



EARL STONHAM PARISH COUNCIL

Minutes of the Annual Parish Council meeting held online via Zoom on
Wednesday, 5th May 2021 at 7.25pm.

Present:

Councillors: M Gillett (Chair)
D Turner
K Wilkinson
M Mann
S Budd
D Brenig-Jones
H Stanford
H Glasse

In Attendance J Blackburn - Clerk

ES07/21/22 – ELECTION OF CHAIR

Cllr Turner declared the meeting open.

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

ES08/21/22 – CHAIR'S DECLARATIONS OF ACCEPTANCE OF OFFICE

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

ES09/21/22 – ELECTION OF VICE-CHAIR

Cllr Glasse proposed that Cllr Turner be elected as Vice-Chair, which was seconded by Cllr Stanford.
Decision – Cllr Turner was duly elected Vice-Chair.

ES10/21/22 – TO RECEIVE APOLOGIES OF ABSENCE

Apologies had been received from the Police.

ES11/21/22 – TO RECEIVE DECLARATIONS OF INTEREST

Cllr Stanford declared an interest in the Church yard Maintenance item.

ES12/21/22 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

ES13/21/22 – TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 1st MARCH 2021 and Tuesday, 23rd March 2021

It was AGREED: That the minutes of the meetings held on 1st March 2021 and Tuesday, 23rd March 2021 be approved as a true record and signed by the Chairman.

ES14/21/22 – TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- i) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – All Cllrs.
- ii) **FOOTPATHS – Decision** – Cllr Budd, Cllr Wilkinson and Cllr Stanford were appointed representatives to the Footpaths.
- iii) **VILLAGE HALL – Decision** – Cllr Glasse was appointed representative to the Village Hall.
- iv) **CHURCH – Decision** – Cllr Stanford was appointed representative to the Church.
- v) **VILLAGE GREEN – Decision** – Cllr Glasse was appointed representative to the Village Green.
- vi) **COMMUNITY EMERGENCY VILLAGE HALL KEY HOLDERS – Decision** – Cllr Turner and Cllr Gillett 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 Wilkinson and Tony Turner 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 Wilkinson and Cllr Brenig-Jones were appointed representatives for the Recorder Distribution.
- xi) **CAROLS ON THE GREEN – Decision** – Cllr Stanford and Cllr Glasse were appointed representatives for the Carols on the Green.
- xii) **PLANNING AND FINANCE – Decision** – All Councillors and the Clerk were appointed representatives for Planning and Finance.

ES15/21/22 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS

It was AGREED: That the annual subscription of £267.29 be paid to the Suffolk Association of Local Councils in order to renew the Parish Council's membership.

ES16/21/22 – PUBLIC FORUM

No members of the public were present.

ES17/21/22 – TO RECEIVE THE POLICE REPORT

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

ES18/21/22 – 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.

ES19/21/22 – 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.

ES20/21/22 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERK'S REPORT

Office Allowance – The Clerk reported that the suggested amount of office allowance paid to the Clerk (by SALC) had been increased in April 2020 to £26 per month. The Parish Council were currently paying the Clerk £20 per month and the Clerk therefore asked for a rise due to rising costs of electricity, telephone and broadband.

It was AGREED: That the Office Allowance be raised to £26.00 per month.

Churchyard Maintenance – The Clerk reported that an annual donation of £350 had not been made to the Parochial Church Council (PCC) for the churchyard maintenance since January 2019.

It was AGREED: That a donation be made to the PCC for the Churchyard maintenance of £700 (January 2020 £350 and January 2021 £350).

b) 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 26th April 2021 was £10,269.49.

c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Apr)	£248.23
Jennie Blackburn	Clerk's Office Allowance/Exp (Apr)	£20.00
HMRC	PAYE (2020/21)	£9.80
Church Buying Group	Chairs for donating to Village Hall	£2,350.37
Vertas Group Ltd	Grass Cutting	£301.39
Jennie Blackburn	Reimbursement - Printer ink cartridges	£555.82
SALC	Annual Subscription	£267.29
Vertas Group Ltd	Grass Cutting	£316.44
Suffolk County Council	Street Lighting	£630.15
Jennie Blackburn	Clerk's Pay (May)	£248.23
Jennie Blackburn	Clerk's Office Allowance/Exp (May)	£43.49

It was AGREED: That payments totaling £4,991.21 be authorised and actioned by the Clerk and a payment of £700 for the Churchyard Maintenance for 2019/20 & 2020/21 be ratified.

