

**Stoke Ash & Thwaite Parish Council**  
**Minutes of the meeting held Thursday 15 November 2018, 8pm at The Old School Room, Thwaite**

Present: Cllrs P Morris, G Leggett, Mrs C Maisey, D Maisey, T Pulham, D Roth and County Cllr A Stringer.

1. **Apologies for absence** were received from Cllr Fleming.
2. **Declarations of interest relating to items o the agenda** – none.
3. **To receive the following reports:**

Police – report available online. No queries were raised.

County Councillor – Cllr Stringer presented his written report (copy attached to the Minutes). Queries raised included whether there was anything the County Council could do to reduce its spend on social care. Cllr Stringer stated there was a lot of hidden poverty in the County, the Government had always assumed country areas were more affluent hence the need for the County's expenditure on that item. The slow progress with the Grit Bin application was raised. Cllr Stringer would look into why there appeared to have been no progress.

District Councillor – no report

4. **MEETING OPEN TO THE PUBLIC** – none.

5. **To approve Minutes of the extraordinary meeting held 19 April 2018**

Cllr Roth was of the view the Minutes did not cover fully the discussion as to whether the council should join the group DPO Centre scheme. At the 19 April 2018 date the parish council was being asked whether it wanted to register an interest with the DPO Centre without commitment, which it agreed to do. Other members took the view the minutes gave a sufficient summary and covered the fee that would be payable by the council should it decide to go ahead to join the scheme. Cllr Pulham proposed acceptance of the minutes, seconded Cllr Leggett. 2 in favour, 1 against, proposal carried.

**To approve Minutes of the Meeting held 20 September 2018**

Cllr Roth stated there was no mention of the discussion of the extraordinary minutes of 19 April 2018. Approval of those minutes had been omitted from the agenda in error. They had been deferred from the Minutes section for consideration under Chairman's Urgent Business but due to time constraints were deferred to the meeting of 15 November 2018.

Cllr Leggett proposed acceptance of the Minutes with the above amendment, seconded Cllr Mrs Maisey. 4 in favour, 1 abstention. Proposal carried.

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

	May 2018 - 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

21.9.17 – Installation of seat – awaiting confirmation of land ownership for siting the seat and costs for improvements to bus stop from Suffolk CC Public Transport.

18.5.17 – PC vacancies. Notice of vacancies included in Parish Magazine.

17.5.18 – Damaged and fallen road signs – Cllr Roth had prepared a list for Stoke Ash. List for Thwaite to be completed.

17.5.18 – Review of Parish Plan complete. Available on website for parishioners comment.

17.5.18 – Storage of parish council documents at Record Office – deferred.

17.5.18 – Clearance of ditches north/south and east/west, Stoke Ash. Cllr Pulham reported he would be meeting with a contractor to discuss the ditches.

17.5.18 – Speeding – The Street, Stoke Ash. Cllr Roth stated that Wetheringsett would charge £100 to borrow the VAS machine for one week. Cllr Roth would pursue via other villages.

17.5.18 - Defibrillator – The village hall committee would be willing to house a defibrillator on the outside wall of the hall. It was suggested this might be an item that could be funded from locality funding.

20.9.18 – Insurance cover – Stoke Ash War memorial and PC software. The cost to increase the war memorial cover from impact only to all risks would involve an additional annual premium of £20. The software value was below the amount of the excess currently costing 68p per annum to insure. A claim could only be made if the software formed part of a larger claim, ie laptop and software were both damaged. It was suggested the War Memorial cover was increased to All Risks and software cover remained the same, proposed Cllr Roth, seconded Cllr Leggett and agreed.

## 7. Thwaite Community Projects Group

St George’s Hall – It had been agreed Cllr Pulham look at the cost of providing facilities at St George’s Hall.

Cllr Pulham would speak to District Cllr Horn to investigate funding from MSDC via Cil. County Cllr Stringer recommended obtaining quotes for the facilities for submission with a Cil bid. Cllr Horn had also suggested preparing a plan for use of the building with facilities, identification of use and potential income to submit with the application.

St George’s Hall – roof repairs. Fifty percent of the insurance claim (£3636.00 less the £250 excess = £3386) had been transferred to the Stoke Ash & Thwaite PC community account by Zurich the insurers. This would need to be paid over to Collins & Curtis for them to commence the roof repair work.

