

Stoke Ash & Thwaite Parish Council
Minutes of the meeting held 19 July 2018, 8pm at The Old School Room, Thwaite

Present: Cllr P Morris (Chairman), M Fleming, G Leggett, Mrs C Maisey, D Maisey and T Pulham.

1. **Apologies for absence** had been received from District Cllr G Horn. The Chairman welcomed Cllrs Chris and Dick Maisey to their first full meeting.
2. **Declarations of interest relating to items on the agenda** – none.
3. **To receive the following reports**
Police – monthly report available online. Notice of the latest police public meeting on Monday 6 August 2018 at Eye Town Hall had been circulated.
County Councillor – Cllr Stringer presented his written report (copy attached to the minutes). Items raised included the proposed public transport cuts, the major review of highways maintenance including the non-replacement of damaged highway signs although broken signs should be reported via the County Council website reporting tool. It was reported several highway signs along the A140 were damaged – Cllr Roth offered to list and report these via the Suffolk CC website.
District Councillor – no report. Cllr Horn had asked that members were reminded of locality funding now available for community projects. Applications should be submitted directly to Cllr Horn.
4. **MEETING OPEN TO THE PUBLIC** – no comments.
5. **Minutes of the Annual Parish Council meeting held 17 May 2018** - Cllr Leggett proposed acceptance of the minutes, seconded Cllr Fleming and agreed.
6. **Matters arising from the Minutes for report**

7. 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 - IC
17.5.18	Website update and changes	DR
17.5.18	Defibrillator	Village Hall Comm

21.9.17 – Bus Stop opposite Walnut Tree – installation of seat – deferred pending outcome of bus changes.

18.5.17 – Parish Council Vacancies – note to parishioners included in parish magazine report.

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

17.5.18 – Damaged and fallen road signs – Cllr Roth offered to co-ordinate a list of signs in need of repair/reinstatement and would report direct to Highways.

18.1.18 – Wash Lane – tree and stump removal complete. Bridge and ditch clearance pending.

17.5.18 – Thwaite Comm Projects Group – St Georges Church – awaiting report on repairs and quotation from contractor appointed by Zurich. Insurance. Other items still pending.

17.5.18 – Speeding through Stoke Ash village – 30mph wheelie bin stickers. MSDC had no objection to the stickers on wheelie bins provided the bins were taken in from outside a property after waste collection. Cllr Roth to investigate cost of stickers.

17.5.18 – Website information – building up the website was ongoing and items/documents were gradually being added as they became available.

17.5.18 – Defibrillator on Village Hall outside wall – Village Hall Committee to progress.

7. **Thwaite Community Projects Group report**

St Georges churchyard: Cllr Pulham to assess condition of footbridge.

Churchyard – Cllr Pulham had ascertained that an area north west of the church building (Wickham Road side) was still in use for burials.

Bank mandate – change of signatories progressing, the forms having had to be re-signed.

8. **Review of Stoke Ash & Thwaite Parish Plan**

Cllr Leggett reported the review was complete and the appropriate changes made. The updated document would be available on the website for parishioners to view and comment, any comments to be referred to Cllr Leggett. Parishioners also to be informed of the review in the parish magazine. Members recorded their many thanks to Cllr Leggett for his work on the document.

9. **Proposed local Dementia Friendly Group/Elderly Persons Luncheon Club**

The application for grant funding from the Pargiter Fund to set up the lunch club had been successful and a cheque for £2000 had been received from Pargiter. Update on use of the ward would need to be sent to them. Cllr Leggett reported he hoped to start the lunches in the last week of September. It was hoped that an invitation to the first lunch would be sent to each eligible parishioner. Cllr Mrs Maisey had offered to help at the lunches. Members recorded their thanks to Cllr Leggett for taking on the management of the club.

10. **Planning Applications for recommendation to MSDC**

1. DC/18/02694: Land to the north of Brookside, The Street, Stoke Ash – erection of 2 three bed dwellings with construction of new vehicular access. Variation of Condition 2 (approved plans and documents) to allow changes to design of planning permission 0498/17. Cllr Roth proposed a recommendation of support, seconded Cllr Fleming and agreed.

11. **Planning Decisions received from MSDC**

1. DC/18/01576: Land to the north of Brookside, The Street, Stoke Ash – discharge of conditions application for 0498/17. Condition 9 (details of screen walls and fences). **Details considered acceptable by MSDC Planning.**

12. **Planning Correspondence** – none.

13. **Proposed Affordable Housing Scheme** – no report

14. **Stoke Ash proposed play area scheme**

Cllr Fleming had looked into the type of equipment available within the funding budget and suggested that two items, a Rower and Skier could be purchased within the budget available. To ensure the equipment was purchased within the funding timescale Cllr Pulham proposed the purchase of the equipment suggested, seconded Cllr Leggett and agreed.

15. **Wash Lane, Stoke Ash**

Cllr Pulham offered to look into making a bridge and was give a framework for the design. Cllr Morris offered to organise the ditch clearance. Volunteers would be required to strim the lane on an ongoing basis.

16. Former telephone kiosk, The Street, Stoke Ash

The overgrown hedging had been cut back. The next phase would involve repainting, replacement of some glass panes and replacement door hinge. It was suggested the maintenance work could be met from the contingency fund and would need to be carried out including the provision of lighting before conversion to a book exchange.

17. To consider road safety issues

Concerns over the speed of vehicles travelling through Stoke Ash village were raised. Cllr Roth suggested borrowing neighbouring village, Wetheringsett's, VAS machine. Members agreed Cllr Roth obtain further information from Wetheringsett on use of the machine combined possibly with the use of the 30mph stickers. Cllr Roth to report at the next meeting.

Advice had been obtained from County Highways regarding the suggestion the Parish Council put up its own 30mph speed or Slow signs. Highways had stated parish council signs could not be erected on highway verges but they could be put on private land with the owners consent. Siting would need to be away from a junction so as not to obscure visibility and nor pose a distraction.

18. 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
19.7.18	Clerk	Sal-expen May/July 2018	£431.08		£431.08	Agreed	100412
19.7.18	E.on	Old School Rm electricity – Mar/June 2018	£34.18	£1.71	£35.89	Agreed	100413

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

3. Finance Group report

The bank mandates for change of signatories for both the Parish Council and Thwaite Community Projects to Cllrs T Pulham, G Leggett and Mrs C Maisey were due for completion.

Balances in the Parish Council accounts were as follows: Community a/c £4078.68 (included £2000 grant for the lunch club) and Business Premium a/c £8941.48 (included £4000 play equipment grant).

4. To review and consider Internal Audit Report for year end 31.3.18

The report had been circulated to members prior to the meeting. Three items had been highlighted: Annual review of risk management policy, review of insurance cover annually and review registration with information commissioner's office. It was noted the Parish Council Risk and Insurance Policies were reviewed annually. Members were satisfied with the report and recommendations would be followed through.

5. To consider registration with ICO – registration fee £40

Members discussed, due to the very small amount of data processed by the council, whether it was necessary to register with the ICO. It was agreed not to register but the item would be kept under review should there be any change. Cllr Pulham proposed the above, seconded Cllr Maisey and agreed.

19. Review and adoption of the policy documents: Standing Orders, Financial Regulations, Risk Assessment and Code of Conduct – documents had been circulated prior to the meeting.

Standing Orders and Financial Regulations were deferred to the next meeting to enable the new members to familiarize themselves with the documents.

Risk Assessment – a financial impact of £50 was added under Thwaite Comm Projects with risks as follows: Likelihood 1, Severity 2, Priority 2. With the above additions Cllr Pulham proposed adoption of the document, seconded Cllr Leggett and agreed.

Code of Conduct – Cllr Pulham proposed adoption, seconded Cllr Roth and agreed.

20. General Data Protection Regulation –

SALC were still releasing information as it became available from the Government/NALC on the process parish councils were required to follow, the same process appeared to apply to large or small councils. The council would need to prepare a policy covering the limited amount of data held.

21. Clerk's report/correspondence

MSDC: Joint Housing Strategy consultation - website link circulated for members reponse to the

consultation.

MSDC: Draft Statement of Community Involvement consultation – website link circulated for individual response.

Stoke Ash War Memorial: notification from Historic England that the War Memorial had been assessed and registered as a Grade II building of special architectural and historic interest.

22. **Chairman's Urgent Business** – none.

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

SA Village Hall : The limited income received to fund the running of Hall was reported. There was no income at the moment other than local clubs. It was important that the Hall was promoted for use within and outside the community and that parishioners support the hall and events to ensure its future.

24. **Date of next meeting – Thursday 20 September 2018, 8pm at Stoke Ash Village Hall.**

Signed:

Chairman

Date:

Summary of action points

1. 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	Note in parish magazine - LC
21.9.17	Overgrown Footpath opposite Mill Lane	Reported to Suffolk CC
17.5.18	Road signs down in village	Monitor – all councillors Inform DR who will report to Suffolk CC Highways
23.11.17	Red telephone kiosk – maintenance	Set up working group
17.5.18	Review of Parish Plan	Add to website for parishioners comments - DR
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: Bridge Arrange ditch clearance Arrange Volunteer Strimming Group	TP PM ?
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 St George's roof repair – LC Change bank mandate – finance group
17.5.18	Speeding – The Street	30mph wheelie bin stickers – DR VAS machine - DR
17.5.18	Defibrillator	Village Hall Comm
17.5.18	District Council Localit Budget Awards	All members