clerk to arrange a date

- i To note the Clerk's annual review and salary increase to SCP26 (£12.40 per hour).

Councillors noted this.

9. Allotments

- a. To note any update on the long term future of the allotments

Councillors noted that there had been no movement on this.

- b. To note the current occupancy of the allotments.

The Clerk reported on the occupancy of the allotments and contact with the plotholders who are not actively working their plots.

10. Village Maintenance

a. To note progress on acquiring and planting a tree and suitable surround at Hackneys Corner to mark the 100th anniversary of the First World War.

The Chairman reported that the Open Spaces Officer from BMSDC has agreed to recommend a couple of tree species that would be suitable for the location.

b. To approve the quote for the purchase of the noticeboard to be installed on the village shop.

Councillors discussed the two options and agreed to accept the quote for the larger noticeboard. ACTION: Clerk to order.

c. To approve the quote for an annual maintenance check of the Village Hall defibrillator. Councillors approved this unanimously. ACTION: Clerk to book annual check.

d. To consider the maintenance of the milestone at Hackneys Corner.

The Chairman said that the Hackneys Corner milestone was looking rather the worse for wear and that he had observed that lots of other milestones had been covered with a white treatment and the lettering filled in with black. Councillors agreed that the Clerk should find someone who understands this kind of restoration and obtain a quote. ACTION: Clerk.

Councillors discussed the condition of the village gateway signs and agreed that it would be worth getting a quote for replacing them with plastic ones which would be easier to keep clean. ACTION: Clerk to contact Highways to see if their permission is necessary for this.

Councillors discussed road safety at the Stowmarket Road zebra crossing where there have been incidents where drivers have not stopped for pedestrians using the crossing. ACTION: Clerk to write to Cllr. Field to ask for the crossing to be upgraded to a pelican crossing.

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 developments on this as SnOasis Reserved Matters had not been resolved.

b. To consider how the Council may determine whether the responsibility for maintenance of the Churchyard has been formally accepted by the Council.

After some discussion, it was agreed that the Clerk would write formally to the vicar of St. Marys. ACTION: Clerk

c. To note progress on the installation of the Cemetery gates.

Councillors noted that the gates had been installed.

d. To consider the Council's policy on interring cremated remains in the child graves in the Cemetery.

The Clerk explained that a family had asked for a reopening of a child grave to inter the cremated remains of a relative. Councillors discussed this and resolved that the Council's policy is that no more than two sets of cremated remains will be permitted to be interred in a child grave. Reopening will not be permitted for any grave where the ownership of Exclusive Rights of Burial is unclear or where the exact location of the grave cannot be established.

12. Village Hall

a. To note the LTN no.28 on the role of the Custodian Trustee.

Councillors noted this and agreed to take it forward to the next meeting

b. To receive a report from the Councillor representing the Parish Council on the Village Hall Management Committee.

Cllr. Mussett was not present.

13. 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.

Cllr. Bowman would like to attend a Neighbourhood Planning course.

Defibrillator training – the places on the free course offered by the manufacturer will be taken up by Councillors and two people from the shop. The remaining places will be offered to the Chequers and organisations using the Village Hall. ACTION: Clerk.

14. Finance

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

Royal British Legion	Payment for the Remembrance Day poppy wreath.	£25.00	LGA 1972 s. 137
Steve Plume	Payment of the annual Chairman's Allowance 2017/18	£220.00	LGA 1972 s. 111

Councillors noted these payments.

b. To consider approving and making the following payments:

Shades Home Maintenance	Churchyard and cemetery maintenance for October 2018. Street cleaning. Allotment clearance (13 hours)	£990.00	LGA 1972 s214(6) LGA 1972, s.215 LGA 1972 s111 Small Holding &Allotments Act 1908, ss23,25
Imperative Training	Purchase of new defibrillator and external cabinet to be sited at Hackneys Corner.	£1822.80	LGA 1972 s.111
Janet Gobey	Clerk's expenses. £28.35 mileage for October. £24.00 for two metal signs for the VH defibrillator.	£52.85	LGA 1972 s.111
Janet Gobey	Clerk's salary for October 2018	£548.40	LGA 1972 s.111
Great Blakenham Parish Room	Room hire October 2018	£20.00	LGA 1972 s.111
SALC	Payroll service for six months up to October 2018	£54.00	LGA 1972 s. 111
Steve Plume	Reimbursement of phone calls made regarding the purchase and set up of the Council's laptops and software	£15.70	LGA 1972 s. 111
Business Services at CAS Ltd.	Annual insurance premium	£270.25	LGA 1972 s. 111
Glasdon UK	New rubbish bin for Roman Close seating area	£55.88	LGA 1972 s.111

Councillors approved these payments.

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

**GREAT BLAKENHAM PARISH COUNCIL
FINANCIAL REPORT 29/9/2018 to 30/10/2018**

BANK BALANCES 30/10/2018

BUSINESS PREMIUM ACCOUNT - £15,748.15
COMMUNITY/CURRENT ACCOUNT – £81,208.43

TOTAL - £96,956.58

MONTHLY – OCTOBER 2018

EXPENDITURE 29/9/2018 to 30/10/2018

Cheques (cleared): £2,627.85

Cheques (uncleared): £319.00

Direct debits:

£21.83 Clerk's phone.

Business Debit card payments:

None

Total: £2968.68

INCOME 29/9/2018 to 30/10/2018

£86.70 – Recycling credit from BMSDC.

FINANCIAL YEAR TO DATE**EXPENDITURE**

£21,996.69

INCOME

£45,472.89

RESERVES (approved at January 2018 Council Meeting)**General Reserves**

£17,500

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 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: £52,750.

TOTAL RESERVES - £70250

Councillors noted the Report and Cllr. Plume verified the figures in the Financial Report against the paper bank statements.

d. To authorise the invoices for Business Direct Debit card payments.

There were no Business debit card invoices for the period.

e. To review the Council's Earmarked and General Reserves.

Councillors agreed to take this forward to the Precept setting Meeting.

f. To consider any provisional suggestions for projects to be included in the draft budget for the Council's precept 2019/2020.

No suggestions were put forward and the Chairman asked Councillors to consider this before the next meeting.

15. Reports

To receive reports from Councillors assigned to the following:

a. SALC - none

b. Viridor Liaison Committee - none

c. Suez Liaison Group - none.

d. SnOasis Parish Alliance - nothing to report as there still has been no information from BMSDC about progress on Reserved Matters.

16. Correspondence

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

BMSDC	Draft Homes Strategy (by email 25/10/18)
Barham Parish Council	East Anglian Daily Times article regarding the five-year housing land supply (by email 31/10/2018)
SALC	Ebulletin - Information on Council elections and dates for the Annual Meeting of the Council (by email 15/10/18)

Suffolk County Council	Appropriate Assessment Consultation Submission Draft Suffolk Minerals & Waste Local Plan (by email 1/11/2018)
Highways and County Councillor J Field	Correspondence regarding the roadworks and landscaping works at Hackneys Corner (various dates)

Councillors noted these items.

17. To note the date of the next Meeting (9th January 2019 at 7.30pm) and any items for the Agenda.

Councillors noted this. It was agreed that there would be an item to consider a Section 137 donation to FIND.