Insurance cover – Old School Room, Allotment Shed, Lawn Mower and allotment grounds and green – These items were covered under a separate policy with Community Action Suffolk. As the parish council had taken over the management of the Projects Group the insurer recommended the items were incorporated into the parish council policy as follows:

Old School Room – buildings cover with sum insured of £68,423 (insurer recommended rebuilding cost of the hall should be checked

All Risks cover for ride on mower valued at £2,750

All Risks cover for shed valued at £500

Public Liability cover for buildings, grassed land and allotments

The additional premium for the above £153.54.

St George's Footbridge – Cllr Pulham to check the handrail.

#### 8. **Lunch Club report**

Cllr Leggett reported one lunch had been held in September which was very successful. Another will be held on 28 November and then the fourth Wednesday in January next year.

As the lunch did not start until September it would be necessary to extend the time for holding the lunches until September 2019 with the grant provider.

Cllr Leggett reported it was hoped a Dementia Speaker would attend the January lunch. Attendance still needed to grow and it was believed there were more people who could benefit from the club. If anyone knew of any eligible residents they were asked to speak to them personally about the club.

Cllr Leggett was thanked for his report.

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

#### 10. **Planning Decisions received from MSDC** – none.

#### 11. **Planning Correspondence**

Cllr Stringer understood MSDC did not have a 5 year land supply. This information had not been provided Officially from MSDC. The Parish Council would need to consider this should there be any development planning applications.

#### 12. **Proposed affordable housing scheme** – no report.

#### 13. **Mid Suffolk Cil Awards**

1. Cil payment October 2018 – a Cil payment totalling £1683.12 had been transferred to the parish council bank account in respect of development in The Street, Stoke Ash. Under Cil Regulations 2010 as amended, the main conditions for use of the monies were as follows:

The provision, improvement, replacement, operation or maintenance of infrastructure; or  
Anything else concerned with addressing the demands that development placed on an area. (Cil guidance from MSDC circulated)

Cllr Roth suggested the Council may want to consider adopting the General Powers of Competency.

2. To consider a Parish Infrastructure Investment Plan (PIIPs)

Due to the potential for Cil income MSDC had informed parish councils it could be a good idea to develop a PIIP to help identify and prioritise infrastructure needs of their community for future spending (PIIPs guidance notes circulated to members). PIIPs were non-statutory documents that did not form part of a joint local plan and were not a material planning consideration.

PIIPs could help parish councils to:

Identify infrastructure and investment needs within their community

Provide evidence for spending decisions on locally identified priorities

Identify sources of funding for match funding

Assist with external funding bids

Explain where local investment is being targeted

Encourage engagement by members of the community using facilities being delivered

Provide local perspective to help district councils gain a better understanding of a communities' priorities

The Chairman suggested the above were included on the January agenda and in the meantime asked members to consider both the above documents and to identify possible items of community expenditure. The list of items identified could be consulted with the community.

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

Contact to be made with Cllr Fleming to confirm an order had been placed for the equipment.

#### 15. **Wash Lane, Stoke Ash maintenance**

The bridge and ditch clearance still to be actioned.

#### 16. **Former telephone kiosk - The Street, Stoke Ash**

Cllr Roth reported he had sourced red telephone box paint at £60 for 2 – 3litres. The leather door hinges would need to be replaced. Total estimated cost to include both items, £200.

#### 17. **New Grit Bins update**

Application for the eight grit bins had been submitted to Suffolk highways after the September meeting. There appeared to have been no progress as yet. Cllr Stringer offered to chase with the Highways Cabinet Portfolio.

#### 18. **Improvements to Bus Stop – A140 opposite Walnut Tree PH**

The public transport officer at Suffolk County Highways was looking into the improvements requested by the Parish Council - reinstatement of the bus stop lines in the layby and providing a bus stop sign.

Ownership of the land at the rear of the layby would also need to be confirmed before the seat could be installed.

19. **Stoke Ash Christmas Tree Festival** – to consider a Parish Council tree

Cllr Morris reported a Christmas Tree festival was being held at All Saints Church, Stoke Ash and community groups were being asked to decorate a tree with messages. The tree would provide publicity for the community groups and the Parish Council had been asked to take part. Members believed this would be good publicity for the parish council. Cllr Roth offered to decorate the tree. Should the tree need to be purchased, Cllrs Leggett and Roth to liaise. Members to email any suggested messages for the tree to Cllr Roth.

