



EARL STONHAM PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall, Earl Stonham on **Thursday, 18th May 2017 at 8.20pm.**

Present:

Councillors: C Woods (Chairman)
D Turner
J Henderson-Hamilton
S Challinor
S Budd
D Brenig-Jones
H Stanford
B Heard
K Wilkinson

In Attendance J Blackburn - Clerk

ES07/17/18 – ELECTION OF CHAIRMAN

Cllr Woods declared the meeting open.

Cllr Stanford proposed that Cllr Woods be elected as Chairman, which was seconded by Cllr Turner. **Decision** – Cllr Woods was duly elected Chairman.

ES08/17/18 – CHAIRMAN'S DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllr Woods signed the Declaration of Acceptance of Office and then took the Chair for the remainder of the meeting.

ES09/17/18 – ELECTION OF VICE-CHAIRMAN

Cllr Budd proposed that Cllr Turner be elected as Vice-Chairman, which was seconded by Cllr Brenig-Jones. **Decision** – Cllr Turner was duly elected Vice-Chairman.

ES10/17/18 – TO RECEIVE APOLOGIES OF ABSENCE

Apologies were received from the Police.

ES11/17/18 – TO RECEIVE DECLARATIONS OF INTEREST

Declarations of interest was received as follows:-

Cllr Turner – Village Hall
Cllr Henderson-Hamilton - Footpaths
Cllr Budd – Village Hall/Footpaths/Allotments
Cllr Stanford – Church/Cricket Club

ES12/17/18 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

ES13/17/18 – TO APPROVE THE MINUTES OF THE MEETING HELD ON 29TH MARCH 2017

It was AGREED: That the minutes of the meeting held on 29th March 2017 be approved as a true record and signed by the Chairman.

ES14/17/18 - MATTERS ARISING

- Cllr Woods informed Cllr Budd that in relation to the Allotments, he was now ready for a large skip to be delivered. Cllr Budd confirmed she would arrange this.
- Cllr Woods explained that the Allotments were registered as a Charity called 'Poor Allotments'. He explained the situation in further detail and confirmed that the Clerk was in the process of updating the details and getting the return up-to-date with the Charity Commission. It was also confirmed that the Clerk would be updating the Tenancy Agreements and that they needed to be reviewed on a regular basis.
- Cllr Woods confirmed that there was a well on the Garden Allotments but a better system was needed in order to draw out the water.
- Cllr Challinor confirmed she had spoken with the tenants to inform them they could erect a shed for their tools.

ES15/17/18 – TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- i) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – Cllr Woods was appointed representative to SALC.
- ii) **FOOTPATHS – Decision** – Cllr Budd, Cllr Henderson-Hamilton and Cllr Heard were appointed representatives to the Footpaths.
- iii) **VILLAGE HALL – Decision** – Cllr Budd was appointed representative to the Village Hall.
- iv) **CHURCH – Decision** – Cllr Stanford was appointed representative to the Church.
- v) **VILLAGE GREEN – Decision** – All Councillors were representatives to the Village Green.
- vi) **POLICE – Decision** – Cllr Brenig-Jones and Cllr Henderson-Hamilton were appointed representatives to the Police.
- vii) **COMMUNITY EMERGENCY VILLAGE HALL KEY HOLDERS – Decision** – All Councillors were appointed representatives of key holders for the Village Hall.
- viii) **TRANSPORT / ROAD SAFETY – Decision** – Cllr Woods was appointed representative for Transport / Road Safety.
- ix) **STREET LIGHTING – Decision** – Colin Woods
- x) **EARL STONHAM TRUSTEES – Decision** – Cllr Budd and Cllr Woods were appointed representatives to the Earl Stonham Trustees.
- xi) **RECORDER PUBLICATION – Decision** – Cllr Turner was appointed representative for the Recorder Publication.
- xii) **RECORDER DISTRIBUTION – Decision** – Cllr Henderson-Hamilton was appointed representative for the Recorder Distribution.
- xiii) **CAROLS ON THE GREEN – Decision** – Cllr Henderson-Hamilton was appointed representative for the Carols on the Green.
- xiv) **PLANNING AND FINANCE – Decision** – Cllr Budd, Cllr Stanford, Cllr Woods, Cllr Brenig-Jones and the Clerk were appointed representatives for Planning and Finance.

ES16/17/18 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS

It was AGREED: That the annual subscription of £259.82 be paid to the Suffolk Association of Local Councils in order to renew the Parish Council's membership.

It was NOTED: That the annual subscription for Community Action Suffolk was now free of charge.

ES17/17/18 – PUBLIC FORUM

There was one member of the public present.

ES18/17/18 – TO RECEIVE THE POLICE REPORT

The Police were not present at the meeting and a report had not been received.

ES19/17/18 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR MORLEY

It was NOTED: That the District Councillor submitted a report to the Annual Parish Meeting that was held prior to this meeting.

ES20/17/18 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR M HICKS

It was NOTED: That the County Councillor submitted a report to the Annual Parish Meeting that was held prior to this meeting.

ES21/17/18 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

i) TO RECEIVE A REPORT ON THE FINANCE AND GOVERNANCE STATEMENT

The Clerk reported on the position with all records held for the Parish Council and what records remained missing since the hand over between the previous and present Clerks. She reported that the 2015/16 and 2016/17 grants had not been paid. Members of the Parish Council considered the grants that had not been paid from previous financial years. The Clerk also reported that a bin was missing for the Under 8's playground. Glasdon's had no record of any returns being made.

