

Stoke Ash & Thwaite Parish Council
Minutes of the meeting held Thursday 16 January 2020, 7.30pm at Stoke Ash Village Hall

Present: Cllrs P Morris (Chairman), Mrs V Lane, G Leggett, Mrs C Maisey, D Maisey, G Tancred and T Pulham.
 One member of the public.

1. **Apologies for absence** – County Cllr A Stringer.
 District Cllr Burn would be arriving late due to another appointment
2. **Declarations of interest relating to items on the agenda** – none.
3. **PUBLIC FORUM**
Police – report available online. No comments were raised.
County Councillor – written report circulated and attached to the Minutes.
 District Councillor – arriving later.
 Members of the Public – no comments.
4. **To consider Minutes of the Meeting held 21 November 2019**
 Cllr Pulham proposed adoption of the Minutes, seconded Cllr Leggett and agreed.
5. **Matters arising from the Minutes for report**

May 2019	PC vacancies	Include details parish magazine. LC
21.9.17	Overgrown Footpath opp Mill Lane	Report Suffolk CC Highways via reporting tool - AS
17.5.18	Damaged road signs	Stoke Ash list prepared - MF Thwaite – none A140 – three identified – TP Consider action at next meeting.
23.11.17	Red telephone kiosk – maintenance	Investigate moving to VH Green - GT Install defibrillator - MF
17.5.18	Storage of PC documents at Ipswich Record Office	Deferred pending record office move
18.1.18	Wash Lane maintenance: Bridge Arrange ditch clearance Remove tree stumps	Postponed PM/TP Obtain quote - GT
17.5.18	Thwaite Comm Projects Group	Check St George’s footbridge – TP St George’s Hall – parishioners’ questionnaire on future of Hall – TP/GL progressing
17.5.18	Speeding – The Street – high viz 30mph vests	AS to deliver to Post Office
20.9.18	Grit Bin application	Funding for 4 larger bins - Finance Group to approach County/District for funding
May 2018	Bus Stop A140 opposite Walnut Tree PH –	Notice Board for timetable – TP to investigate. Include timetable on website/parish magazine – GT Install Seat – TP/PM
15/11/18	PIIP’s – identify items of community expenditure via Cil	Village Sign designs – progress sign – PIIPs working group
30.5.19	Monitor road edge – The Street, SA	All councillors
18.7.19	Play equipment/play surface grant funding	Finance Group to pursue grant funding with MSDC
18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith in New Year – TP, GT, PM, DM, CM GL
18.7.19	Internal Audit report 2018-19	Action items in progress
21.11.19	Grit bins	Ask Highways to fill with grit - LC
21.11.19	Neighbourhood Watch Scheme	Investigate What’s App Group - VL

May 2019 – Details of parish council vacancies had been included in the parish magazine.

21.9.17 – overgrown footpath opposite Mill Lane, Stoke Ash – The weeds overhanging the footpath had not been cut back. Cllr Stringer offered to investigate this with Highway Officers.

17.5.18 - Damaged road signs – a list of signs in need of repair. Work in progress.

23.11.17 – Red telephone kiosk – The Street, Stoke Ash – agenda item.

17.5.18 – Storage of PC documents at Ipswich Record Office – Cllr Leggett had scanned the original handwritten Minute Book dating from 1894 – March 2004. Two copies were available. The Minute Book would be retained by Cllr Pulham until the record office had been re-opened. Thanks were recorded to Cllr Leggett for scanning the Minute Book.

17.5.18 – Speeding through The Street, Stoke Ash – AS to supply high viz 30mph vests to Post Office.

May 2018 – Bus Stop opposite Walnut Tree PH – Cllrs Pulham and Leggett confirmed they were looking into sourcing a re-cycled plastic display board for the bus timetable up to a cost of £100. Should they be able to source a suitable board at that cost before the March meeting it was suggested they went ahead with the purchase. Cllr Maisey proposed the cost up to £100, seconded Cllr Mrs Maisey and agreed.

The timetable would be uploaded to the website and the parish magazine. Installation of Bench pending (TP/PM).

30.5.19 – Road edge (layby) – The Street, SA – councillors continue to monitor.

16.1.120 – it was reported the road edge had seriously eroded approx 50 yards from The Street/A140 junction on south side of the road, the erosion was in places some 10” deep. Report to Suffolk Highways.

20.9.18 – Grit Bins. Some of the eight bins had been filled/re-filled. Request for filling remainder to Suffolk Highways.

District Cllr Burn arrived

District Councillor's Report

Parish Council members queried with Cllr Burn some of the recent planning decisions made by MSDC, in particular a recent application had been approved on re-submission despite very little change to the original application. Cllr Burn stated he would look into the application concerned but stressed it was important planning comments were relevant to the application and he offered to arrange a planning training session with a MSDC planning officer. A lengthy discussion continued concerning planning responses.

Cllr Burn went on to report on activities at MSDC – a Community Governance Review would shortly be circulated to parish councils for consultation. This had been initiated by the Chief Executive following boundary changes.

The Assisted Living Grant had increased from £30,000 to £40,000. This was a one-off grant to assist people to remain in their own homes. Details regarding eligibility were available from MSDC.

Details to be included in parish magazine report. Cllr Burn to supply contact details.

The Chairman thanked Cllr Burn for his report.

6. To consider planning applications for recommendation to MSDC

1. DC/ 19/05934: Land north of Thwaite Road, Wickham Skeith – erection of steel frame building for secure storage of agricultural machinery and grain.

This was a permitted development application on land between Wickham Skeith and Wickham Road, Thwaite. It was understood the Planning Officer would be recommending refusal on the grounds the proposed building did not meet Part 6 of the permitted development criteria in that it was within 25 metres of a classified road.

7. Planning Decisions received from MSDC

1. DC/19/05400: Land north of Clay Lane, Stoke Ash – change of use of existing barn to form one dwelling, demolition of ancillary building – **Planning Permission Granted**

2. App/W3520/W/19/3235148: The Orchard, The Street, Stoke Ash – erection of 2 dwellings construction of new vehicular access, demolition of existing Post Office building and erection of new building for Post Office - **Appeal Dismissed.**

Some concerns were raised by parish councillors that the Planning Inspector assigned to the appeal had been unable to attend the site meeting due to illness and had sent his wife to attend the meeting. The inspection made was very quick and it was unknown whether the substitute was a planning inspector. District Cllr Burn was asked to investigate.

8. **Planning Correspondence** - none.

9. **Proposed Affordable Housing Scheme in the parish** – no report.

10. Proposed Neighbourhood Watch Scheme via Whats App

Cllr Mrs Lane reported a Neighbourhood Watch Whats App had been set up. This would now need to be publicised on the village Website, village Facebook Page and Parish Magazine. Cll Mrs Lane to organize as

well as invite contacts to join the App. Cllr Mrs Lane to remain App controller.
The Chairman recorded thanks to Cllr Mrs Lane for setting up the scheme.

11. **MSDC Cil Award**

Following the recent working group meeting the following were put to full council for consideration:

1. Stoke Ash & Thwaite Village Sign

Cllr Tancred had obtained a quotation, based on the chosen design, from a local metal sign producing establishment. The estimate for the metal work totalled £100. The metal sign would need to be attached to a post and brick base, Cllr Tancred estimated the total cost to be in region of £300. Some enameling work would also be required. Cllr Tancred would provide a fixed cost for consideration at the next meeting.

The winner of the Village Sign competition had requested that the prize of £25 was donated to the cost of producing the sign. The meeting recorded its thanks for the offer.

2. Additional Play Equipment

A survey of the type of equipment preferred by parishioners still to be completed.

3. Stoke Ash Village Mower

There was some uncertainty as to where a mower would be stored. It was agreed this item was removed from the list at present.

The Group had discussed the future of St George's Hall and Stoke Ash Village Hall which was also in need of maintenance work - the Christmas Tree Wish List had included concerns over the condition of the Hall. A suggestion of selling St George's Hall and using the proceeds to build a smaller new Hall for Thwaite had been made or one new community Hall for both villages. This would need to be put to parishioners for a decision. The 2019 Wish List to be included on the next agenda.

12. **Thwaite Community Projects Group**

A cheque totaling £850 had been received from the Lottery fund, this included some donations. Also income of £30 for hire of the Old School Room by the Knit and Knatter Group had been received.

Cllr Pulham confirmed he would carry out the necessary repairs to St George's footbridge and submit an invoice for the work. The meeting recorded thanks to Cllr Pulham for his work on behalf of the Community Group.

13. **Lunch Club report**

Cllr Leggett reported 38 parishioners had attended the November Christmas Lunch. Thanks were recorded to Cllr and Mrs Janice Leggett and Cllrs Chris and Dick Maisey for running the club over the last year. Cllr Leggett reported there would be no charge for the January and February lunches but a small charge would need to be made with effect from March 2020. District Cllr Burn stated he would investigate whether grant funding for the club was available from MSDC.

14. **Stoke Ash Play and Exercise Area report**

It was reported the equipment continued to be well used by all ages. The tyre would need some refurbishment in the near future.

15. **Wash Lane maintenance**

There had been no response following a notice in the parish magazine for volunteers to make up a working party to help with maintenance. The Chairman had in the meantime cleared the grass from around the tree stumps. There having been no voluntary offers of maintenance members re-considered the maintenance programme suggested at the last meeting: during the growing season (5 months) Mr Leon Bridges to cut grass and maintain at £50.00 per month. This would not include any stump grinding, that would be subject to a separate quote if required – the Chairman stated many of the stumps were now rotting and would not require grinding. These would need to be monitored. It was noted there was still some £1100 of Wash Lane grant funding available. Cllr Leggett proposed acceptance of the above maintenance programme, seconded Cllr Pulham and agreed.

Cllr Tancred to contact Mr Bridges to arrange the above programme of works.

Members agreed they would like to see the tractor wheel displayed incorporating the name, Wash Lane.

Cllr Tancred to look into obtaining a metal post and cost of incorporating the name.

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

There was some uncertainty as to whether the kiosk would require planning permission to move it to the Village Green. District Cllr Burn offered to speak to MSDC Planning.

17. **Our Water Project** – Following the presentation a meeting with Mr Goldsmith from Flood and Water Management at Suffolk CC was agreed.

18. **Finance**

1. To consider s.137 donation requests

A request for a £50 donation had been received from Suffolk Neighbourhood Watch. Following the

set up of the local Neighbourhood Watch scheme via What's App, members declined the request on this occasion.

2. Accounts for Payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch no.
16.1.20	Stoke Ash Baptist Church	Lunch Club – Sept&Nov 2019	£311.80	-	-	Agreed	100457
16.1.20	Clerk	Sal-expen Nov-Jan '20	£387.76	-	-	Agreed	100458

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

3. Finance Working Group report

1. To consider purchase of additional Grit Bins 2019/20

The Finance Group had proposed the purchase of 4 additional larger bins at a cost of £106.00 per bin.

The purchase was agreed by members. Application to be made to County Cllr Stringer for a contribution to the cost from his highway locality budget.

2. To consider increase in precept to assist funding maintenance of Stoke Ash & Thwaite community buildings

The Finance Group stated a contingency fund of £1,000 had been allocated for emergency funding.

Any minor emergency maintenance items could be covered from that fund.

3. To consider and adopt precept proposal 2020/21

The Finance Group had prepared and circulated to members a precept calculation of anticipated parish council income and expenditure 2020/21 – copy attached to the Minutes.

The calculation proposed a precept of £6507.00 for financial year 2020/21. No queries were raised.

Cllr Tancred proposed approval of the precept request of £6507.00, seconded Cllr D Maisey and agreed.

Thanks were recorded to Cllr Pulham for holding the finance group meetings at his property.

4. Internal Audit; Bank Reconciliation; Bank Transfers

Cllr Pulham proposed the internal audit 2020/21 was carried out by the SALC Finance Team, seconded Cllr Mrs C Maisey and agreed.

The bank reconciliation as at 31.12.19 was verified as follows:

Community A/c balance	£2818.32
Business Premium a/c	£10,539.31
	£13,357.63

Copy reconciliation attached to the Minute Book

Transfers of funds between accounts could no longer be carried out over the telephone. Arrangements were being made for these to be carried out online.

19. To review and adopt the following policy documents:

Financial Regulations – these had been circulated to members prior to the meeting.

No changes were requested. Cllr Pulham proposed adoption of the document, seconded Cllr D Maisey and agreed.

Statement of Internal Financial Controls

These had been reviewed and circulated prior to the meeting. Cllr Leggett proposed adoption of the document, seconded Cllr D Maisey and agreed. Copy documents attached to the Minute Book.

20. Clerk's Report/Correspondence

SALC – nominations requested for Chairman's attendance at a Buckingham Palace Garden Party during May. Noted.

MSDC – Spring Clean Suffolk 20 March – 13 April. Members agreed to carry out its annual litter pick the weekend of 14-15 March. Cllr Leggett would prepare and distribute flyers and notice for parish magazine requesting that parishioners take part in the litter pick.

Cllr Pulham offered to obtain refreshments. Cllr Mrs Maisey and D Maisey to help with refreshments.

Meet at Stoke Ash Village Hall at 10am on the 14 March and Old School Room, Thwaite 10am on 15 March. Bin bags to be obtained from MSDC Public Realm. All other equipment, litter pickers, vests and gloves had been donated last year by MSDC and stored locally.

Dates of Annual Parish Meetings 2020 – these were agreed as follows:

Thwaite – Thursday 23 April at 7.30pm: Stoke Ash Thursday 30 April at 7.30pm.

21. Chairman's urgent business – none.

22. Any other business for information exchange/agenda items

Parish Council Vacancy – a Thwaite parishioner was interested in joining the council – co-option to be included on the next agenda.

Pine Tree on green next Old School Room, Thwaite. It was reported the tree appeared to be rotten at the base and possibly in danger of falling if there was a high wind. Cllr Pulham to obtain a quote to fell the tree and authorise under the Council's emergency spending powers.

23. **Date of next meeting: Thursday 19 March 2020, 7.30pm at the Old School Room, Thwaite.**

Meeting closed: 10.35pm

Signed:

Chairman

Date:

Summary of Action points:

May 2019	PC vacancies	Include details parish magazine. LC
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17.5.18	Storage of PC documents at Ipswich Record Office	Deferred pending record office move
18.1.18	Wash Lane maintenance: Bridge Arrange ditch clearance Remove tree stumps Maintenance during growing season Tractor wheel	Postponed PM/TP Monitor GT to arrange with contractor at cost of £50 per month Cost of post and Wash Lane name - GT
17.5.18	Thwaite Comm Projects Group	Repair St George's footbridge – TP St George's Hall – parishioners' questionnaire on future of Hall – TP/GL progressing
17.5.18	Speeding – The Street – high viz 30mph vests	AS to deliver to Post Office
20.9.18	Grit Bin application Fill new bins Plus existing	Funding for 4 larger bins - Finance Group to approach County/District for funding LC
May 2018	Bus Stop A140 opposite Walnut Tree PH –	Notice Board for timetable – TP to obtain and install re-cycled plastic NB up to cost of £100 Also include timetable on website/parish magazine – GT Install Seat – TP/PM
15/11/18	PIIP's – identify items of community expenditure via Cil Parishioners views on joint village hall or retain separate halls	Village Sign – GT to prepare drawing and quote including post and brick base Consider other items on Wish List including additional play equipment PIIP's group
30.5.19	Monitor road edge – The Street, SA	All councillors
18.7.19	Play equipment/play surface grant funding	Finance Group to pursue grant funding with MSDC

	Refurbish Tyre	
18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith, Suffolk CC to progress- TP, GT, PM, DM, CM GL
18.7.19	Internal Audit report 2018-19	Action items in progress
21.11.19	Grit bins	Ask Highways to fill with grit before autumn - LC
21.11.19	Neighbourhood Watch Scheme	Circulate What's App to parish councillors and parishioners - VL
16.1.20	Road edge eroded - The Street, SA 50yds from A140	Report Suffolk Highways - LC
16.1.20	Increased Assisted Living Grant	Notice in Parish Magazine - LC
16.1.20	The Orchard Planning Appeal	Substitute Planning Inspector at site meeting - District Cllr Burn
16.1.20	Lunch Club Funding	Possible funding from MSDC - District Cllr Burn
16.1.20	Pine Tree on green next OSR, Thwaite	Obtain quote and arrange felling under emergency powers - TP
16.1.20	Litter Pick 14/15 March	Obtain bin bags from MSDC - LC