

Stoke Ash & Thwaite Parish Council
Minutes of the meeting held 15 March 2018 at The Old School Room, Thwaite.

Present: Cllrs P Morris, M Fleming, G Leggett, D Roth, Mrs F Palmer and T Pulham. District Cllr G Horn and two members of the public.

1. **Apologies for absence** – the Chairman, Cllr Morris would be arriving at 8.30pm, in his absence the Vice Chairman, Cllr Mrs Palmer, chaired the meeting. County Cllr Stringer had sent his apologies. The Chairman welcomed the two members of the public.
2. **Declarations of interest relating to items on the agenda** – none.
3. **To receive the following reports:**
Police – monthly report was available online.
County Councillor – the Chairman read through the written report – copy attached to the Minutes.
District Councillor – Cllr Horn stated the monies from the Locality Grant would be available very soon and he hoped the funds would be put to good use. It was reported, allocation of the fund was being looked into by the play area group.
 Cllr Horn went on to report there would be a re-consultation on the joint local plan due to Government regulations. Regarding planning applications, although MSDC granted 90% of applications submitted, this was due to pre-application consultations held with applicants. A large number of applications granted were however still to be delivered. New businesses were being encouraged in the district to increase business rate income. The MSDC move to Endeavour House was now complete and plans for the future use of the Needham Market offices were under discussion.
 Cllr Mrs Palmer thanked to Cllr Horn for the play/fitness equipment grant. This was much appreciated.
The Chairman, Cllr Morris arrived and took the chair.
 The meeting went on to discuss the numerous potholes in the district and the method for repair and compensation to motorists for damage caused to vehicles.

4. **MEETING OPEN TO THE PUBLIC**
 A member of the public raised the flooding issue in The Street, Stoke Ash and the area of highway near the Church, these were both causing issues with residents. The meeting agreed that a first step to improving and assessing the problem would be clearance of the adjacent ditches.
 Cllr Pulham proposed someone spoke to the adjoining landowner requesting clearance of the ditches in The Street, seconded Cllr Roth and agreed. Cllr Pulham offered to speak to the landowner.
 A large crack in the pavement at Roman Way was noted and telephone cables running through trees in The Street was raised. The Chairman stated BT would not take action unless the service was cut off.

5. **Minutes of the meeting held 18 January 2018**
 Cllr Mrs Palmer proposed acceptance of the Minutes, seconded Cllr Leggett and agreed.

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

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

21.9.17 – Bus Stop seat opposite Walnut Tree PH – still to be installed.

16.7.15 – Play equipment insurance – Community Action Suffolk had confirmed the parish council would be able to insure the equipment although installed on land owned by the Village Hall.

19.11.15 – Deadmans Lane potholes to be reported to Suffolk CC Highways.

18.5.17 – Parish Council vacancies – the Chairman regrettably reported that Mrs Jane Fleming had decided to resign from the Council for the time being. Members thanked Mrs Fleming for her work for the council during her time as a councillor and hoped she would consider re-joining at some time in the future. A parishioner from Stoke Ash at the meeting stated he would be interested in joining the council. The parishioner was encouraged to observe the meeting with a view to attending the next meeting on 17 May. Two vacancies remained in Thwaite.

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

21.9.17 – Celebrate your Village report on website. Cllr Roth stated this would be included on the website. Some pages had disappeared due to the recent updating by Onesuffolk and he was in the process of retrieving them.

21.9.17 – Roadsigns damaged and down. This had been raised with Cllr Stringer. It was agreed to take item off the agenda and resurrect if no action was taken in the next few months.

18.1.18 – Storage of parish council documents. Ongoing pending location of documents.

18.1.18 – Church Lane flooding. It was reported the adjoining landowner would be making improvements to the drainage issues during the spring.

7. **Thwaite Community Projects Group report**

Mr David Briggs had offered to meet with the insurance assessors to view the damage to the roof.

There had been a delay in updating the bank mandate to the new signatories, cheques for water, electricity and general maintenance could not be issued. Cllr Mrs Palmer proposed that the Parish Council funded the Projects Group payments temporarily until the new mandate and new cheque signatories installed, sums to be refunded to the Council when completed, seconded Cllr Leggett and agreed.

8. **To consider proposed Local Government Boundary Changes**

The proposed changes would include Stoke Ash & Thwaite in an elongated central area, possibly with a different district councillor. Members agreed to make no comment, the proposal would probably involve a cost saving for the district.

9. **Review of Stoke Ash & Thwaite Parish Plan** - deferred pending the Annual meetings.

10. **Proposed local Dementia Friendly Group**

Cllr Mrs Palmer reported an application had been submitted to Pargiter Fund for funding a monthly lunch club at the Stoke Ash Baptist Church.

11. **To consider planning applications for recommendation to MSDC**

1. DC/18/00471: West View, The Street, Stoke – erection of dormer to rear slope in association with attic conversion.

2. DC/18/00586: White Horse Inn, Ipswich Road, Stoke Ash – replacement of 8 existing modern frames, repair 2 historic frames, all modern glazing to be removed and replaced with traditional hand made leaded lights.

Cllr Pulham proposed a recommendation of support for both the above applications, seconded Cllr Leggett and agreed.

12. **Planning Decisions received from MSDC** – none received.

13. **Planning correspondence**

A telephone call had been received from the owner of the land next to the Walnut Tree PH enquiring whether there had been any developments. Members agreed no action could be taken until a proposal was

received from the landowner.

14. **Proposed Affordable Housing Scheme** – no developments to report

15. **Proposed Play Area report**

The Play Area Group confirmed they were investigating the type of equipment to purchase with the grant funding. Cllr Pulham proposed Cllrs Fleming and Mrs Palmer purchased equipment they considered to be suitable for the Stoke Ash Village Hall land, seconded Cllr Roth and agreed.

16. **Wash Lane, Stoke Ash report**

Cllr Fleming reported that fallen trees had been taken down and dealt with. The next priority was clearance of the adjoining ditches. The Chairman stated he would try to contact the County Council Contractor regarding the purchase of a bridge.

17. **Former telephone kiosk – The Street, Stoke Ash**

Information on the scheme run by the Community Heartbeat Trust had been obtained by Mrs Fleming and circulated to members. The Trust recommended the managed scheme which involved minimum outlay by the parish council but would require that the kiosk was brought up to a good standard of maintenance. Cllr Mrs Palmer proposed a representative from the Trust be invited to attend a meeting to explain the scheme, seconded Cllr Pulham. Work would need to begin on repainting, power supply and making sure the kiosk was watertight.

18. **Finance**

1. To consider s.137 donation requests

A request for financial support had been received from Mid Suffolk CAB. Following a discussion on whether to support the charity Cllr Mrs Palmer proposed a donation of £50, seconded Cllr Roth. 2 in favour, 3 against, 1 abstention. Proposal failed. The Council agreed to re-consider the request later in the year.

A request for financial support of £50 had been received from the Suffolk Neighbourhood Watch Association. This request was unanimously declined.

2. **Accounts for Payment**

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch/ no
15.3.18	Clerk	Sal/expen Jan – March 2018	£367.96		£367.96	Agreed	100400
15.3.18	Mrs C Maisey	TCPG – Old School Room keys/Bookings Book	£18.99		£18.99	Agreed	100401
15.3.18	Clerk	TCPG - Old School Room Water rates bill	£22.16		£22.16	Agreed	100402
15.3.18	D Briggs	TCPG – grasscutting fuel	£10.01		£10.01	Agreed	100403

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

3. Finance Report

The Working Group reported the finances were in a good position at present and the Group hoped to meet before the May annual meeting.

4. To consider and adopt Policy documents Statement of Internal Controls and Asset Register.

Both documents had been circulated to members prior to the meeting.

The Finance Group were able to recommend adoption of the Statement of internal Controls with an annual review.

The Asset Register was approved with the following amendment: Value of the Ex Telephone Kiosk £1.00 and not £3,000 reducing the value of assets to £7166.50.

It was suggested the Projects Group Insurers were informed that 5 parishioners would be using the grass cutting machinery to cut the designated grassed areas during the growing season.

Cllr Mrs Palmer proposed adoption of the above policy documents as amended where agreed, seconded Cllr Pulham and agreed.

19. **Review of the General Data Protection Regulation (GDPR)**

Updates were being received from SALC. Further advice was pending regarding the appointment of a data protection officer.

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

Royal British Legion Armistice 100 – a letter had been received from the RBL regarding a unique event

involving the laying of poppies on the 1332 Great War graves in the 248 cemeteries across the county. The British Legion was liaising with local primary schools to encourage them to become involved in the event which would be held on Thursday 8 November 2018 and in addition to the usual Remembrance Sunday services.

Stoke Ash War Memorial, All Saints Churchyard – a letter had been received from Historic England informing the parish that the War Memorial was being considered for addition to the list of Buildings of Special Architectural or Historic Interest as part of their response to the centenary of the First World War.

21. **Chairman’s Urgent Business** – none
22. **Any other business for information exchange/agenda requests** – none.
23. **Date of next meeting – the Annual Parish Council meeting - Thursday 17 May 2018, 8pm at The Village Hall, Stoke Ash.**

Meeting closed: 10.30pm

Signed:

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 – purchase of equipment	Working Group
19.11.15	Deadman’s Lane potholes	LC
18.5.17	PC vacancies	Notice in parish magazine - LC
21.9.17	Overgrown Footpath opposite Mill Lane	Reported to Suffolk CC
21.9.17	Celebrate your Community Event report	Include on website - DR
21.9.17	Road signs down in village	Monitor – all councillors
23.11.17	Red telephone kiosk – defibrillator project costs and terms from Community Heartbeat Trust Arrange spring maintenance	To consider in further detail 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	Funding application to Pargiter Fund 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 – adjoining landowner aware	
15.3.18	The Street, Stoke Ash – clearance of ditches.	TP to speak to landowner
15.3.18	Thwaite Comm Projects Group - grasscutting	Add 5 parishioners using the Group’s machinery to policy – LC. Complete.