

Stoke Ash & Thwaite Parish Council
Minutes of the meeting held 20 September 2018

Present: Cllrs P Morris, G Leggett, Mrs C Maisey, D Maisey, M Fleming and D Roth. District Councillor G Horn, County Cllr A Stringer and one member of the public.

1. **Apologies for absence** had been received from Cllr T Pulham.
2. **Declarations of interest relating to items on the agenda** – none.
3. **To receive the following reports:**

Police – report available online. In addition a letter had been received from Unison Police Staff expressing concern at the proposed reduction of PCSO's and urging parish councils to write to the Police and Crime Commissioner objecting to the proposal. Letter to be circulated.

County Councillor – Cllr Stringer went through his written report. Copy attached to the Minutes. Additional items raised: Grit Bins – Cllr Stringer offered locality funding for the provision of 4 grit bins and confirmed the Broadband box positioned at The Street, Stoke Ash would be moved.

District Councillor – Cllr Horn reported on grants awarded to mid Suffolk towns to improve accessibility; the completion of the purchase of Gateway 14, 100 acres of land adjacent Stowmarket and the recently approved new Homelessness Reduction Strategy. Cllr Horn informed members of his changed position in the Mid Suffolk Cabinet, he was now a Cabinet Member for planning. The meeting went on to discuss the current national housing crisis.

4. **MEETING OPEN TO THE PUBLIC**

A member of the public and part owner of land adjacent the Walnut Tree PH stated he was looking to develop the land and had attended a pre-planning meeting with a planning officer at MSDC when he was advised the option may be available if the land was adopted into the joint local plan and it had the support of the parish council. The Chairman stated the joint local plan was currently out for consultation but the site in question had not been included. District Cllr Horn stated because a site had not been included in the local plan did not mean it would not be given planning permission or precluded making an application, any decision would be made on individual merits.

The owner stated the required percentage (35%) of affordable housing would be included and a meeting with the adjoining landowner had revealed he was open to the possibility of access via his land along Thondon Road which would alleviate any direct access on to the A140.

On behalf of the parish council the Chairman stated the latest proposal appeared an improvement on any previous discussions but the parish council would be unable to make any comment unless there was a planning application to consider. The Chairman suggested the landowner speak to MSDC planning with a view to making an application indicating the parish council was not in principle against it. The Chairman thanked the landowner for attending the meeting to keep parishioners informed.

5. **Minutes of the meeting held 19 July 2018**

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

Minutes of the Extraordinary Meeting held 19 April 2018 – deferred to next meeting.

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

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 Locality Budget Awards	All members

21.9.17 – Following confirmation from Suffolk CC Public Transport that Bus Route 112 would continue travelling the main A140, Cllrs Morris and Pulham to install the seat. Other items requested: repaint Bus Stop on the layby road surface and request a Bus Stop sign.

19.11.15 – Deadman’s Lane potholes – some potholes had been filled but some surface area was missing. It was understood further repairs were due – road to be monitored.

18.5.17 – Parish Council vacancies – notice of the vacancies continued to be included in the parish magazine.

21.9.17 – Overgrown footpath opposite Mill Lane – some areas had been cut back. Path to be monitored for further maintenance.

17.5.18 – Damaged/fallen down Speed/Road signs – Cllr Roth compiling list for both parishes.

17.5.18 – Storage of parish council documents – deferred.

17.5.18 – The Street, Stoke Ash – clearance of ditches – deferred.

17.5.18 – Provision of defibrillator at the Village Hall. It was reported the VH committee was looking into grant funding.

17.5.18 – St Georges Hall, Thwaite footbridge – deferred. The new bank mandate was ongoing.

7. **Thwaite Community Projects Group**

Repairs to St Georges roof – awaiting a quotation from Collins & Curtis the insurance nominated contractor.

Renewal of Annual Insurance – members went through the renewal documents and raised some queries to take up with the insurers. In the meantime the annual renewal premium of £370.55 was proposed for payment by Cllr Leggett, seconded Cllr Mrs Maisey and agreed.