20. **Finance**

1. S.137 donation requests – none

S.138B - Royal British Legion Poppy Wreath for Stoke Ash - £45.00. Payment agreed.

2. Accounts for Payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch/ no
15.11.18	Collins & Curtis	St George's roof repairs - 50% payment	£3636.00		£3636.00	Agreed	100418
15.11.18	CAS	Insurance cover - see 7 above	£153.54		£153.54	Agreed	100419
15.11.18	Clerk	Sal-expen Sept-Nov '18	£377.88		£377.88	Agreed	100420
15.11.18	Stoke Ash Baptist church	Lunch club expenses	£106.08		£106.08	Agreed	100421
15.11.18	CAS	Website Hosting	£50.00	£10.00	£50.00	Agreed	100422
15.11.18	E.on	Old School Room electricity June-Sept '18	£27.24		£27.24	Agreed	100423
15.11.18	RBL	PC Poppy Wreath	£45.00		£45.00	Agreed	100424

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

3. Finance Group report

The Finance Group had met and had prepared a draft precept calculation showing anticipated income and expenditure for 2019-20 (copy had been circulated to members and copy attached to Minutes).

The draft showed an increased precept of £1150 on last year due to the forthcoming parish council elections in May 2019 – MSDC had advised making an allowance to cover costs should there be an election, this would total approx. £1,000. The draft showed a precept of £5371.40 for 2019-20 compared to £4210 for 2018-19. Cllr Pulham went through the MSDC Tax Base figures for a Band D property – table attached to the Minutes. Members were asked to consider the recommendations from the Finance Group in preparation for a decision at the January 2019 meeting.

21. **Review of Standing Orders** – deferred to next meeting.

22. **General Data Protection Regulation**

As part of the procedure to comply with GDPR parish councils were required to carry out an assessment of the data it held and why. A model Data Assessment form had been circulated listing data held by the clerk and length of time it would be held. It was agreed members should also complete the form detailing any relevant data they held. Form to be completed and returned to the next meeting. It was understood Salc was in the process of drawing up a model data protection policy document for adoption by councils, this would incorporate new GDPR legislation.

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

Suffolk Constabulary Safer Neighbourhood Meeting 29 November at Eye 10am – 12noon. Noted. Suffolk CC – Suffolk Minerals Consultation document circulated.

St Elizabeth Hospice Open Gardens – Open Garden events would be held during 2019. Anyone interested in opening their garden should contact the fundraising organizer.

24. **Chairman's Urgent Business**

Due to the length of meetings, the Chairman stated there had been some discussion as to whether the parish council should meet more regularly. The Chairman asked councillors to give this some

thought, either monthly meetings or extra meetings as and when or the status quo. Include item on next agenda.

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

Cllr Leggett raised arrangements for payment of invoices arriving between meetings.

**26. Date of next meeting – Thursday 17 January 2019, 8pm at the Village Hall, Stoke Ash.**

Meeting closed 10.40pm

Signed:

Chairman

Date:

**Summary of action points**

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. Stoke Ash list prepared. Thwaite to be completed and reported to Suffolk CC Highways - DR
23.11.17	Red telephone kiosk – maintenance	Call for volunteers to refurbish – Deferred to next meeting
17.5.18	Storage of PC documents at Ipswich Record Office	TP update
17.5.18	Monthly Luncheon Club	Progress Publicity/invitations – GL/CM Extend length of grant cover - LC
18.1.18	Wash Lane reinstatement: Bridge Arrange ditch clearance Arrange Volunteer maintenance Group	PM/TP PM All
17.5.18	The Street, Stoke Ash – clearance of ditches north/south and east/west	TP to speak to landowner\
17.5.18	Thwaite Comm Projects Group	Check St George’s footbridge – TP St George’s Hall – quotes for facilities - TP Change bank mandate – finance group
17.5.18	Speeding – The Street	Use of a borrowed VAS machine - DR
17.5.18	Defibrillator	Locality funding - LC
17.5.18	District Council Locality Budget Awards	All members
20.0.18	Grit Bin application (8)	LC
May 2018	Improvements to Bus Stop A140 opposite Walnut Tree PH	Install Seat TP/PM Repaint Bus Stop in layby - LC Provide Bus Stop sign - LC
15/11/18	PIP’s – identify items of community expenditure via Cil	All councillors
15/11/18	Stoke Ash Christmas Tree Festival - decorate tree on behalf of Stoke Ash & Thwaite PC	DR

