

Stoke Ash & Thwaite Parish Council
Minutes of the meeting held Thursday 21 September 2017, 8pm at Stoke Ash Village Hall

Present: Cllrs P Morris (Chairman), Mrs J Fleming, M Fleming, G Leggett, G Tancred, Mrs F Palmer, T Pulham, County Cllr A Stringer and Mr P Gammage

1. **Apologies for absence** – Cllr D Roth.
2. **Declarations of interest relating to items on the agenda** – none.
3. **Public Transport** – presentation on local transport and shuttle bus service. Included on a future agenda.
4. **To receive the following reports**
Police – report available online. Notification had been received that a new officer had been appointed based at Eye. Cllr Pulham stated 58 crimes had been reported in the area since July including hare coursing.
County Councillor – Councillor Stringer presented his report – written copy attached to the Minutes. Questions were raised relating to the proposed removal of bus service 113 serving several villages along the A140 including Thwaite. Cllr Stringer stated changes happen every year at very short notice giving Suffolk CC officers little or no time to check the changes will not have a huge impact on residents. The proposal received large press coverage and when the impact of the changes became clear they were quickly revoked. On behalf of parishioners the Chairman stated to leave villages completely without a bus service was unforgivable and required a serious rethink. The meeting went on to discuss the issues and funding including the impact upon school transport. Cllr Stringer stated the service would be subject to review again in six months and encouraged people to use the service. Cllr Leggett offered to include a note in the parish magazine encouraging parishioners to use the bus.
District Councillor – no report.
5. **MEETING OPEN TO THE PUBLIC** – no comments.
6. **Minutes of the meeting held 20 July 2017**
 Item 6: 10.3.15 should read £384 instead of £210.
 Subject to the above amendment Cllr Mrs Fleming proposed acceptance of the minutes, seconded Cllr Mrs Palmer and agreed.
7. **Matters arising from the Minutes for report**

19.3.15	A140/Bucks Head Bus Stop	Order seat - FP
16.7.15	Provision of play equipment – research funding	Working Group
19.11.15	Deadman’s Lane	Defer meeting with landowner
28.7.16	Celebrate your Community event 6 May	Final report - FP
18.5.17	PC vacancy	Notice in parish magazine - LC
18.5.17	Suffolk Guides at Stoke Ash	Cut back hedge opposite Mill lane - AS

19.3.15 - A140/Walnut Tree Bus Stop – the seat had arrived and delivered to Cllr Pulham. The Chairman and Cllr Pulham to arrange installation.

19.11.15 – Deadman’s Lane. Cllrs Pulham and Leggett to arrange meeting with adjoining landowner.

18.5.17 – Parish Council Vacancies – a request asking parishioners to considering putting themselves forward to join the council to go into the next parish magazine.

8. Thwaite Community Projects Group

Mr Peter Gammage reported on the transfer of Trusteeships to date and by the time of the November meeting hoped to be in a position to complete the transfer. Mr Gammage was waiting for Charity Commission advice on the approach of appointing the Stoke Ash & Thwaite Parish Council as Trustee the Projects Group being of the view this was in the best interest of the charity to enable it to continue to serve the community. Resignation notices had been received from the existing Trustees and at a date agreed with the Parish Council for taking over the management, the Governing Document would be amended and notified to the Charity Commission. At the point the Parish Council takes over as the sole Trustee it would do so as a corporate body and no individual member would be responsible.

Mr Gammage to continue to run the Projects Group until the November council meeting and he hoped to be able to hand over the management at that date. Thanks were recorded to David Briggs and the five members of the grass cutting volunteers for their work over the summer months.

The Chairman thanked Mr Gammage for attending the meeting to report the progress made.

9. **To consider planning applications for recommendation to Mid Suffolk District Council**

1. DC/17/04331: Eastwick Farm, Clay Lane, Stoke Ash – lower roof line of single storey exterior including triple glazed fixed window, two storey extension linking buildings and removal of modern staircase. Application supported.
2. DC/17/03887 : 4 Chapel Lane, Stoke Ash – erection of 2 storey side rear extension, erection of single storey rear extension, erection of det garage. No comment

3. **Notification of Planning Appeal**

AP/17/0005 : Karibu, Wickham Road, Thwaite – notification of planning appeal against MSDC refusal for erection of 1.5 storey side. The Parish Council comments in support of the application would be forwarded to the Planning Appeal Inspector by MSDC.

10. **Planning decisions received from MSDC – none received**

11. **Proposed Affordable Housing Scheme – no information available**

12. **Planning Correspondence**

Land next Walnut Tree PH, A140 - An email had been received from the landowner stating that without parish council support it was unlikely any progress would be made with MSDC regarding possible development of the land. In previous discussions members had expressed concern over direct vehicular access to the land from the A140 and that an alternative access would be preferable and understood discussions of an access via the rear of the Walnut Tree PH had not progressed. It was agreed the landowner was informed the Parish Council would be in a better position to comment on the land once the Council's response to the Joint Local Plan Review consultation document had been prepared and submitted by 10 November.

13. **Stoke Ash & Thwaite Celebrate your Community event 2017**

A copy of the final bound report on the event was circulated at the meeting and a copy would need to go on to the parish website. Cllr Fleming enquired whether funding would be available for a similar event next year and Cllr Mrs Palmer gave details of an Older Persons Fund which was a possibility. The Parish Council recorded its huge thanks to the working group, all helpers from both villages and to Cllr Pulham for hosting the working group meetings.

14. **Stoke Ash & Thwaite Play Area project – Tesco Bags of Help Award**

Notification had been received that voting for the SA&T project had come to an end and the council would be notified of the grant awarded after the tokens had been counted within the next four weeks. Cllr Mrs Palmer reported she had submitted a bid for funding to Allied Help, to District Cllr Horn from his locality fund and she would be contacting Jo Beaver the Communities Officer at MSDC for any other grant funding opportunities. The Chairman stated he had sent a letter to the VH committee setting out the requirement the Parish Council would be happy to fulfill when play equipment was installed.

15. **Wash Lane**

Cllr Tancred reported there had been no further progress with registration of the lane. Further work by the Community Service Team would take place in November for 7 days. It was hoped the remainder of the grant funding could be used for installation of a bridge. The surface water from Wash Lane had been diverted away from the pond – Cllr Tancred agreed to monitor this. The Chairman recorded thanks to Cllr Tancred for his continued work on the project.

16. **Suffolk Guides at Primary School**

There had been no progress in furthering the suggestion of guides based at the Primary School becoming involved in village projects and it was agreed the item was removed from the agenda. Members believed there was now less Guide activity at the School. Cllr Stringer offered to look into this and speak to the County Council property dept.

17. **OneSuffolk Website**

It was reported Cllr Roth was slowly working on bringing the site up to date.

18. **Adopt a Red Telephone Kiosk**

Cllr Mrs Palmer stated she was waiting to hear from the Community Heartbeat Trust regarding defibrillator projects. The Chairman asked for volunteers to help clear ivy away from the kiosk. Cllr Mrs Fleming offered to help Cllr Morris remove the ivy. Pending information and costings for a defibrillator project it was agreed a start should be made on maintenance of the kiosk.

19. **Finance**

1. To consider s.137 donation requests – none received
2. Accounts for payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch/ no
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21.9.17	Eco Furniture	Bus Shelter Seat	££429.00	£85.90	£515.40	Agreed	100388
21.9.17	SALC	Cllr course (DR)	£100.00	£20.00	£120.00	Agreed	100389
21.9.17	Clerk	Sal/expen July/Sept 2017	£431.38		£431.38	Agreed	100390
21.9.17	CAS	Annual Insurance renewal	£355.88		£355.88	Agreed	100391

Members reviewed the 2017/18 insurance renewal documents and no amendments were required.

Insurance renewal proposed Cllr Mrs Palmer, seconded Cllr Leggett and agreed.

Cllr Pulham proposed payment of the above accounts, seconded Cllr Tancred and agreed.

3. Finance Working Group report

A written report following the Working Group meeting had been circulated (copy attached to the minutes. No questions were raised and members thanked the Group for their report.

4. Review and adoption of Financial Regulations and to consider ICO registration - deferred to next meeting. The Clerk stated she would be attending a SALC organized Data Protection briefing session in October.

5. To review Internal Audit report - the Auditor's report had been circulated during July. Items requiring attention were highlighted including adoption of two documents, Internal Control and Internal Control Statement. The model documents had been circulated for consideration.

6. Report on External Audit report - the external report from BDO LLP had been completed certifying their review of the Annual Return 2016/17. BDO certified the information in the Annual Return was in accordance with proper practices and no other matters came to their attention requiring the issue of a separate report. Members noted and accepted the report.

20. **Review of SA&T Parish Plan**

Deferred to next meeting. In the meantime Cllr Leggett would circulate the current plan to members for consideration before the next meeting.

21. **Review of storage of Parish Council documents** - item deferred to next meeting.

It was understood Mr Peter Gammage held the original Parish Council Minute Book.

22. **Report on Dementia Friendly open event held 13 September 2017**

Cllr Mrs Palmer thanked all those who attended the event and Cllr Leggett for hosting it. The evening had been very successful with many real life experience stories, everyone had been very enthused by the evening. Item to be included on next agenda to consider a local Dementia Friendly Group.

23. **Clerk's report/correspondence**

Mid Suffolk CAB - notification of AGM 18 October 2017, 1pm at Stowmarket Community Centre.

SALC - notification of AGM 7 November 2017, 6.30pm at Haughley Barns.

24. **Chairman's Urgent Business** - none.

25. **Any other business for information exchange/agenda requests**

Drop In Coffee Morning 7 October 2017 at The Old School Room, Thwaite - Cllr Mrs Palmer stated there would be a leaflet drop in the village and the event would be an opportunity for parishioners to find out about the work of the Thwaite Community Projects Group plus a display of the Celebrate Event photographs, information about St George's Hall, ideas for the village playing field and details on parish council vacancies.

Footpath opposite Mill Lane - the hedge had been cut back but overgrowth at the bottom of the hedge was covering the footpath.

Litter and scrap - it was suggested a note was included in the parish magazine regarding scrap in the village. Cllr Fleming offered to draft a note. There was very little litter and agreed a litter pick was deferred until the spring.

Road signs - Cllr Fleming reported some signs were down and he offered to report these for repair via the Suffolk CC website.

Meeting closed 10.25pm

Signed:

Chairman

Date:

Summary of Action Points

21.9.17	A140/Walnut Tree Bus Stop	Install seat - PM/TP
16.7.15	Provision of play equipment - research funding	Working Group
19.11.15	Deadman's Lane	meeting with landowner - TP/GL
18.5.17	PC vacancies	Notice in parish magazine - LC
21.9.17	Overgrown Footpath opposite Mill Lane	Report to Suffolk CC - LC
21.9.17	Encourage parishioners use of public transport	Include note in parish magazine - GL
21.9.17	Inform landowner of PC view on proposed development of land next Walnut Tree PH	LC
21.9.17	Celebrate your Community Event report	Include on website - DR
21.9.17	Scrap in village	Draft note for parish magazine - MF
21.9.17	Road signs down in village	Report to Suffolk CC via website - MF