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

Cllr Leggett reported parishioners had raised no comments. The adopted plan would be available to view on the website with a note attached to parishioners that the parish council would be pleased to receive any further comments.

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

Cllr Leggett reported the first lunch was due to be held in one week’s time and there would be a note in the next parish magazine asking those parishioners over 65 to notify the editor so they could receive a personal invitation to join the club. Thirty invitations had been sent out so far and if members knew of parishioners over 65 Cllr Leggett asked them to contact him. Item to be

included on next agenda for further update under item Lunch Club.

10. **To consider planning applications for recommendation to MSDC** – none.

11. **Planning Decisions received from MSDC**

1. DC/18/02694 : Land to the north of Brookside, The Street, Stoke Ash – erection of 2 three bed dwellings and new vehicular access – variation of condition 2 to allow changes to design 0498/17. **PP Granted**

2. DC/18/03444 : Brookside, The Street, Stoke Ash – discharge of conditions 0498/17 : Condition 3 (agreement of materials), Condition 4 (agreement of levels), Condition 5 (surface water drainage), Condition 6 (foul water details).

Approved with action required by MSDC.

12. **Planning Correspondence** – see item 4 Public Session.

13. **Proposed affordable housing Stoke Ash** – no further report.

14. **Proposed Play Area – Stoke Ash**

Cllr Fleming reported a quotation had been received for two pieces of equipment, a see-saw and ski/twister item totalling £4143.60 including vat. Members supported the quotation and thanked Cllr Fleming for sourcing the equipment. Cllr Fleming to go ahead with the purchase.

15. **Wash Lane, Stoke Ash** – maintenance report

A bill for £20 had been received for fuel for strimming and pruning work. Payment of the bill was approved. In addition 7 dead trees had been removed and 38 new saplings planted. The boundary ditches were still in need of clearance. The bridge had yet to be resolved. Cllr Fleming stated he was looking into an alternative.

16. **Former telephone kiosk, The Street, Stoke Ash** – refurbishment to house book exchange

It was agreed that parishioners were asked to help with the refurbishment work providing the parish council funded the purchase of materials. Cllr Fleming would speak to the parishioner willing to run the book exchange to ask for her help. Cllr Roth offered to source the BT red paint.

17. **Road Safety issues – to consider use and cost of 30mph speed stickers on wheelie bins and borrowed VAS machine**

Regarding the VAS machine, Cllr Roth reported there would be a cost of £100 for the use of the machine from Wetheringsett. It was agreed Cllr Roth would investigate use of a machine without cost in the first instance. Use of 30mph stickers left in abeyance.

18. **Review of Parish Council annual insurance documents**

The annual renewal premium totalled £346.74. The insurance renewal documents had been circulated to members prior to the meeting. Two queries were raised, whether impact only cover for the War Memorial was sufficient and the value of the pc software was less than the excess. These queries would be raised with the insurer. In the meantime renewal and payment for the cover was agreed.

19. **To consider purchase of grit bins to replace current grit heaps**

Following the Suffolk CC Highways release that due to environmental issues grit heaps would no longer be replaced and parishes requiring grit for use by parishioners would need to purchase grit bins, Suffolk Cc would continue to supply grit to designated grit bins. The cost of a 50lt bin totalled £42.00. Following County Cllr Stringer's offer to fund 4 bins the following sites for 6 bins were agreed:

Stoke Ash – Triangle, Bowling Green

The Street junction with A140

Roman Way junction with A140

Church Lane junction with A140

Huggins Lane/Church Lane junction

Stoke Hall/All Saints Church

Thwaite: Chapel/Church Lane

Wickham Road/A140 junction

20. **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
20.9.18	SALC	Annual audit fee 2017/18	£142.40	£28.40	£170.40	Agreed	100412
20.9.18	Clerk	Sal-expen July-Sept 2018	£435.97		£435.97	Agreed	100413
20.9.18	Zurich Insurance	Thwaite Comm Projects Group Annual premium	£370.55		£370.55	Agreed	100414
20.9.18	CAS	PC Annual Insurance Premium	£346.74		£346.74	Agreed	100415
20.9.18	L Bridges	Wash Lane - fuel	£20.00		£20.00	Agreed	100416
20.9.18	ICO	Registration	£40.00		£40.00	Agreed	100417

Cllr Roth proposed payment of the above accounts, seconded Cllr Mrs Maisey and agreed.

