



	Ditch clearance quotation- Church Lane, Thwaite Hardstanding at OSR Stoke Ash Village Sign circular Seat	TP obtaining quotation TP/GL to obtain quotation GL
30.5.19	Monitor road edge - The Street, SA	All councillors. Monitoring extended to both parishes.
18.7.19	Play equipment/play surface grant funding Tyre removal Bark chippings - replace with grass Remove lower tree branches	Pursue grant funding with MSDC - Finance Group  Complete Complete PM
18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith, Suffolk CC to progress- TP, GT, PM, DM, CM GL. Deferred due to lockdown.
16.1.20	Lunch Club Funding	GL pursuing with MSDC
18.6.20	Review Emergency Plan	MF, GL, TP & RK
17.12.20	Roman Way - parking on public grassed areas. 2 options put forward - barriers or parking spaces.  Layby - The Street. Suffolk CC two options - double yellow lines at pinch point or solid white line at road edge	PC suggested Grassguards on verges. Awaiting MSDC response  Inform Galloway Buses PC unable to take further action other than report any vehicle obstruction of the highway to the police. - Complete
19/8/21	CPR training and Thwaite Defibrillator	Investigate CPR training
16/9/21	Hill Farm application	PC response to Architect's rebuttal - VL, TP, GL, GT Complete

**6. To consider Planning Applications for recommendation to MSDC - none received**

**7. Planning Decisions received from MSDC - none received**

**8. Planning correspondence**

Notification from MSDC : DC/21/04091: Hill Farm, Grasshopper Lane - application for prior approval for a proposed change of use of agricultural building to Assembly and Leisure (Class D2) under Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for an Events/Wedding Venue - Application Withdrawn

**9. Proposed Affordable Housing Scheme - no report.** The Chairman requested this item remained on the agenda.

**10. To consider a defibrillator for Thwaite parish and CPR community training**

A Thwaite resident had offered the use of his defibrillator equipment for community use at no charge. The defibrillator could be attached to the front of his garage in Wickham Road in vicinity of the Old School Room. The defibrillator would be plugged into the residents electricity supply at no charge and pads would be supplied. The equipment would need a metal box and key pad specific to the defibrillator. Cllr Mrs Lane stated this item had been discussed several times with regard to a defibrillator in Stoke Ash and members had decided against a defibrillator the preference being CPR training.

Item deferred to next meeting to enable members to consider and discuss cost of metal box and CPR training.

**11. Neighbourhood Watch report - Cllr Mrs Lane stated there had been no alerts over the last month.**

## 12. MSDC Cil Award:

1. Play Equipment – Stoke Ash Village Hall playing field – The Village Hall Committee would be meeting during November to discuss additional equipment.
2. Ditch Clearance – Church Lane, Thwaite – to consider quotation/s. Deferred to next meeting.
3. Hardstanding next Old School Room, Thwaite – to consider quotation/s. Deferred to next meeting.
4. Stoke Ash Village Sign – report on circular seat. Deferred to next meeting.

## 13. Thwaite Community Projects Group

1. Report on allotment review:
  - (i) Map delineating plots and pathways. Working Group progressing.
  - (ii) To confirm Rent Review and Tenancy Agreement. Working Group progressing.
  - (iii) Lettings - The current 4 allotments were usually due for renewal at the beginning of October each year. The Working Group had decided to defer renewal of the current plots until completion of their review at (i) and (ii) above.
2. Report on St George's Hall inspection and woodwork. Deferred to next meeting.
3. Report on St George's Hall village questionnaire. Deferred to next meeting.
4. Any other items for report:

Lottery Club - Cllr Mr and Mrs Maisey reported on charges that were due to be imposed on the Lottery Club bank account by HSBC Bank. They were currently looking into alternative arrangements which would probably involve moving banks.

## 14. Lunch Club report

In the absence of Cllr Leggett, it was reported attendees would be asked to contribute to the cost of the lunch which would be kept to a very reasonable level. The Stoke Ash Baptist Church had offered to subsidise the cost where required pending possible further funding from MSDC. The meeting recorded thanks to the Baptist Church.