# Parish Report November 2018

## Councillor

Andrew Stringer (Upper Gipping)

[andrew.stringer@suffolk.gov.uk](mailto:andrew.stringer@suffolk.gov.uk)

## Highways Improvement and Innovation Board – new approach to pothole repairs, coordinating road closures and working with parish councils

A Highways Improvement and Innovations Board was established in June and has met three times. The Board recently announced that Suffolk Highways will be piloting a new approach to prioritising pothole repairs over the winter, specifically for services coming out of the Ipswich Phoenix House depot. If successful, the new approach will be rolled out to other depots.

The new approach will mean more potholes in a single area will be repaired together, and potholes of 200mm width will also be included.

The pilot aims to tackle more potholes at once, rather than later returning to the same area to repair nearby potholes. It will also aim to reduce the number of temporary repairs, which also have to be returned to at a later date. This should reduce the travelling time of maintenance crews, and result in more potholes being filled.

The Board has also been looking into improving the coordination of road closures, reducing the number of roadworks which overrun, and exploring ways for Suffolk Highways to work closer with town and parish councils. A progress report from the Board is expected at Scrutiny later in the year.

## Speed Limit Success (again)

The proposed new 40 mph speed limit north and south of Old Newton is now to go ahead as originally planned after all.

The Cabinet member and Director of highways had vetoed the extension to the south, thus leaving Finningham road and beyond national speed limit. I protested at this injustice as no one had objected during the consultation period, and the decision was based on the discredited original Police comments. I have sanctioned the finances to be made available to bring this forward as soon as possible.

## Council signs up to 100% nuclear energy deal

At the Council meeting on 18 October, I put forward a motion calling on the Council to recognise the benefits of renewable energy, commission a report into smart grids, and commit to ensuring at least 50% of the Council's energy comes from renewable sources by 2025. Unfortunately, the Conservative administration amended the motion to remove any clear actions or targets.

It was also revealed that the Council have recently signed off on a 100% nuclear energy deal for the next three years, to commence in March 2019. This represents a major step backwards for Suffolk County Council, whose current energy contract includes 18.7% renewables.

## No funding to help end period poverty

The Labour Group proposed a motion to Council on 18 October, asking for a commitment of £15,000 in the budget to help tackle “period poverty”. Many girls suffer and frequently miss school because they are unable to afford sanitary products. The motion therefore asked the Council to fund free sanitary products in all local authority maintained schools in Suffolk, and to encourage academies to implement similar measures.

Unfortunately, the Conservative administration once again amended the motion, removing all funding commitments. It was claimed that this was because the level of funding in the original motion was too small and unfairly favoured girls at maintained schools. However, a later amendment from my political group, which proposed increasing the funding commitment in the motion to include all schools in Suffolk, was rejected.

## **New Home Care operating model**

At Cabinet on 9 October a new Home Care operating model was agreed. It was acknowledged that the previous model had not been a success and had caused unnecessary stress to both care providers and residents receiving home care. We were assured that “lessons had been learned” from this previous experience, and that greater care had been taken to develop the operating model in partnership with stakeholders.

A call-in of the decision was received and so the model received further scrutiny from the Council’s Scrutiny Committee. However, the majority of the Scrutiny Committee voted to proceed with the new model rather than asked Cabinet to reconsider their decision.

## **Budget consultation and reduction in overspend**

Suffolk County Council is currently consulting on the 2019/20 budget and is asking the public to share their ideas for potential savings. The consultation runs until 5pm on Friday 16 November, and can be found at: <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/a-tough-call-to-make-budget-20192020/>. We will get our first look at the 2019/20 budget proposals on Thursday 22 November, when they are presented to the Scrutiny Committee.

At the end of Quarter 1 the council was predicting an overspend on the 2018/19 net budget of £8.6m. This prediction has now reduced, at the end of Quarter 2, to a £7.5m overspend. Although an improvement, it is unlikely that the overspend will be reduced completely by the end of the financial year, and the council will still need to make use of reserves to cover the funding gap.

## **School admissions consultation**

Suffolk County Council is consulting on its school admissions policy for 2020/21, available at: <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/consultation-on-admissions-to-schools-in-suffolk-for-the-20202021-school-year/>. The consultation is open until 12 November 2018.