The following receipts were also noted:

MSDC	Recycling Bin Credit	£366.69
MSDC	Precept (1st instalment)	3278.50
MSDC	Grant (One off)	146.00
Jennie Blackburn	Overpayment of Clerk's pay (reimbursement)	0.20

ES21/21/22 – PLANNING APPLICATIONS

Ref: DC/21/01712 - Householder application - Erection of a three bay Cartlodge and attached log store (following demolition of existing outbuilding) - Church Farm, Church Lane, Earl Stonham

It was AGREED: That the Parish Council have no objections to the application. **Clerk to action.**

ES22/21/22 - PLANNING DECISIONS

The following decisions were noted:

Ref: DC/21/00515 - Full Application - Erection of general purpose storage building for forestry business - MB Trees At Holly Bank House, Broad Green Road, Earl Stonham - **Granted**

Ref: DC/21/00528 - Householder Planning Application - Creation of new vehicular access, drive and parking area Meadow Cottage, Norwich Road, Earl Stonham – **Granted**

Ref: DC/21/01227 - Planning Application - Replacement of residential mobile home (Lawful Development Certificate DC/20/01860 granted) with a new mobile home conforming to the Caravan Acts 1960 & 1968 and the Amendment Act of 2006 - The Caravan, Springfields, Fen Lane, Earl Stonham - **Granted**

ES23/21/22 – PLANNING PROCEDURES

Cllr Turner explained to members that comments submitted to the planning department for a recent application had not been uploaded to the planning portal, by the planning team, within the required timescale and was therefore concerned that comments were being missed. She added that she was aware the planning team had a backlog of emails and felt that this was something that everyone needed to be aware of for the future.

Cllr Wilkinson added that members of the public were unable to add extra documents / photos to the planning portal which was why they would then email the planning department instead.

It was AGREED: That the Clerk contact Cllr Morley and Gemma Walker, Senior Planning Officer, about the planning system and uploading information onto their portal.

ES24/21/22 – SPEEDING THROUGH THE VILLAGE

A general discussion took place in relation to speeding through the village, the statistics that the Clerk received from the Speed Management Team and the application that had been made for an Automatic Number plate Recognition Camera to be installed near to the old pub on the A1120.

Cllr Gillett suggested that a meeting be held with Suffolk Highways and the Police as to what could be done to slow down the traffic.

It was AGREED: That the Clerk liaise with Highways, County Cllr Hicks and the Police.

ES25/21/22 - ALLOTMENTS

There was nothing to report.

ES26/21/22 – VILLAGE HALL

There was nothing to report.

Members expressed their thanks to Tony Turner for the excellent refurbishment of the hall.

ES27/21/22 – MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

- Dog fouling on footpaths
- Brambles on footpath at the end of School Lane – needed attention
- Trees on the Village Green – two possibly dying – needed to be monitored
- Whitehouse Farm Footpath – confirmation needed of a bridleway through the Farm – owner was stating private land
- Gift for Colin Woods for 26 years on the Parish Council
- Future banking arrangements – add more signatories

ES28/21/22 - DATES OF 2021/22 MEETINGS

It was AGREED: That the followings dates be approved for the 2021/22 meetings:

Monday, 5th July 2021

Monday, 6th September 2021

Monday, 1st November 2021
Monday, 3rd January 2022
Monday, 7th March 2022

ES29/21/22 – DATE OF NEXT MEETING – Monday, 5th July 2021 at 7.30pm

The meeting finished at 8.30pm.

Chairman: Dated: