

MINUTES OF THE ANNUAL MEETING OF GREAT BLAKENHAM PARISH COUNCIL

Wednesday 9th May 2018 at the Parish Room, Stowmarket Road, Great Blakenham at 7.00pm.

PRESENT: Cllr. Karen Peters (Deputy Chairman), Cllr. Andrew Mussett, Cllr. David Jones.
County and District Councillor John Field
Clerk to the Council – Janet Gobey.
One member of the public.

The Deputy Chairman opened the Meeting at 7.00 pm.

1. To elect the Chairman of Great Blakenham Parish Council.
Cllr. Peters proposed Cllr. Plume. This was seconded by Cllr. Mussett and approved unanimously. Owing to absence on holiday (apologies presented and approved), Cllr. Plume was not present to sign the Declaration of Acceptance of Office.

2. To elect the Deputy Chairman of Great Blakenham Parish Council.
Cllr. Peters proposed Cllr. Mussett. This was seconded by Cllr. Jones and approved unanimously. Cllr. Mussett signed the Declaration of Acceptance of Office.

3. To receive and approve any apologies for absence.
Cllr. Plume – holiday.
Cllr. Bowman – business trip.
Councillors unanimously approved these apologies.

Councillors agreed to bring forward Item 5a to enable Cllr. Field to leave to attend another meeting.

County Councillor Field gave his report.

A new Suffolk County Council Chief executive has been appointed. School transport policies are being reviewed. Potholes continue to generate a large number of complaints and compensation claims.

No decision has been made yet regarding the proposed parking restrictions on Chapel Lane. There is no news on the ownership of the strip of land near the Village Hall and there has been no progress on acquiring it. Unfortunately, this means that there has been no progress on setting up a preschool in the village.

4. Declaration of any pecuniary and non-pecuniary interests.
a. Councillors declaration of interest appropriate to any item on the agenda.
Cllr. Mussett declared a non pecuniary interest in Agenda Item 8a.
b. To receive written requests for dispensations for disclosable pecuniary interest (if any).
c. To grant any requests for dispensations as appropriate.

5. Public Forum

a. To receive report from County Councillor
Already given.
b. To receive reports from District Councillors.
Not present.
c. To receive questions from members of the public (allow 15 minutes).
None.

6. To approve the Minutes of the Meeting held on 12th April 2018.
The Draft Minutes were approved and signed as a true and correct record of the Meeting.

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

The Clerk reported that Highways have decided not to move the steel and perspex bus shelter opposite the Parish Room after all. While following this up, she had discovered that the shelter has never been included on the County Council's cleaning list. This has now been done.

The Clerk informed Councillors that a planning application had been received after the Agenda had been published to alter the agreed opening hours for the Hackney's Corner shop unit. She had arranged an extension so that it could be considered at the June Meeting. Councillors noted that an application had also been made for an alcohol sales license for the unit.

All other points to be covered under Agenda items.

8. Planning

a. To consider the following planning applications:

DC/18/01473	Ormesby House, 25 Gipping Road, Great Blakenham, Ipswich Suffolk IP6 0JH	Proposal: Erection of detached dwelling and creation of new access (following demolition of existing double garage).
DC/18/01144	Blakenham Baptist Chapel, Chapel Lane, Great Blakenham, Suffolk	Proposal: Erection of extension to existing side entrance lobby to form improved wheelchair accessible main entrance.

Councillors agreed that they had no objections to the above applications.

DC/18/01487	DC/18/01487 - Land on the West Side of Stowmarket Road, Great Blakenham, Suffolk.	Submission of details under Outline Planning Permission 2022/16 - Appearance, landscaping, layout and scale for up to 130 dwellings and includes affordable housing, car parking, open space provision with associated infrastructure.
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Councillors agreed that it was essential that infrastructure (access road, lighting etc.) was finished before construction of the houses is begun. Councillors were concerned that there will only be one entrance /exit during the construction phase and that will make the existing problems on the B1113 worse. Councillors agreed that the developer should be encouraged to make a contribution to building the new development as part of the village and encouraging integration with the existing community. Possible options for this could include setting up a nature reserve on the opposite side of the road, developing the lagoon as a feature or nature reserve and building in links to the footpath at the side of the development. Councillors noted that there was not enough visitor parking, especially in the north part of the development and this is likely to cause problems in the future, as it has on other recent developments. They were particularly concerned that the houses that border the road may end up parking cars on the road, which would cause road safety issues. Access to the bus stop on the other side of the B1113 is a concern and Councillors felt that a pedestrian crossing should be installed.

Councillors also remain concerned about on going access to the allotments.

ACTION: Clerk to respond to BMSDC Planning with these concerns.

b. To note any planning determinations.

None

c. Any other planning matters for information only.

None.

9. Growth, Highways and Infrastructure

a. To note the report on the Stowmarket Road Vehicle Activated Speeding device.
Councillors noted that this had not been received yet.

b. To consider joining Suffolk County Council's temporary Vehicle Activated Speeding device scheme for two locations – Bramford Road and Stowmarket Road.

Councillors agreed that the two sites identified should be put forward for consideration.

ACTION: Clerk

c. To consider putting forward a location on Gipping Road as a potential Speed Indication Device site.

