



## **EARL STONHAM PARISH COUNCIL**

Minutes of the Annual Parish Council meeting held at the Village Hall, Earl Stonham on **Monday, 14<sup>th</sup> May 2018 at 8.30pm.**

### **Present:**

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

In Attendance                J Blackburn - Clerk

### **ES13/18/19 – ELECTION OF CHAIRMAN**

Cllr Woods declared the meeting open.

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

### **ES14/18/19 – 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.

### **ES15/18/19 – ELECTION OF VICE-CHAIRMAN**

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

### **ES16/18/19 – TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Turner, Cllr Challinor and the Police.

### **ES17/18/19 – TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **ES18/18/19 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **ES19/17/18 – TO APPROVE THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> MARCH 2018 AND THE PLANNING MEETING ON 1<sup>st</sup> MAY 2018**

**It was AGREED:** That the minutes of the meeting held on 5<sup>th</sup> March 2018 and the Planning Meeting on 1<sup>st</sup> May 2018 be approved as a true record and signed by the Chairman.

## **ES20/18/19 – 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, Cllr Heard and Cllr Woods 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** – All Councillors were representatives to the Police.
- vii) **COMMUNITY EMERGENCY VILLAGE HALL KEY HOLDERS – Decision** – Cllr Turner and Cllr Woods were key holders for the Village Hall.
- viii) **TRANSPORT / ROAD SAFETY** – As the Road Safety Committee had folded no representatives were appointed to this area.
- ix) **STREET LIGHTING – Decision** – All Councillors were representatives to the Street Lighting.
- x) **EARL STONHAM TRUSTEES – Decision** – Cllr Budd, Cllr Woods and Cllr Wilkinson 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** – All Councillors and the Clerk were appointed representatives for Planning and Finance.

## **ES21/18/19 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS**

**It was AGREED:** That the annual subscription of £251.41 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.

## **ES22/18/19 – PUBLIC FORUM**

There were no members of the public present.

## **ES23/18/19 – TO RECEIVE THE POLICE REPORT**

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

## **ES23/18/19 – 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.

## **ES24/18/19 – 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.

## **ES25/18/19 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS**

The Clerk reported that in relation to the Data Protection Officer/legislation it had now been passed in parliament that Parish Councils were exempt from the need to employ a Data Protection Officer.

Parish Councils still needed to comply with the legislation but the Clerk would ensure relevant steps were taken to ensure compliance was met. One of the steps required was that relevant documents be stored in a lockable cupboard.

**It was AGREED:** That the Clerk purchase a lockable cupboard.

- i) **TO RECEIVE A REPORT ON THE FINANCE AND GOVERNANCE STATEMENT**  
The Clerk reported on the position with the Parish Council accounts. She confirmed that all had gone well with the internal audit.
- ii) **END OF YEAR 31<sup>ST</sup> MARCH 2018 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 14<sup>th</sup> May 2018 was £10,292.49.
- v) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**  
The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Salary (May)	£208.33
Jennie Blackburn	Clerk's Office Allowance/Stationery (May)	£23.99
Jennie Blackburn	Refreshments (Annual Meeting)	£26.50
ES Village Hall	Half of Recycling Credit	£131.07
Vertas Group Ltd	Grass Cutting	£514.44
Trevor Brown	Internal Audit 2017/18	£105.10
SALC	Annual Subscription 2018/19	£251.41
SALC	Planning Workshop	£10.00
MSDC	Bin Emptying	£276.00
CAS	Insurance addition (Defib)	£8.94
Jennie Blackburn	Clerk's Salary (June)	£224.08
Jennie Blackburn	Clerk's Office Allowance (June)	£20.00

**It was AGREED:** That payments totaling £1,799.86 be authorised and actioned by the Clerk.

Payments to Cllr Turner for reimbursement of £30.00 for Recorder expenses, and to Cllr Henderson-Hamilton of £4.50 for Recorder distribution be ratified.

The Clerk explained that her salary for June had included the annual pay increase from NALC and moving to the next pay scale in order to be in-line with other Parish Councils, as she was currently not on a particular pay-scale.

**It was AGREED:** That the Clerk be put onto scale point 22.

The following receipts were also noted:

<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>In</u>
12.03.18	Masquerade	Recorder Payment	£30.00

15.03.18	SALC	Transparency Grant Funding (Website)	£438.02
26.03.18	MSDC	Recycling Credit	£262.14
26.03.18	L & R Contractors	Recorder payment	£30.00
09.04.18	MSDC	Precept (1st Instalment)	£3,169.50
23.04.18	MSDC	Locality Budget Funding	£350.00
23.04.18	Stonham Parva PC	Recorder payment	£90.00
30.04.18	Bays Farm	Recorder Payment	£30.00

### **ES26/18/19 – PLANNING APPLICATIONS**

None had been received.

### **ES27/17/18 - PLANNING DECISIONS**

The following planning decision was noted:

**DC/18/00791** - Householder Planning Application - Erection of single storey and two storey extensions - Alterations to existing fenestration comprising installation of roof dormers and alterations to facing materials - Erection of first floor balcony; Erection of 4 bay cartlodge with annex accommodation (following demolition of existing garage) - Rose Cottage, Larters Lane, Earl Stonham, Stowmarket Suffolk IP14 5HB - **GRANTED**

### **ES28/18/19 – DEFIBRILLATOR**

The Clerk explained that now the Defibrillator was in place and ready to use it was vital that it was checked on a weekly basis.

**It was AGREED:** That the Clerk draw up a Rota system for Councillors living in the village to check the Defibrillator and cabinet and let the Clerk know once the check had been made.

### **ES29/18/19 – ALLOTMENTS**

Cllr Woods reported that all allotments were now let. He explained that one of the larger plots was being used for chickens and relevant fencing and coops had been erected. It was important to note that the fencing and coops were temporary.

### **ES30/18/19 – VILLAGE HALL**

Cllr Heard reported that the dishwasher had now been installed and was up and running.

### **ES31/18/19 – WAR MEMORIAL**

Cllr Woods reported that the application for refurbishment funding for the war memorial would be completed later this week.

He stated that he had sent off an application to register the memorial as a Grade II Listed War Memorial and he was awaiting the reply/confirmation.

### **ES32/18/19 – POSTS FOR VILLAGE GREEN**

The Clerk confirmed that the Locality Budget Funding had been received from the District Councillor (£350) towards the purchase of replacement posts for the Village Green.

**It was AGREED:** That the Clerk sought quotes for the posts.

Cllr Budd informed members that the tree on the Green nearest to the path showed signs of growing over the pathway and that it needed monitoring.

**ES33/18/19 – WEBSITE**

Mr Henderson-Hamilton had taken over the hosting of the website from Mr Sarsby who had hosted it for many years. Members expressed their thanks to Mr Sarsby for all he had done for the website.

The website would also soon be available to visit from mobile phones.

**ES34/18/19 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

- It was noted that the trees outside The Limes were in a bad state and were encroaching onto the road.

**ES35/17/18 - DATES OF 2018/19 MEETINGS**

**It was AGREED:** That the followings dates be approved for the 2018/19 meetings:

- Monday, 2<sup>nd</sup> July 2018
- Monday, 3<sup>rd</sup> September 2018
- Monday, 5<sup>th</sup> November 2018
- Monday, 7<sup>th</sup> January 2019
- Monday, 4<sup>th</sup> March 2019

**ES36/18/19 – DATE OF NEXT MEETING – Monday, 2<sup>nd</sup> July 2018 at 7.30pm**

The meeting finished at 9.15pm.

Chairman: ..... Dated: .....