



EARL STONHAM PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall, Earl Stonham on **Monday, 13th May 2019 at 8.40pm.**

Present:

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

In Attendance	J Blackburn - Clerk
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ES07/19/20 – ELECTION OF CHAIR

Cllr Woods declared the meeting open.

Cllr Stanford proposed that Cllr Woods be elected as Chair, which was seconded by Cllr Budd.
Decision – Cllr Woods was duly elected Chair.

ES08/19/20 – CHAIR'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.

ES09/19/20 – ELECTION OF VICE-CHAIR

Cllr Wilkinson proposed that Cllr Turner be elected as Vice-Chair, which was seconded by Cllr Woods. **Decision** – Cllr Turner was duly elected Vice-Chair.

ES10/18/19 – TO RECEIVE APOLOGIES OF ABSENCE

Apologies had been received from the Police.

ES11/19/20 – TO RECEIVE DECLARATIONS OF INTEREST

None had been received.

ES12/19/20 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

ES13/19/20 – TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th MARCH 2019

It was AGREED: That the minutes of the meeting held on 4th March 2019 be approved as a true record and signed by the Chairman.

ES14/19/20 – GENERAL POWER OF COMPETENCE

It was AGREED: That due to meeting the criteria, the Parish Council adopted the General Power of Competence.

ES15/19/20 - TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- i) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – Cllr Woods was appointed representative to SALC.
- ii) **FOOTPATHS – Decision** – All Councillors 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) **COMMUNITY EMERGENCY VILLAGE HALL KEY HOLDERS – Decision** – Cllr Turner, Cllr Woods and Cllr Heard were key holders for the Village Hall.
- vii) **STREET LIGHTING – Decision** – All Councillors were representatives to the Street Lighting.
- viii) **EARL STONHAM TRUSTEES – Decision** – Cllr Budd, Cllr Woods and Cllr Wilkinson were appointed representatives to the Earl Stonham Trustees.
- ix) **RECORDER PUBLICATION – Decision** – Cllr Turner was appointed representative for the Recorder Publication.
- x) **RECORDER DISTRIBUTION – Decision** – Cllr Henderson-Hamilton was appointed representative for the Recorder Distribution.
- xi) **CAROLS ON THE GREEN – Decision** – Cllr Henderson-Hamilton was appointed representative for the Carols on the Green.
- xii) **PLANNING AND FINANCE – Decision** – All Councillors and the Clerk were appointed representatives for Planning and Finance.

ES16/19/20 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS

It was AGREED: That the annual subscription of £251.91 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 continued to be free of charge.

ES17/19/20 – PUBLIC FORUM

One member of the public was present.

ES18/19/20 – TO RECEIVE THE POLICE REPORT

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

ES19/19/20 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR HICKS

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

ES20/19/20 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR MORLEY

District Cllr Morley reported the following:

- Completed the move to Endeavour House, potentially saving £5.8 million over the next decade. The public service hub with Suffolk County Council and 2 Clinical Commissioning Groups had improved our partnership working and reduced unnecessary travel. The previous offices in Needham Market would become much needed local housing and retail space.

- Secured £475,200 from the Warm Homes Fund, a National Grid-funded organisation to help residents improve their home heating and tackle fuel poverty. 180 Air Source Heat Pumps had been installed to Council properties providing heating and hot water, which would lower fuel bills and carbon emissions and would require little maintenance and no fuel deliveries.
- Published all our CIL Developer contributions database online, so that Parishes could see how much money was available for infrastructure projects in each parish or ward. That included CIL money collected since the scheme began in 2016 and also S106 money which had been collected since 1974.

The Clerk asked Cllr Morley if she had any update on the junction of the A140/A1120 (Tap Junction) to which Cllr Morley stated she had received no update from the Enforcement Team as they were having changes in staffing and had no time to look at it.

Cllr Stanford, along with the rest of the Parish Council, felt that that was not acceptable and that it was clear a business was being ran at the junction premises without planning permission being sought.

Cllr Morley explained that there had never been any planning permission in relation to the site so it would be the task of the Enforcement Team to take the matter forward as the house was now being used commercially.

ES21/19/20 – 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 the Parish Council accounts. **Decision:** Approved and signed by the Chair and Clerk.
- ii) **END OF YEAR 31ST MARCH 2019 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) **INTERNAL AUDITOR’S REPORT**
The Clerk reported that the Internal Audit had taken place and all was in order. She had circulated the Internal Auditor’s report prior to the meeting and noted that no recommendations had been made.
- v) **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 7th May 2019 was £10,395.85.
- vi) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**
The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk’s Salary (May)	£241.60
Jennie Blackburn	Clerk’s Office Allowance/Expenses (May)	£29.58
D Turner	Recorder Expenses	£40.00
C Hamilton	Website Transfer Fee	£12.00
C Hamilton	Website costs	£57.46
B Heard	Expenses re Posts on the Village Green	£51.22

Vertas Group Ltd	Grass Cutting	£287.03
Trevor Brown	Internal Audit	£103.80
D Turner	Reflectors for VG (Reimbursement)	£49.68
SALC	Annual Subscription	£251.91
Village Hall	Half of Recycling Bin Credit	£162.67

It was AGREED: That payments totaling £1,286.95 be authorised and actioned by the Clerk. That payments of £176.00 for D Turner, reimbursement of Recorder Printing costs be ratified.

The following receipts were also noted:

MSDC	Recycling Bin Credit	£325.34
Z Hyde	Recorder Advert Payment	£30.00
MSDC	Precept (1st Installment)	£3,200.00
Techprotect	Cashback on Printer Toners	£75.00
Bildeston Parish Council	5th of Toner payment	£91.39

ES22/19/20 – PLANNING APPLICATIONS

None had been received.

ES23/19/20 - PLANNING DECISIONS

None had been received.

ES24/19/20 – ALLOTMENTS

Cllr Woods reported that the ditch had not yet been cleared although it had been cut around the edge. No problems had occurred in relation to the Cockerels. They had been moved away from the nearby housing and the numbers of cockerels had been reduced.

ES25/19/20 – VILLAGE HALL

It was reported that the streetlight at the hall remained faulty. **Clerk to chase.**

ES26/19/20 – ROADSIDE VERGE RESERVE ON A1120

It was reported that the grassed verge along towards the A140 had been cut. This should not have been cut at this time of year as it was a roadside verge reserve.

It was AGREED: That the Clerk liaise with Highways to ascertain their comments.

ES27/19/20 - WAR MEMORIAL

The Clerk reported that following a letter of complaint to the contractor who had carried out the refurbishment of the war memorial in such a way that had resulted in the War Memorial Trust refusing to give the Parish Council a grant for the works, had received a telephone call from the contractor. He stated that he had taken the issue up with the National Association Master Masons (NAMM) as he had cleaned the memorial with a gentle and correct procedure.

The Clerk explained to him that whilst the Parish Council had been pleased with the finished memorial, it had not been cleaned as stated on the Method Statement from the War Memorial Trust and therefore had resulted in the Parish Council missing out on the funding.

The contractor stated he would contact the Clerk again once he had heard back from NAMM.

ES28/19/20 – PICNIC ON THE GREEN

Cllr Turner reported that a trailer would be needed for the Theatre Guild to perform at the event and that a porta-loo would be needed. Cllr Budd agreed to arrange this.

It was AGREED: That a trailer and porta-loo be put onto the Green for the event.

ES29/19/20 - POSTS FOR VILLAGE GREEN

Councillors expressed their gratitude for Cllr Heard's work by way of replacing the rotten wooden posts around the Green and fixing reflectors onto all the posts.

ES30/19/20 – WEBSITE

There was nothing to report.

ES31/19/20 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

- Thank you to those who had cut away the overgrowth of Balls Way.
- Bench outside the Village Hall needs oiling. Cllr Heard agreed to do it.
- Show day on 8th June – PC to donate a cup
- 26th May – 3pm - Walk from Earl Stonham Parish Room to Stonham Parva
- Possible diverting of footpath

ES32/19/20 - DATES OF 2019/20 MEETINGS

It was AGREED: That the followings dates be approved for the 2019/20 meetings:

Monday, 1st July 2019 – 7.30pm

Monday, 2nd September 2019 – 7.30pm (Footpath mtg at 7pm)

Monday, 4th November 2019 – 7.30pm

Monday, 6th January 2020 – 7.30pm

Monday, 2nd March 2020 – 7.30pm (Footpath mtg at 7pm)

ES33/19/20 – DATE OF NEXT MEETING – Monday, 1st July 2019 at 7.30pm

The meeting finished at 9.45pm.

Chairman: Dated: