

**Stoke Ash & Thwaite Parish Council**  
**Minutes of the meeting held Thursday 23 November 2017, 8pm at The Old School Room,**  
**Thwaite.**

Present: Cllrs P Morris (Chairman), Mrs J Fleming, M Fleming, G Leggett, Mrs F Palmer, D Roth and T Pulham.  
 County Cllr A Stringer, Mr P Gammage (Thwaite Community Projects) and five members of the public

**1. Apologies for absence**

The chairman reported regrettably Mr G Tancred had tendered his resignation from the Council. Members recorded their thanks to Mr Tancred for his work during his time as a council member. This now resulted in three vacancies, two for Thwaite and one Stoke Ash.

**2. Declaration of interest relating to items on the agenda – none.**

**3. To receive the following reports:**

Police – report available online. Cllr Pulham reported there had been 15 arrests locally in the last 4 weeks in connection with hare coursing.

County Councillor – written report from Cllr Stringer had been circulated. Queries were raised over the budget report – this appeared to highlight further cuts. There was a general view that members would be prepared for an increase in council tax to retain services. Item to be included on the next agenda.

District Councillor – no report

**4. MEETING OPEN TO THE PUBLIC**

A member of the public, Mr Mark Kopal, stated he and his business partners were interested in developing land to the south of the Walnut Tree PH. He would like to work with the community as well as providing community assets arising from the development and in order to progress a scheme was interested to hear the parish council's view and how a scheme could help the local community.

The Chairman thanked Mr Kopal for his presentation and stated the parish council would need firmer proposals before it was able to comment preferably an outline or planning application. Currently the parish council would be inclined to support a development that included a number of affordable homes rather than executive style properties. Also members had concerns with the access to the site from the A140.

Mr Kopal thanked the Chairman and Members for their comments and agreed he would need to provide fuller information and drawings before consulting further with the village.

**5. Thwaite Community Projects Group – progress report**

Mr Peter Gammage reported he had advised the Charity Commission of the change of trustees. The Charity Commission only comment had been that the Council ensured it dealt with the Projects Group business as a charity and not as a parish council. As from the date of the meeting, 23 November 2017, the Projects Group was now under the management of the Parish Council. As a reminder, Mr Gammage, stated the Projects Group did not own any of the land or buildings in question but managed them on behalf of the people of Thwaite. The existing managing body had been running for 17 years, had achieved quite a lot on behalf of the village and needed the right people to move it forward. It was hoped that a group of people would come forward to take over the management but in the meantime Mr Gammage thanked the parish council for taking over the administration of the charity. All the properties were handed over in good condition, the flaking wall in the church had been repaired and there was a rota for grass cutting. There was a requirement for one meeting per year, the Annual meeting in May and the annual return to the Charity Commission. Thanks were recorded to Mr Gammage for his work on behalf of the Projects Group and to Mr and Mrs Maisey for running the Lottery.

**8.15pm - County Cllr Stringer and Cllr G Leggett arrived**

County Councillor Report – Cllr Stringer updated members on recent issues with the Suffolk CC highway maintenance reporting tool and he expanded on the budget items in his written report.

**6. Minutes of the meeting held 21 September 2017**

Cllr Mrs Fleming proposed acceptance of the Minutes, seconded Cllr Pulham and agreed.

**Minutes of the meeting held 19 October 2017**

Subject to the following amendment: Item 4 question 12 of the Local Plan – Thwaite Hinterland to read 12 points and not 11.

Cllr Mrs Fleming proposed acceptance of the Minutes, seconded Cllr Pulham and agreed.

**7. Matters arising from the Minutes for report**

21.9.17	A140/Walnut Tree Bus Stop	Install seat – PM/TP
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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

21.9.17 – Installation of bus stop seat opposite Walnut Tree PH – this was due to be installed during the next week.

19.11.5 – Deadman’s Lane adjoining ditch clearance – TP/GL to progress.

18.5.17 – Parish Council vacancies – notice included in the parish magazine.

21.9.17 – Overgrown footpath opposite Mill Lane – reported to Suffolk CC Highways.

21.9.17 – Encourage parishioners’ use of public transport – Cllr Leggett had written and included a note in the parish magazine.

21.9.17 – inform landowner of PC view on proposed development of land next Walnut Tree PH – complete.

21.9.17 – Celebrate your Community Event final report – final report to Cllr Roth for inclusion on website – complete.

21.9.17 – Scrap in Stoke Ash village – now removed.

21.9.17 – 30mph road signs down in Stoke Ash – MF to progress.

Cllr Mrs Palmer reported on the Thwaite Community Coffee Morning held 7 October. This was quite well attended and information had been given out to those attending about the Thwaite Projects Group and meetings of the Knit and Natter group.

