

**Stoke Ash & Thwaite Parish Council**  
**Minutes of the meeting held Thursday 18 January 2018, 8pm at the Village Hall, Stoke Ash**

Present: Cllrs P Morris (Chairman), Mrs J Fleming, M Fleming, G Leggett, Mrs F Palmer, County Cllr A Stringer and 2 members of the public

1. **Apologies for absence** were received from Cllrs D Roth, T Pulham and District Cllr G Horn.
2. **Declarations of interest relating to items on the agenda** – none.
3. **To receive the following reports:**

Police – report available online. No questions were raised.

County Councillor – Cllr A Stringer presented his written report (copy attached to the Minutes).

Questions raised included the letter from the Headmaster of Hartismere School regarding changes to school transport. Members were encouraged to respond to the consultation document.

District Councillor – no report available. Members were encouraged to contact Cllr Horn should they have any queries relating to district items.

4. **MEETING OPEN TO THE PUBLIC**

Mr Maisey enquired when the seat for the bus stop opposite the Walnut Tree would be installed.

The Chairman stated the seat was due to be installed shortly and it was suggested that an unveiling of the seat could be combined with a coffee morning in the village. The owner of the Walnut Tree had offered the use of the car park if required. Members recorded thanks for the offer, in the meantime details of the installation/unveiling to be confirmed.

5. **Thwaite Community Projects Group**

Mr and Mrs Maisey confirmed they would take over the bookings for the Old School Room. Keys for the School Room were held by Mr and Mrs Maisey, Mr David Briggs, the Clerk and Mrs J Lawrence.

Mr Briggs also held keys for St George’s Church. Mrs Maisey reported income from the Lottery currently stood at £710 and this amount would be paid into the Projects Group account. Thanks were recorded to Mr and Mrs Maisey for their help with the School Room and village lottery.

The Clerk reported the Annual Return had been completed and returned to the Charity Commission and the bank mandate forms were due to be completed and returned to Barclays Bank.

6. **Minutes of the meeting held 23 November 2017**

Cllr Leggett proposed approval of the minutes, seconded Cllr Mrs Palmer and agreed.

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

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	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 Community Heartbeat Trust	MF

21.9.17 – A140/Walnut Tree bus stop – seat due to be installed.

19.11.15 – Deadman’s Lane potholes – report from TP/GL

18.5.17 – Parish Council vacancies – a call for parishioners to consider joining the council to fill the vacancies had been included in the parish magazine. One parishioner possibly interested in joining had attended the November meeting but had taken the view meetings were too lengthy. Members would continue to speak to parishioners about the vacancies.

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

21.9.17 – Celebrate your Community Event report – the final report had been forwarded to Cllr Roth to include on the parish council website.

21.9.17 – Road signs down in village – a survey of the signs would be carried out in the spring.

23.11.17 – Red telephone kiosk – defibrillator project – Cllr Fleming was in the process of obtaining the cost and terms of the project from the Community Heartbeat Trust.

## 8. Review of the Stoke Ash & Thwaite Parish Plan

Cllr Leggett agreed to update the current document in red and circulate for consideration at the next meeting. Cllr Leggett would also provide an estimate for the cost of circulating the revised document to each household.

## 9. Storage of Parish Council documents

It was proposed by Cllr Leggett, seconded Cllr Mrs Palmer that all relevant parish council documents were taken for storage at the Ipswich Record Office.

## 10. To consider a local Dementia Friendly Group

A Suffolk Age UK representative had attended the elderly persons Xmas lunch and a regular event for the elderly in both villages had been discussed, this could be in the form of a social event or lunch and transport would need to be provided. Cllr Leggett had offered the use of the Stoke Ash Baptist Hall for the events and the aim would be to build a membership of approximately 50. Cllr Mrs Palmer offered to investigate grant funding with the Pargiter Trust and a Rural Fund helping communities in isolated areas. Age UK could be asked whether they could help with transport. The events could be advertised through the GP Surgery.

## 11. To consider and respond to the County Council budget report 2018/19.

It was now considered too late to respond to the proposed County Council budget increase and any response would be in terms of a protest at this stage.

## 12. To consider planning applications for recommendation to MSDC – none received.

## 13. Planning Decisions received from MSDC

1. 1402/17 : Karibu, Wickham Road, Thwaite – erection of 1.5 storey side extension. Appeal allowed.

## 14. Planning correspondence – none.

## 15. Proposed Affordable Housing Scheme – no further information available.

## 16. Stoke Ash & Thwaite proposed Play Area

The Working Group was pleased to report that the fund now stood at £4,000 - £1,000 from the Tesco Bags of Help Scheme and £3,000 from the District Councillor locality budget. The funding would need to be used as soon as possible and views were sought on the type of equipment and there was a preference for health and fitness equipment initially with the addition of further equipment when funding was available. In the meantime clarification of insurance via the parish council insurers was required. The Chairman refreshed members memories of the letter from the Chairman of the Stoke Ash Village Hall stating that maintenance and insurance would be the responsibility of the parish council and not the village hall committee.

## 17. Wash Lane, Stone Ash – reinstatement

Following discussions at the last meeting the temporary bridge was still in place. The Chairman stated the cost of a bridge was less than originally thought, less than £1000, and he would obtain firmer costs for consideration. There was no update on the lane being established as a byeway, Mr Geoffrey Tancred had been pursuing this.