It was AGREED: That the Clerk make arrangements for the payment of Grants for 2016/17. That the Clerk order a new bin, with a lid, for the Under 8's playground.

ii) END OF YEAR 31ST MARCH 2017 STATEMENT OF ACCOUNTS

The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk

iii) ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.

iv) TO RECEIVE THE CLERK'S FINANCIAL REPORT

The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance in the accounts on 25th May 2017 was £9,816.17.

v) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

<u>Chq. No.</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
001252	E.S.V.H.	Recycling Bin Credit (½)	£116.69
001253	Jennie Blackburn	Tax Refund (Jan Salary)	£41.60
001254	SALC	Annual Subscription	£259.82
001255	D Turner	Recorder Expenses	£30.00
001256	Creeping St Mary PCC	Donation in Memory of Mr Baker	£30.00
001257	Mr Henry Glasse	Christmas Tree Electrics	£40.00
001258	Vertas	Grass Cutting (inc. outstanding invoices)	£1,050.68

It was AGREED: That payments totalling £1,568.79 be authorised and actioned by the Clerk.

The following receipts were also noted:-

Mid Suffolk District Council	Precept (1st Instalment)	£3,018.58
Lees Farmhouse	Recorder Advertising	£30.00
Dennis Coward	Allotment Rent	£7.50
Porch Farms	Allotment Rent	£371.28
Trustees	Contribution to Jubilee Bench	£200.00
Trustees	Under 8s replacement bin	£87.00
Perkins	Allotment Rent	£15.00
Jill Gould	Return of February Salary	£192.30
HMRC	Refund of Tax (January)	£41.60

It was also noted that the sum of £208.33, Clerk's Salary for April be ratified.

The Clerk explained that she had worked extra hours in order to get the accounts in order for the Internal Audit. The hours worked extra were 18, which amounted to an extra payment of £192.29.

It was AGREED: That the Clerk be paid for the extra hours worked.

ES22/17/18 – PLANNING APPLICATIONS

Ref: 1700/17 – Elm Tree Barn, Chapel Lane, ES – Change of use, conversion and erection of extensions to outbuilding to provide annexe accommodation and to the principal dwelling also with Holiday Let use.

There was no objection to the planning application – **Clerk to Action.**

Ref: 1759/17 / 1761/17 - The Fenns, Fen Lane, ES - Erection of double cart lodge, lobby, cloakroom with snooker room over.

There was no objection to the planning application – **Clerk to Action.**

ES23/17/18 - PLANNING DECISIONS

It was NOTED: The following planning applications had been granted:-

Ref: 4790/16 - Venns Farm, Debenham Road, ES - Conversion of barn to an independent dwelling house.

Ref: 4789/16 - Venns Farm, Debenham Road, ES - Conversion of barn to independent dwelling house. Erection of detached 3 bay cartlodge structure for ancillary use associated with new barn dwelling with associated drive, parking area and landscaping. Installation of sewage package treatment plant, air source unit & oil tank

ES24/17/18 – TO RECEIVE AN UPDATE ON THE PARKING ON THE VILLAGE GREEN

Members discussed the parking on the village green, particularly about one vehicle that was parked on the green on a regular basis.

It was AGREED: That the Clerk write a letter to the owner of the vehicle in question.

ES25/17/18 – FOOTPATHS COMMITTEE TO SUPPLY INFORMATION FOR THE WEBSITE

Cllr Turner requested that she would like the Footpaths Committee to advertise their walks on the website. It was also commented on that the previous walk by the Footpaths Committee was one taken along a main road instead of using available footpaths, which had been very disappointing.

It was AGREED: That Cllr Woods would speak with them at their next meeting.

ES26/17/18 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

- Cllr Wilkinson informed members that there had been a break-in at a property within the Parish where a Rotavator had been stolen. The street light near to the property that had been burgled was out and he felt that that would not have helped the situation. Police had tracked the robbers to the Village Hall. Cllr Turner stated that CCTV could have picked something up in that case.
- Cllr Budd reported that the canopies of the trees on the Village Green needed raising as pedestrians needed to walk around them, off the path, in order to get past. It was recommended that the Clerk obtain quotes.
- Cllr Henderson-Hamilton reported that the Footpath sign near to the school needed clearing, as does the junction near Stonham Parva Church towards Honey Pot Spinney.
- Cllr Heard informed members that he was aware of a resident wanting to set up a Tennis Club on the courts on a Saturday morning for young people to attend. The Parish Council would need his Public Liability insurance details. **Action** – Clerk to put onto next Agenda.
- Cllr Turner informed members that the dropbox / website was moving along with a date arranged for herself, the Clerk and Alan Sarsby to meet to set it up.

ES27/17/18 - DATE OF NEXT MEETING

It was AGREED: That the next meeting be held at the Village Hall on Thursday, 13th July 2017 at 7.30pm and the following meetings dates were arranged:-

Wednesday, 27th September 2017
Thursday, 9th November 2017
Thursday, 11th January 2017
Thursday, 8th March 2017

The meeting finished at 10pm.

Chairman: Dated: