

Stoke Ash & Thwaite Parish Council
Minutes of the meeting held 17 May 2018, 7.30pm at Stoke Ash Village Hall

Present: Cllrs P Morris (Chairman), M Fleming, G Leggett, D Roth and T Pulham. County Cllr A Stringer and three members of the public

1. Election of Chairman

Cllr Pulham proposed Cllr Morris was re-elected Chairman, seconded Cllr Leggett and unanimously agreed. Cllr Morris indicated his willingness to remain Chairman and thanked councillors for their support.

2. Apologies for absence had been received from Cllr Mrs Palmer.

The Chairman regrettably reported that Mrs Palmer had now moved from the village and would be unable to continue as a parish councillor. Members recorded their huge thanks to Mrs Palmer for all her work on behalf of the community during her time as a councillor, particularly the fund raising projects. The Chairman reported he had sent a letter of thanks on behalf of the Council.

3. Declarations of interesting relating to items on the agenda – none.

4. Election of Vice Chairman

The Chairman proposed Cllr Pulham for the role, seconded Cllr Roth. Cllr Pulham indicated his willingness to act as Vice Chairman. The proposal was unanimously agreed.

5. To receive the following reports:

Police – report available online. It was noted a number of parking problems had been raised in the report.
County Councillor – Cllr Stringer presented his report (copy attached to the Minutes). Cllr Stringer added one of the main issues of the last year had been school transport. This had been called in which would mean more work would take place to study and obtain more information before any final decision was made. The other single issue had been potholes – these were ongoing, the budget for highway maintenance was small compared to the area covered. The coming year would be another chance to roll out broadband in the county - Cllr Stringer thanked all parish councillors for their patience and support.
District Councillor – no report.

6. MEETING OPEN TO THE PUBLIC

A member of the public raised concerns over vehicle speeding in The Street, Stoke Ash. It was suggested registration numbers were taken and reported to the police. If a continuing problem, the police could be asked to record vehicle speeds. Other suggestions included: wheelie bin 30mph stickers or the parish putting up its own anti speed signs. Members and parishioners to monitor for further consideration at the next meeting.

7. Minutes of the meeting held 15 March 2018.

Cllr Pulham proposed the Minutes were accepted as a true record of the meeting, seconded Cllr Leggett and agreed.

8. 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 – 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.

21.9.17 – Installation of seat at Bus Stop A140 opposite Walnut Tree – it was agreed this was deferred until confirmation from Suffolk CC that bus will continue to stop at the layby.

16.7.15 – Provision of Play Equipment – agenda item.

19.11.15- Deadmans Lane potholes. Chase Suffolk CC Highways.

18.5.17 – Parish Council vacancies – agenda item.

21.9.17 – Overgrown footpath opposite Mill Lane, Stoke Ash – chase Suffolk CC Highways.

21.9.17 – Celebrate your Community Event final report - complete.

21.9.17 – Fallen road signs – Cllr Stringer had reported that damaged and fallen road signs would be replaced/removed by Suffolk CC as deemed necessary. In the meantime members would monitor and request that remaining poles were removed due to health and safety concerns.

18.1.18 – Storage of PC documents – Cllr Pulham to bring documents to the next PC meeting.

18.1.18 – Church Lane Flooding – the adjoining ditch had been cleared which had resolved the problem.

15.3.18 – The Street, Stoke Ash – flooding. The problem was difficult to assess until a rainfall but it was agreed the adjoining ditches did need to be cleared. It would be necessary to speak to landowners.

15.3.18 – Thwaite Comm Projects Group – add volunteer helpers to insurance cover. Complete. It was reported the volunteer group kept a record of cutting dates and times and any problem areas recorded.

9. Report on Parish Council Vacancies

The Thwaite vacancy would be reported to MSDC and the statutory notice displayed on the Notice Board. There were two existing vacancies in Thwaite and two in Stoke Ash. All were eligible to be filled by co-option.

The three parishioners at the meeting, Christine and Richard Maisey (Chris & Dick) (Thwaite) and James Biddle (Stoke Ash), had expressed an interest in joining the Council. All three were asked and gave a brief summary of their interest in joining the council.

Cllr Pulham proposed Christine and Dick Maisey were co-opted to the Council, seconded Cllr Leggett and agreed.

Cllr Roth proposed James Biddle was co-opted to join the Council, seconded Cllr Pulham and agreed.

The Chairman thanked all three for putting themselves forward and welcomed them to the Council.

One vacancy now remained in both parishes.

10. To confirm working groups/representatives to the following:

1. Planning – all members.
2. Finance – Cllrs T Pulham, G Leggett and Mrs C Maisey.
3. Footpaths – Cllr T Pulham
4. Trees – Cllr J Morris
5. Website – Cllr D Roth
6. Play Areas – Cllrs M Fleming and J Biddle
7. Emergency Planning – Cllrs T Pulham and G Leggett
8. Parish Plan – Cllr G Leggett
9. Thwaite Community Projects Group – Cllrs T Pulham, D Maisey and Mrs C Maisey

Members agreed the above on block.

11. Thwaite Community Projects Group

Cllr Pulham had passed to Cllrs C and D Maisey plans designed in 2000 to convert St George’s Hall to a Community Centre with wc and kitchen. These would be discussed by the working group. Cllr Pulham to check the status of the footbridge and he would also check with Mr Peter Gammage whether the churchyard was closed. The damage to the roof was being dealt with by the insurance assessors. The new

bank mandate to be completed by the finance group.

12. Review of Stoke Ash & Thwaite Parish Plan

The review had been deferred until after the Annual Parish Meetings. In the meantime Cllr Leggett would circulate the document to councillors in preparation for items for review at the next meeting. When the review was complete the document would need to go on to the website for consultation with parishioners.