3. Finance Group Report

A comparison of the 2018-19 annual budget against actual expenditure to date had been circulated prior to the meeting. This showed the council was on tract with actual expenditure of £2013.12 against half year budgeted expenditure of £2749.20. Expenditure included some Thwaite Comm Project expenses which would be refunded to the parish council.

4. To consider registration with Information Commission's Officer (ICO)

SALC had confirmed it was prudent that parish councils, even smaller councils with minimal data, should register with the ICO. The annual fee totalled £40.00. Cllr Roth proposed registration, seconded Cllr Fleming and agreed.

21. Review and adoption of Policy documents: Standing Orders and Financial Regulations

Both policy documents had been circulated to members prior to the meeting. Adoption of Standing Orders was deferred pending amendments relating to new GDPR legislation. No queries were raised relating to Financial Regulations. Cllr Roth proposed adoption of the Financial Regulations, seconded Cllr Mrs Maisey and agreed.

22. General Data Protection Regulation

Following further guidance issued by SALC on compliance with GDPR legislation the clerk had attended a two hour workshop the previous day covering some of the procedures required for preparation and compliance with the new legislation. Item was therefore deferred to the next meeting.

23. Clerk's report/correspondence

MSDC – Gambling Act 2005. Consultation and three year review documents circulated. Response by 12 October 2018.

Headway Charity newsletter – circulated

MSDC Parish Liaison Meeting – Tuesday 9 October 2018 – 10am – 12noon at Needham Market Community Centre – details circulated

MSDC – list of valid Cil bids round one 16 July 2018 - circulated

24. Chairman's Urgent business – none.

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

26. Date of next meeting: Thursday 15 November 2018, 8pm at The Old School Room, Thwaite.

Meeting closed: 10.55pm

Signed:

Chairman Date:

Summary of action points:

1. 21.9.17	A140/Walnut Tree Bus Stop	Install seat. TP/PM Repaint Bus Stop wording in layby - LC Bus Stop Sign - LC
16.7.15	Provision of play equipment - purchase of equipment	MF
19.11.15	Deadman's Lane potholes	Monitor - all councillors.
18.5.17	PC vacancies	Note in parish magazine - LC
21.9.17	Overgrown Footpath opposite Mill Lane	Reported to Suffolk CC - monitor - all councillors.
17.5.18	Road signs down in village	Monitor - all councillors Inform DR draw up list and report to Suffolk CC Highways
23.11.17	Red telephone kiosk - maintenance	Call for volunteers to refurbish - MF to speak to resident to organize. DR to source paint.
17.5.18	Review of Parish Plan	To be available on website. Residents comments welcome - DR
17.5.18	Storage of PC documents at Ipswich Record Office	TP update
17.5.18	Monthly Luncheon Club	Progress Publicity/invitations - GL/CM
18.1.18	Wash Lane reinstatement: Bridge Arrange ditch clearance Arrange Volunteer maintenance Group	MF PM ?
17.5.18	The Street, Stoke Ash - clearance of ditches north/south and east/west	TP to speak to landowner's
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	Use of a borrowed VAS machine - DR
17.5.18	Defibrillator	Village Hall Comm
17.5.18	District Council Locality Budget Awards	All members
20.9.18	Insurance - queries re. PC and Thwaite Projects Group	LC
20.0.18	Grit Bin application (8)	LC