No significant changes are proposed for 2020/21. However, the council are also seeking views on potential future changes to the oversubscription criteria, in terms of the removal of catchment area priority. If they decide to progress with this change, there would be another consultation October 2019 and any changes would then apply from 2021/22.

**PRECEPT CALCULATION**  
**Stoke Ash and Thwaite Parish Council**

**INCOME & EXPENDITURE FOR THE FINANCIAL YEAR ENDING 31.03.18**  
**TOGETHER WITH ANTICIPATED EXPENDITURE FOR THE YEAR 01.04.18 – 31.03.19**

**INCOME**

b/f as at 1 <sup>st</sup> . April, 2018 (current year)	9820.00
Precept 01.04.18 – 31.03.19 (full year)	4210.00
Grant monies for projects: Lunch Club	2000.00
Cil payment	1683.00
	17,713.00

**EXPENDITURE**

Expenditure 01.04.18 – 31.03.18 (full year)	4500.00	Estimated
Deduct grant funding:		
Play Equipment	4000.00	
Wash Lane	909.00	
Contingency	657.00	
Lunch Club	2000.00	
Cil	1683.00	
	9249.00	
c/f as at 31 <sup>ST</sup> . March, 2019 (current year)	3964.00	Estimated

**ANTICIPATED EXPENDITURE FOR THE YEAR 01.04.19 – 31.03.20 (PRECEPT CALCULATION)**

**S137 Contributions**

Donations	260.00	nominations to be agreed as requests recd
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**Salaries & Expenses**

Clerk's salary	2468.40	1% salary potential
Clerk's expenses (inc mileage)	200.00	based on historical figures
Training (SALC + MSDC)	200.00	unaltered
Audit Fees	200.00	unaltered
Dog waste bin collection (4xbins)	275.00	
ICO registration	40.00	

**Miscellaneous**

Insurance	400.00	unaltered
Hall Hire	190.00	unaltered
Subs. (SALC)	180.00	unaltered
Contingency	1000.00	unaltered

Total	5413.40	
Add Community Funds	2500.00	
Election costs 2019	1422.00	at worst

Projected spend '18/'19	9335.40
Less excess '18/19 b/f	3964.00

**Required Precept for y/e 31.03.20      £5371.40**

**Discretionary Grant and Council Tax Base**

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
<b>Spending requirement</b>	<b>£3500</b>	<b>£3760</b>	<b>£3830</b>	<b>£3920</b>	<b>£4068</b>	<b>£4208</b>	<b>£4210</b>	<b>£5371</b>
<b>Less discretionary grant</b>		<b>£260</b>	<b>£203</b>	<b>£135</b>	<b>£67</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Precept</b>	<b>£3500</b>	<b>£3500</b>	<b>£3627</b>	<b>£3785</b>	<b>£4001</b>	<b>£4208</b>	<b>£4210</b>	<b>£5371</b>

<b>Tax Base</b>	<b>£148.55</b>	<b>£133.63</b>	<b>£136.79</b>	<b>£137.80</b>	<b>£143.36</b>	<b>£142.81</b>	<b>£144.98</b>	<b>£158.19</b>
<b>Band D Council Tax</b>	<b>£23.58</b>	<b>£26.19</b>	<b>£26.52</b>	<b>£27.46</b>	<b>£27.90</b>	<b>£29.46</b>	<b>£29.03</b>	<b>£33.95</b>
<b>% increase/decrease</b>		<b>+11.16%</b>	<b>+1.26%</b>	<b>+3.54%</b>	<b>+3.2%</b>	<b>+5.3%</b>	<b>+4.99</b>	<b>+4.65</b>

The two parish council tax bases for Band D are added together and then the precept is divided by this figure to show the Band D Council Tax amount this then shows an increase or decrease on previous years.

	2017/18	18/19	19/20
Stoke Ash	81.16	83.36	96.80
Thwaite	61.65	61.62	61.39
<b>Total</b>	<b>142.81</b>	<b>144.98</b>	<b>158.19</b>

4208/142.81 = 29.46 then compared to previous year for inc/dec %

4210/144.98 = 29.03 then compared to previous year for inc/dec %

5371/158.19 = 33.95 then compared to previous year for inc/dec %

Large increase required for 2019/20 is because of allowance for Parish Elections in 2019 as advised