Cllr Fleming reported 103 trees had been planted with another 100 to be planted in the spring. Cllr Fleming was arranging for the fallen trees to be removed and the ditches on both sides would need cleared. The Chairman offered to look into arranging that. Arrangements would also need to be made for the tree stumps to be removed as these could become a trip hazard.

The Chairman recorded thanks to Cllr Fleming and his family for their tree planting work. Maintenance would be ongoing and it was hoped that parishioners would volunteer to help.

## 18. Former telephone kiosk, The Street, Stoke Ash – refurbishment and installation of defibrillator

Cllr Fleming reported he was still in the process of obtaining details of the defibrillator scheme and costs from the Community Heartbeat Trust. Maintenance and repainting the kiosk would need to be deferred until the spring.

## 19. Finance

### 1. To consider s.137 donation requests

Requests for financial support had been received from the following:

Suffolk Accident Rescue Service (SARS)

Age UK Suffolk

The following donations were suggested: SARS £100 and Age UK Suffolk £50 and also in recognition of an Age UK Suffolk representative attending the recent Dementia evening.

### 2. Accounts for Payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch/ no
18.1.18	Comm Action Suffolk	Website Hosting	£50.00	£10.00	£60.00	Agreed	100396

18.1.18	Clerk	Sal/expen Nov-Jan 2018	£374.20		£374.20	Agreed	100397
18.1.18	Age UK Suffolk	Donation	£50.00		£50.00	Agreed	100398
18.1.18	SARS	Donation	£100.00		£100.00	Agreed	100399

Cllr Mrs Palmer proposed payment of the above accounts, seconded Cllr Leggett and agreed.

3. Finance Working Group Report and to agree Parish Precept 2018/19

A report from the Finance Working Group following their meeting on the 5 December 2017 and setting out income and projected expenditure for 2018/19 had been circulated to members prior to the meeting for their consideration. With a projected carry forward sum of £3787.94 at 31.3.18, Cllr Mrs Palmer went through projected expenditure for 2018/19 totalling £7998.40. This left a balance of £4210 required from the precept, an increase of £2 on 2017/18.

Cllr Mrs Palmer reported a 1% salary increase was anticipated on the clerk's salary scale, as yet awaiting confirmation from NALC and the Working Group had recommended any work on behalf of the Thwaite Community Projects Group was remunerated at the same hourly rate. Proposed Cllr Leggett, seconded Cllr M Fleming and agreed.

Having discussed the items raised in the Finance Report Cllr M Fleming proposed a parish council precept request of £4210 as recommended by the Finance Group, seconded Cllr Mrs Palmer and agreed.

The Chairman recorded thanks to the Working Group for all its work and control of the parish finances.

4. Review/adoption of Standing Orders/Financial Regulations/Internal Control

The current Standing Orders and Financial Regulation documents had been circulated prior to the meeting. No amendments were requested. Cllr Mrs Palmer proposed adoption of both documents, seconded Cllr M Fleming and agreed.

The Finance Working Group would review the Internal Control document prior to the next meeting.

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

SALC - nomination of current or past Chairman to attend Buckingham Palace Garden Party - noted.

Complaint re. Church Lane flooding - Church Lane was flooding directly off the A140 at the first corner. It was thought the drainage pipe was blocked due to overgrown drainage ditches. Cllr M Fleming offered to speak to the neighbouring landowner.

Vehicle Activiated Signs - Wetheringsetting Parish Council was looking to share use of their VAS equipment with neighbouring parishes. Both Thwaite and Stoke Ash councillors did not believe use of the equipment would be beneficial at present.

Annual Parish Meeting Dates - the following dates were agreed:

Stoke Ash - Thursday 19 April 2018, 8pm at the Village Hall

Thwaite - Thursday 26 April 2018, 8pm at the Old School Room

Thwaite Community Projects Group AGM - Thursday 26 April 2018, 7.30pm at the Old School Room

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

22. **Any other business for information exchange/agenda requests** - none

23. **Date of next meeting - Thursday 15 March 2018, 8pm at The Old School Room, Thwaite.**

Meeting closed 10.25pm

Signed:

Chairman

Date:

Summary of action points:

21.9.17	A140/Walnut Tree Bus Stop	Install seat - PM/TP Arrange unveiling with Walnut Tree - TP/FP
16.7.15	Provision of play equipment - research funding and purchase of equipment Insurance cover	Working Group  LC
19.11.15	Deadman's Lane potholes	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	Celebrate your Community Event report	Include on website - DR
21.9.17	Road signs down in village	Survey missing signs - deferred to spring - MF
23.11.17	Red telephone kiosk – defibrillator project costs and terms from Community Heartbeat Trust Arrange spring maintenance	MF MF/PM
18.1.18	Review of Parish Plan	Revise and circulate document -GL
18.1.18	Storage of PC documents at Ipswich Record Office	LC
18.1.18	Dementia Group	Investigate funding for regular events/lunches - FP
18.1.18	Wash Lane reinstatement: Cost of bridge Remove fallen trees Arrange ditch clearance Arrange tree stump removal	PM MF PM MF/PM
18.1.18	Church Lane flooding – speak to adjoining landowner	MF