Councillors agreed that this should be proceeded with, but noted that the site might not pass the assessment process because of potential visibility problems.

ACTION: Clerk

10. Governance

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

Councillors noted these.

b. To note the Clerk's new rate of pay from 1st April 2018.

Councillors noted the new national pay rate for the Clerk's spinal point.

c. To approve the payment of the Chairman's allowance for 2017/18.

Cllr. Peters proposed that the allowance be raised to £220.00 for 2017/18. Cllr. Jones seconded this and it was approved unanimously.

d. To approve the Council's Asset Register.

Councillors approved this unanimously.

e. To approve the Meeting dates for 2018/19.

Councillors approved these unanimously.

11. General Data Protection Regulations

a. To receive any update on the GDPR.

Councillors noted the possible change to the GDPR legislation that means that Town and Parish Councils may be exempt from the requirement to appoint an internal Data Protection Officer. Councillors welcomed this.

12. Allotments

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

Councillors noted that there had been no progress with this and no contact from the landowner's solicitor regarding the licence.

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

The Clerk reported that another allotment had been let.

13. Village Maintenance

a. To approve the purchase of one new freestanding dog waste bin with post and one general rubbish bin (bin only).

b. To approve the arrangements for routine checks of the defibrillator.

Councillors resolved that the Clerk should perform the routine checks.

ACTION: Clerk.

14. 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 on this.

b. To note any progress on the proposed new surround for the War Memorial.

Councillors expressed their thanks to a resident of the village who had done a scale drawing of the proposed new base for the memorial. This will need the proposed dimensions inserted. **ACTION:** Clerk.

15. 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

16. Finance

a. To approve the 2017/18 Accounts.

b. To approve the Annual Audit Return - Section 1 Annual Governance Statement for 2017/18.

c. To approve the Annual Audit Return – Section 2 Accounting Statement for 2017/18.

The Clerk explained that Councillors would need to consider the Internal Audit report before approving the Accounts and Parts 1 and 2 of the Annual Audit Return. As the earliest available date for Internal Audit was w/c 18th June, it would not be possible to legally approve the documents at today's Meeting. Councillors agreed that the Clerk should arrange an Extraordinary Meeting for this during w/c 25th June. **ACTION:** Clerk.

d. To note the Council's Financial Report for April 2018.

Councillors noted this.

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

None.

f. To consider approving and making the following payments:

Shades Home Maintenance	Churchyard and cemetery maintenance for April 2018. Planting of replacement bushes in Cemetery hedges. Cleaning of bus shelters and noticeboards.	£908.06	LGA 1972 s214(6) LGA 1972, s.215
Great Blakenham Parish Room	Room hire (includes one SnOasis Parish Alliance hire)	£40.00	LGA 1972 s111
Janet Gobey	Clerk's salary for April 2018 (includes SnOasis Parish Alliance).	£639.51	LGA 1972 s111
M Sillett	Monthly street cleaning	£210.00	LGA 1972 s111
G Sillett	Monthly street cleaning	£210.00	LGA 1972 s111
SALC	Annual subscription 2018/19	£536.35	LGA 1972 s111
MSDC	Litter and dog bin emptying 1/4/18 to 31/3/19.	£318.00	LGA 1972 s111
Janet Gobey	Mileage and expenses for April 2018 - £11.60 stamps. £29.15 stationery. Mileage - £20.25	£61.00	LGA 1972 s111

Councillors approved these payments.

g. To approve the Clerk as Responsible Financial officer for 2018/19.

Cllr. Peters proposed that the Clerk should be approved as RFO for 2018/19. Cllr. Mussett seconded this and it was approved unanimously.

17. Correspondence

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

Suffolk Constabulary	2nd May email containing information about Police Connect messaging group set up specifically for the Parish Clerks around the County.
BMSDC	30 th April email from BMSDC regarding CIL funding and bidding process.

SALC	27th April email from SALC - Weekly bulletin with GDPR update.
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Councillors noted these items and agreed unanimously that the Clerk should register with Police Connect. **ACTION:** Clerk

18. Reports

a. To appoint members to the following outside bodies.

Councillors agreed the following appointments:

SALC - Cllr. Jones

Village Hall Management Committee – Cllr. Peters

Viridor Liaison Committee - Cllr. Plume

Suez Liaison Group – Cllr. Bowman

SnOasis Parish Alliance - Cllr. Plume

Neighbourhood Plan group – Cllr. Mussett

b. To receive reports from Councillors assigned to the following:

SALC - none

Village Hall Management Committee – a table top sale is being planned.

Viridor Liaison Committee – none.

Suez Liaison Group – Cllr. Bowman had circulated information.

SnOasis Parish Alliance – none.

Neighbourhood Plan Group – Cllr. Mussett reported that the group was waiting for confirmation that it would be possible to have a joint Plan for the three parishes (Great Blakenham, Claydon and Whitton and Barham). The groups are considering what it can the three Councils could do themselves, rather than using consultants.

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

Date of the next Meeting: 13th June 2018.

The above Minutes of the Great Blakenham Parish Council Meeting held on 9th May 2018 signed as a true and correct record of the Meeting.