



## EARL STONHAM PARISH COUNCIL

Minutes of the Parish Council meeting held at the Village Hall, Earl Stonham on **Monday, 5<sup>th</sup> March 2018 at 7.30pm.**

### **Present:**

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

In Attendance J Blackburn – Clerk

Apologies None

### **ES107/17/18 – PUBLIC FORUM**

No members of the public were present.

### **ES108/17/18 – APOLOGIES OF ABSENCE**

No apologies had been received.

### **ES109/17/18 – DECLARATIONS OF INTEREST**

Declarations of interest were received as follows:-

Cllr J Henderson-Hamilton - Footpaths  
Cllr Turner – Village Hall  
Cllr Budd – Village Hall

### **ES110/17/18 – APPLICATIONS FOR DISPENSATION**

None had been received.

### **ES111/17/18 – MINUTES OF THE MEETING HELD ON 11<sup>th</sup> JANUARY 2018 AND PLANNING MEETING HELD ON 7<sup>TH</sup> DECEMBER 2017**

**It was AGREED:** That the minutes of the Parish Council meeting held on 11<sup>th</sup> January 2018 and the Planning meeting held on 7<sup>th</sup> December 2017 be approved as a true record and signed by the Chairman.

### **ES112/17/18 – POLICE REPORT**

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

### **ES113/17/18 – DISTRICT COUNCILLOR'S REPORT – CLLR MORLEY**

District Councillor Morley was not present at the meeting and a report had not been received.

## **ES114/17/18 – COUNTY COUNCILLOR’S REPORT – CLLR M HICKS**

Cllr Hicks’ report had been circulated prior to the meeting. He briefly reported the following:

- Suffolk to use drone technology to help manage blue light service incidents - 15 February 2018 marked the official launch of the use of two Small Unmanned Surveillance Aircrafts in Suffolk. The technology, commonly referred to as drones had been developed and funded by Suffolk Resilience Forum for use across the county. As part of a multi-agency Air Support Unit, the drones would be used by Suffolk Fire and Rescue Service, Suffolk Constabulary, Suffolk County Council and Suffolk Lowland Search and Rescue and Norfolk & Suffolk 4x4 Response. The drones would provide a range of aerial surveillance options to support emergency services and voluntary organisations across a wide range of incidents.
- Online safety among younger children - this year’s annual Cybersurvey results showed that more parents were delivering messages of online safety to their children from a young age. The survey showed that parental influence was having an impact on risk-taking behaviour, with 62% of children (up from 57% in 2016) saying they always listen to their parent/carers advice and 80% taught about online safety at school. Since last year there had been a 4% reduction in young people using chatrooms (17% less than 4 years ago) and a 2% reduction in young people meeting up with someone they knew only online. The Suffolk Cybersurvey could be viewed at [www.esafersuffolk.org](http://www.esafersuffolk.org)
- Suffolk Public Health chiefs urge people take asthma seriously - Around 1 in 11 children in the UK were affected by asthma but not all children had their disease well managed. There was no cure for asthma yet but with the right treatment children could lead a normal and active life. Suffolk County Council, Public Health and the Clinical Commissioning Groups of GPs were launching a campaign to raise awareness of the seriousness of asthma. The aim was to encourage parents whose children had asthma to make sure their child had an asthma plan and regular reviews at the surgery. Posters highlighting this public health message would be sent to GP surgeries, children’s centres, schools, nurseries, libraries, leisure centres and pharmacies. Whilst asthma was a common childhood condition it was important to raise awareness of managing it well. For further information visit [www.healthysuffolk.org.uk/advice-services/children/take-asthma-seriously](http://www.healthysuffolk.org.uk/advice-services/children/take-asthma-seriously)

Members questioned Cllr Hicks about the problems and delay from reporting footpath issues to Suffolk County Council and the works being carried out. Also, the urgency of a large hole that had appeared a while ago on the grass verge adjacent the Ichiban site, which was considered as being very dangerous.

Cllr Hicks confirmed that the Highways Department were under a lot of pressure and a large back log of work especially since the severe weather of last week.

Any issues of urgency he asked the Clerk to forward to him and he would see what he could do.

## **ES115/17/18 – CLERK’S REPORT AND FINANCIAL MATTERS**

### **a) CLERK’S REPORT**

The Clerk reported to members that a new Data Protection legislation was being brought in and had to be complied with by 25<sup>th</sup> May 2018. To ensure compliance a Data Protection Officer needed to be appointed by the Parish Council and she confirmed that a small amount of money had been put aside within next year’s budget for any associated costs.

At the current time neither a Councillor nor the Clerk/RFO could be appointed as the Data Protection Officer due to a conflict of interest but that could change and she would therefore keep members updated once she had received further confirmation.

Prior to the meeting a Data Protection Policy was circulated for the approval by members.

Compliance of the legislation would be proportionate as Earl Stonham Parish Council held minimal personal information on file and the immediate steps to be taken was that any personal information be locked in a secure drawer/cupboard and the laptop used for the council's business had a password.

b) **CLERK'S FINANCIAL REPORT AND BUDGET MONITORING 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 1<sup>st</sup> March 2018 was £9,959.08. Members noted the Budget Monitoring report.

c) **PAYMENTS AND RECEIPTS**

The Clerk reported the following payments be authorised:-

	Jennie Blackburn	Clerk's Salary (March)	£208.33
	Jennie Blackburn	Clerk's Office Allowance (March)	£26.72
	Vertas Group Ltd	Grass Cutting	£22.75
	Community Heartbeat Trust	Defibrillator	£2,814.00
	Suffolk County Council	Street Lighting	£491.02
000018	Jennie Blackburn	Clerk's Salary (April)	£208.33
000019	Jennie Blackburn	Clerk's Office Allowance (April)	£20.00

**It was AGREED:** That payments totaling £3,791.15 be authorised and actioned by the Clerk. It was also noted that a payment of £83.33 to the Clerk for reimbursement of her registration for her CiLCA training be ratified.