## 15. Stoke Ash VH Play and Exercise Area report

The Chairman reported the tyre had been removed and the area covered with topsoil. The existing play equipment was in use but suitable equipment for younger children was needed. The fence having been completed new footpaths signs had been put up. The car park had been extended providing much needed additional parking. Thanks were recorded to Greg Aldridge, Chris and Adam of Stoke Ash Plant for the carrying out the work and for the use of their equipment and materials all without charge to the parish – this had been much appreciated.

16. **Wash Lane report** – the Chairman reported the lane was in good condition and looking very attractive, he felt it was however underused.

## 17. Stoke Ash – Car Parking:

The Street – correspondence had been received from Galloway Coaches regarding the difficulty drivers had in passing the lay-by section of The Street opposite the telephone kiosk - the width of the road being reduced by parked vehicles. County Highways had advised against the proposed white line delineating the edge of the road due to the adjacent ditch. The only course of action available appeared to be reporting any obstruction of the road by parked vehicles to Suffolk Constabulary and/or placing a note on the vehicle windscreen signed by the Parish Council. Cllr GT to discuss suitable note with Cllr Leggett. Galloway Coaches had been informed.

Parking on Roman Way grass verges – a suggestion had been made to MSDC that grass guards were provided on the verges to protect the grass and tree roots. Awaiting response.

## 18. Parish Council Insurance

The quotation provided by Zurich Insurance totalling £700.80 for one year's cover, the sum fixed for three year's had been accepted and was effective from 1 October 2021. Members had been supplied with details of the cover provided within the policy and were satisfied this covered the Parish Council's requirements. Hirer's insurance for the Old School Room would be considered when the building was able to re-open for use (closure due to covid).

## 19. To consider a pre-winter Litter Pick

The weekend of 13<sup>th</sup> (Stoke Ash) and 14<sup>th</sup> (Thwaite) November 2021 between 10am – 12noon was agreed. Cllr Pulham would provide refreshments. Cllr Leggett would be asked to provide flyers/posters and Cllr Fleming would post on the village Facebook page. MSDC would be asked to collect the filled waste bags.

20. **Stoke Ash & Thwaite Xmas Event** – to consider parish council contribution towards the event Cllr Tancred outlined details of the event to be held 21<sup>st</sup> December in Stoke Ash and 22<sup>nd</sup> December in Thwaite both commencing at 6pm. Following the success of last year the event would be very similar – a float travelling through each village with Father Christmas handing out presents for primary school children, music, and a nativity based fancy dress competition and prize. People would be encouraged to

follow the float to Lime Tree Barn, Stoke Ash and St George's Hall, Thwaite for refreshments, Christmas Carols and further music. Both venues would be decorated for the event. Publicity would be via posters and village Facebook page.

Cllr Tancred asked the Council to consider a contribution not exceeding £350 towards the event.

Cllr Kember proposed the sum of £350, seconded Cllr Pulham and unanimously agreed.

Cllr Tancred stated he would welcome any help from councillors or parishioners.

The Chairman recorded thanks to Cllr Tancred for his work on the preparations.

## 21. Finance

1. To consider s.137 donation requests – a donation request had been received from the Mid Suffolk Citizens Advice Bureau also detailing the work of the Bureau in the district. Members considered the request but it was unanimously declined on this occasion.

### 2. Accounts for Payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch no.
29/9/21	Zurich Insur	Annual Insurance Prem	£700.80	-	£700.80	Agreed	100503
21/10/21	CAS	Website Hosting 21/22	£50.00	£10.00	£60.00	Agreed	100504
21/10/21	Information Comm	Data Protection Annual fee	£40.00	-	£40.00	Agreed	100505
21/10/21	Stoke Ash VH	Room Hire – July – Sept 2021	£39.99	-	£39.00	Agreed	100506
21/10/21	Clerk	Sal-expen Sept-Oct 21	£330.51	-	£330.51	Agreed	100507
21/10/21	E.on	OSR electricity charges July – Sept 21	£63.37	-	£63.37	Agreed	100277

Cllr Tancred proposed payment of the above accounts, seconded Cllr Mrs Lane and agreed.

### 3. To consider actions arising from the SALC Internal Audit report year ending 31.3.21

The report from the Internal Auditor had been circulated to members prior to the meeting. The following comments had been raised for consideration and action by the council:

Sec. 2 Finance Regulations – at next review increase the thresholds within footnotes to match those within the council's standing orders – financial controls and procurement – agreed.