8. **To consider planning applications for recommendation to MSDC** - none received

9. **Planning Decisions received from MSDC**

DC/17/043331 – Eastwick Farm, Clay Lane, Stoke Ash – Lower roofline of single storey extension inc triple closed fixed window, two storey extension linking buildings and repairs and removal of modern staircase. **Listed Building Consent Granted.**

10. **Planning Correspondence** – Notification of Planning Appeal re. Karibu, Wickham Road, Thwaite. The parish council comments to the planning application would be forwarded to the Appeal Inspector by MSDC.

11. **Proposed Affordable Housing Scheme** – no further progress to report.

12. **Proposed Play Area report**

Notification had been received from Tesco Bags of Help that the award of £1000 would be transferred to the parish council bank account subject to receipt of the completion report. Cllr Mrs Palmer had completed and submitted the report to Tesco.

Verbal agreement had also been received from District Cllr Glen Horn of a £3000 from his locality budget towards the play equipment fund. Cllr Mrs Palmer would continue to investigate further funding.

Cllr Pulham stated the Walnut Tree PH owner was thinking of developing an area at the back of the building into a play area for the public house. If the area could be made available to parishioners Cllr Pulham enquired whether the parish council would consider contributing to the provision of play equipment.

13. **Wash Lane, Stoke Ash**

The Chairman reported the lane had been cleared to within 20/30 metres of the A140. The ditches would require further maintenance and removal of trip hazards along the lane (tree/shrub stumps). A temporary bridge had been installed to aid access and a tractor wheel painted black was intended as a sign for the lane. The water flow had yet to be assessed. The newly planted trees and shrubs were excellent and will add to the charm of the lane. The unpaid work team had made good progress with further clearance and as a result expenses totaling £46.43 had been incurred by Geoffrey Tancred for reimbursement from the grant fund. Registration would be for Suffolk CC to decide whether to register as a bridleway or right

of way – Cllr Stringer to be asked to advise. Some queries were raised with regard to the temporary bridge, this would need to be subject to a risk assessment. In the meantime it was suggested and agreed that a sign was put up stating ‘No Public Access’ – Cllr Pulham offered to put up a sign at the entrance to the lane. If the ditch was eventually piped it was suggested there would be no need for a bridge. Members agreed a formal letter was sent to Mr Geoffrey Tancred thanking him for the huge amount of work he had put into getting the lane to its current position.

**14. Red Telephone Kiosk, The Street, Stoke Ash**

To progress the installation of a defibrillator, Cllr Fleming reported he had registered the kiosk with the Community Heartbeat Trust and was awaiting information regarding the cost and process for installing the equipment. BT would fund electricity for 7 years as part of the project. The kiosk was now in need of repainting due to years of neglect but this would need to be deferred until the spring. Cllr Fleming hoped to provide further information and costs from Community Heartbeat Trust at the next meeting.

**15. Finance**

**1. S.137 donation requests**

Donation to Xmas Lunch – deferred to January meeting.

**2. Accounts for Payment**

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch/ no
23.11.17	Mr G Tancred	Wash Lane maintenance expenses	£46.43		£46.43	Agreed	100394
22.11.17	Royal British Legion	Parish Council Wreath	£45.00		£45.00	Agreed	100395
23.11.17	Clerk	Sal/expen Sept/Nov 2017	£485.74		£485.74	Agreed	100393
23.11.17	SALC	Audit fee 2016/17	£135.00	£27.00	£162.00	Agreed	100392

Cllr Pulham proposed, Cllr Mrs Palmer seconded, payment of the above accounts.

**3. Finance Working Group report**

The Finance Group would be meeting early December for preparation of the draft precept 2018/19 for confirmation at the January 2018 meeting.

**4. To consider action arising from the internal audit report 2016/17**

Review of Standing Orders and Financial Regulations – current documents to be circulated for review at the next meeting.

**16. To consider review of the Stoke Ash & Thwaite Parish Plan – deferred to next meeting**

**17. Review storage of Parish Council documents – deferred to next meeting**

**18. To consider a local Dementia Friendly Group – deferred to next meeting**

**19. Clerk’s report/correspondence**

1. Notification of SALC Area North meeting – 4 December at Eye Town Hall

2. New Data Protection Legislation effective May 2018 – information from SALC had been circulated to members. Compliance with the new Data Protection Bill was required by May 2018 and would require the appointment of a Data Protection Officer. Due to the knowledge and complexity of the legislation SALC was looking at providing an outsourcing body to act on behalf of grouped parish councils for which there would be an outsourcing fee. Further information would be available over the next few weeks, in the meantime councils should consider a fund to cover any outsourcing fee in their 2018/19 precept.

**20. Chairman’s Urgent Business – due to the lack of time the Chairman suggested items 16, 17 and 18 were dealt with early on in the agenda at the next meeting.**

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

Distribution of Parish Magazine in Thwaite – thanks were recorded to Chris and Dick Maisey .

The Chairman thanked members of the public for their attendance at the meeting this was much appreciated.

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
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21.9.17	Celebrate your Community Event report	Include on website - DR
21.9.17	Road signs down in village	Report to Suffolk CC via website - MF
23.11.17	Red telephone kiosk – defibrillator project costs and terms from Communit Heartbeat Trust	MF