The following receipts were also noted:

Big Lottery	Funding for Defibrillator	£3,215.00
R J Nunn	Allotment Rent (2017/18)	£834.95
HMRC	VAT Reclaim 2016/17	£479.88
Mr J D'Cova	Allotment Rent (2018/19)	£198.00

d) **INTERNAL AUDITOR**

**It was AGREED:** That Trevor Brown CPFA (Local Council Financial Services & Internal Audit) be appointed as auditor for the purposes of the 2017/18 audit.

e) **EXTERNAL AUDIT ARRANGEMENTS**

The Clerk reported that she had attended a recent briefing on external audit arrangements for 2017/18. The company that had taken over from BDO was PKF Little John. It was explained that local Councils with a turnover of under £25,000 could certify themselves as being exempt from an external audit. Parish Councils could have an external audit if they felt they needed one, such as any financial problems during the year, or if a member of the public had complained about the Parish Council's conduct for example, but a Parish Council under this threshold was not subject to an external audit.

**It was AGREED:** That an external audit was not needed.

## **ES116/17/18 – POLICIES AND PROCEDURES**

### **a) PUBLICATION SCHEME DOCUMENT**

**It was AGREED:** That the Publication Scheme document be approved.

### **b) DOCUMENT RETENTION POLICY**

**It was AGREED:** That the Document Retention Policy be approved.

### **c) REVIEW OF INTERNAL CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

**It was AGREED:** That the Internal Audit Control and Risk Management Arrangements were reviewed and approved.

### **d) FINANCIAL REGULATIONS AND STANDING ORDERS**

**It was AGREED:** That the Financial Regulations and Standing Orders be approved and adopted.

## **ES117/17/18 - PLANNING APPLICATIONS**

No planning applications had been received.

Cllr Woods explained that he had seen a barn being built at the church end of The Lords Highway and he wanted to ensure that proper planning procedures had been adhered to. **Clerk to seek confirmation.**

Cllr Wilkinson reported that planning application for ancillary accommodation at Upper Langdales which was supported by the Parish Council seems to not being adhered to as the house was now up for sale. **Clerk to seek confirmation.**

## **ES118/17/18 – PLANNING DECISIONS**

**It was AGREED:** That the following decisions be noted.

**Ref: DC/17/05968** - Listed Building Application - Replacement of damaged barn doors - Meadow View Farm, Stowmarket Road, Earl Stonham, Stowmarket Suffolk IP14 5DZ – **GRANTED**

**Ref: DC/17/03999** - Alterations to window sizes and Addition of a velux window to the rear of the property - **Location:** Fen View, Fen Lane, Earl Stonham, Stowmarket Suffolk IP14 5EG – **APPROVED**

**Ref: DC/18/00318** - Non Material Amendment to DC/17/03999 - Alterations to window sizes and Addition of a velux window to the rear of the property - Fen View, Fen Lane, Earl Stonham, Stowmarket Suffolk IP14 5EG - **APPROVED**

## **ES119/17/18 – DEFIBRILLATOR**

The Clerk reported that the defibrillator had been ordered and once payment had been made delivery would be arranged.

## **ES120/17/18 – ALLOTMENTS**

Cllr Woods informed members that all allotments were now being rented.

**ES121/17/18 – VILLAGE HALL**

Cllr Budd reported that the village hall was now in possession of a dishwasher and were also arranging the installation of a water softener. She confirmed that bookings were on the rise which was very positive.

**ES122/17/18 – WAR MEMORIAL**

Cllr Woods reported that he had sent off the pre-application form, along with photographs, of the war memorial in order to receive funding for the refurbishment of the memorial. It was the Parish Council’s job to maintain the memorial and he would update members once he had heard back in relation to the funding.

**ES123/17/18 – WOODEN POSTS FOR VILLAGE GREEN**

Cllr Woods reported that he had sought a quote for replacement posts for the village green of which six needed replacing. The quote received was for £181.56.

The Clerk reported that she had applied for Locality Grant Funding from the District Councillor to help towards the cost of the replacement posts. **Clerk to chase.**

**ES124/17/18 – WEBSITE**

Cllr Henderson-Hamilton reported that Mr Henderson-Hamilton was in the process of getting the website up and running by way of taking over from Mr Sarsby.

**ES125/17/18 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

- Fibre Broadband in parts of the village
- Owl Box being sought to replace missing one
- Land at junction of A140 and A1120 becoming an eyesore
- Parking on the Green
- There will be two church services on Mothering Sunday at 10.30am and 11am. The one at 10.30am would be a short service where a dedicated stone would be laid in the churchyard, near the tower in memory to those mothers who had died, those who longed, or still long to be a mother and those who had lost a baby before or after birth. The main service would then follow at 11am.

Members wanted to note that they felt they were not being readily represented by the District Council with the absence of Cllr Morley at meetings. She had not been to a meeting since September 2017 which left members not being updated on any issues related to the District Council and the local area around Earl Stonham.

**ES126/17/18 - DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting be held at the Village Hall on Monday, 14<sup>th</sup> May 2018 at 8pm

The meeting finished at 8.55pm.

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