13. Proposed local Dementia Friendly/Luncheon Club

The grant funding of £2000 from the Pargiter Fund had been confirmed by Suffolk Community Foundation. Cllr Leggett reported it was intended to hold a luncheon club on the last Wednesday of the month for early retired parishioners and lunch would be dementia friendly. Cllrs C and D Maisey offered their help. The lunches would be held at the Baptist Church, Stoke Ash. Cllr Leggett to deal with the advertising and invitations.

Cllr Pulham recorded thanks to all those involved in setting up the club and thanks to Mrs Fiona Palmer for instigating the grant funding. Cllr Leggett would send a note of thanks to Mrs Palmer. Cllr Leggett to progress with the help of Cllrs C and D Maisey.

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

15. Planning Decisions received from MSDC

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 handmade leaded lights. **Planning and Listed Building Consent Granted.**

16. Planning Correspondence – none.

17. Proposed Affordable Housing scheme – no report.

18. Stoke Ash proposed play area

Due to the one year time limit imposed on the grant awarded from Tesco Bags of Help, Cllr Pulham suggested the working group went ahead with the purchase of suitable play equipment to the value of the grant funding (including installation and play surfaces). The Village Hall had agreed installation of the equipment subject to maintenance and insurance by the Parish Council. The Play Area group would look into suitable equipment prior to the next meeting.

19. Wash Lane, Stoke Ash report

The Chairman reported he was still awaiting a quotation for a new bridge from Suffolk CC Footpaths. In the meantime Cllr Fleming stated he would look into the cost of building a bridge, with disabled width.

20. Former Telephone Kiosk, The Street, Stoke Ash – report on defibrillator/book exchange

The Chairman reported the Village Hall Committee would be agreeable to installing a defibrillator on the side of the Village Hall providing lottery funding was available. Members discussed both locations and took the view the village hall would be preferable it having electricity, was central and car parking was available. Cllr Pulham therefore proposed the defibrillator was located at the Village Hall, seconded Cllr Leggett and agreed.

A working party would need to be set up to carry out maintenance on the kiosk for conversion to a book exchange.

21. Finance

1. To consider s.137 donation requests

A request for financial assistance had been received from the EACH. Cllr D Maisey proposed a donation of £25, seconded Mrs C Maisey and agreed.

2. Accounts for Payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch/ no
17.5.18	Stoke Ash VH	Hire of Hall 17/18	£65.00		£65.00	Agreed	100404
17.5.18	MSDC	Dog & waste bin emptying	£175.00	£35.00	£210.00	Agreed	100405
17.5.18	SALC	Annual Subscription 18/19	£178.54		£178.54	Agreed	100406
17.5.18	Clerk	Sal/expen Mar-May 2018	£456.39		£456.39	Agreed	100407
17.5.18	EACH	Donation s,137	£25.00		£25.00	Agreed	100408
17.5.18	Cllr T Pulham	Thwait Comm Project expen	£59.22		£59.22	Agreed	100409

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

3. Finance Working Group report including approval of the following:

- Year end accounts 2017/18
- Annual Governance Statement 31.3.18
- Annual Accounting Statements 31.3.18
- Certificate of Exemption 31.3.18

The above documents had been circulated prior to the meeting. Members went through each individual document, no queries were raised. Cllr Pulham proposed acceptance of the above documents, seconded Cllr Fleming and agreed.

4. Review and adoption of Policy documents:

Standing Orders – deferred pending inclusion of GDPR recommendations

Equality and Diversity – the document had been circulated prior to the meeting. Parish Councils were not required by law to adopt the policy but it was recommended good practice. No queries were raised. Cllr Pulham proposed adoption of the document, seconded Cllr Roth and agreed (copy attached to the Minutes).

22. **GDPR report**

Confirmation had been received from SALC that Government directive had decided Parish Councils would not be required to appoint a Data Protection Officer. Further releases were expected from SALC as a result of this and would be considered for inclusion on the next agenda.

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

Website – reformatting of some of the website documents was required, ie separating agenda and minutes and providing a finance page. Cllr Roth would look to improve the existing format.

The chairman reported he had received an email from a parishioner unable to find a Stoke Ash & Thwaite Website. Expansion of the website to include a community facility was also suggested.

24. **Chairman's urgent business** – none

25. **Any other business for information exchange/agenda requests** – none.

26. **Date of next meeting – Thursday 19 July 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. TP/PM Awaiting confirmation of bus changes – Suffolk CC
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	MSDC Statutory Notice - complete Notice in parish magazine - LC
21.9.17	Overgrown Footpath opposite Mill Lane	Reported to Suffolk CC
21.9.17	Include Celebrate your Community Event report on Website	Complete
17.5.18	Road signs down in village	Monitor – all councillors
23.11.17	Red telephone kiosk – maintenance	Set up working group
17.5.18	Review of Parish Plan	circulate for review next meeting - GL
17.5.18	Storage of PC documents at Ipswich Record Office	Bring to next meeting - TP
17.5.18	Monthly Luncheon Club	Progress Publicity/invitations – GL/CM
18.1.18	Wash Lane reinstatement:	

	Cost of bridge Remove fallen trees Arrange ditch clearance Arrange tree stump removal	PM/MF MF PM MF/PM
18.1.18	Church Lane flooding -	Complete
17.5.18	The Street, Stoke Ash - clearance of ditches.	TP to speak to landowner
17.5.18	Thwaite Comm Projects Group	Check St George's footbridge - TP Check whether St George's closed churchyard - TP St George's roof repair - LC Change bank mandate - finance group
17.5.18	Speeding - The Street	30mph wheelie bin stickers - LC PC anti speed signs - LC
17.5.18	Website update and changes	DR
17.5.18	Defibrillator	Village Hall Comm