Sec. 5 Budgetary controls – amend Standing Orders to either quarterly or six monthly comparison between budget and income/expenditure – amendment to six monthly was agreed.

Sec. 6 Cil annual report – to be available on the parish council website for year 2020-21 by 31 December 2021 – complete.

Sec 8 payroll/pension responsibilities – a breakdown of sal-expen was presented at monthly meetings for approval. Compliance with automatic pension enrolment to be minuted and declaration submitted to Regulator.

Sec 11 – publish analysis of variances on website – complete.

Sec 14 – GDPR – Council to adopt Subject Access Request & Data Breach policy.

All above comments were noted and adopted by members, any outstanding items above to be actioned.

### 4. To appoint Internal Auditor and RFO 2021-22

Cllr Pulham proposed the clerk was appointed RFO and SALC was appointed to carry out the internal audit 2021/22, seconded Cllr Mrs Maisey and agreed.

### 5. Finance Report – to consider income and expenditure against budget at 30.9.21

The six monthly report showing income and expenditure against budget had been circulated to members. With the exception of Insurance, due to the necessity to change insurers, expenditure was in line with the Budget.

Bank reconciliation to 30.9.21 had been circulated prior to the meeting, balances at that date totalled:

Community a/c	£613.48
Business Premium a/c	£16,919.69
Total:	£17,533.17
less unrepresented cheque	£700.80
Balance at 30.9.21	£16,832.37

## 22. To consider for adoption Parish Council Risk Assessment 2021-22

The updated document had been circulated to members prior to the meeting. No amendments were suggested. Cllr Pulham proposed adoption of the document, seconded Cllr R Maisey and unanimously

agreed.

23. **Platinum Celebrations 2022** – report from Working Group – item deferred. The Working Group had yet to meet.
24. **Clerk’s report/correspondence** – no further report.
25. **Chairman’s report** – none.
26. **Any other business for information exchange/agenda requests**  
Cllr Fleming suggested the asset register was included for review at the next meeting.
27. **Date of next meeting: Thursday 18 November 2021, 7.30pm at the Village Hall, Stoke Ash**

Meeting closed 9.55pm

Signed:

Chairman

### Summary of Action Points

May 2019	Stoke Ash PC vacancy	Vacancy reported in parish magazine.
17.5.18	Damaged road signs A140	Reported via Suffolk CC Highways website reporting tool. Action pending.
17.5.18	Storage of PC documents at Ipswich Record Office	Cllr Pulham stated he had a meeting arranged with the Record Office on 10 November ‘21.
17.5.18	Thwaite Comm Projects St George’s Hall St George’s Bring & Buy Sale Mark allotment boundaries and pathways A future joint Thwaite/SACommunity Hall St George’s Hall woodwork and quinennial inspection	Parishioners’ questionnaire on future of Hall TP/GL Deferred due to lockdown - RK  Working Group  Obtain Stoke Ash VH committee view. MF.  GL/TP
18.3.21	Use of allotments – agreement not to cultivate.	TP to check arrangement with previous Project chairman.
19.8.21	Review Tenancy Agreements/Rent	Working Group progressing
19.8.21	Advertise allotment availability	GL
15/7/21	Grit Bins: Replace small bin at A140 junction opposite primary school with larger bin from opposite PO. Small bin to be moved to PO. Replace grit in bins at : A140/Church Lane, opposite Stoke Hall, Huggins Lane/Roman Way, SA Street triangle(Deadmans Lane), A140/The Street The Street, SA at VH – request grit refill and that bin is added to Suffolk CC list on grounds the road is low, next to water course, road floods and freezes over	TP/GL progressing  LC to request  LC
15/11/18	PIIP’s – identify items of community expenditure from Cil award. Parishioners views on joint village hall or retain separate halls Ditch clearance quotation- Church Lane, Thwaite Hardstanding at OSR Stoke Ash Village Sign circular Seat	Deferred pending survey  TP obtaining quotation TP/GL to obtain quotation GL
30.5.19	Monitor road edge – The Street, SA	All councillors. Monitoring extended to both parishes.
18.7.19	Play equipment/play surface grant	Pursue grant funding with MSDC – Finance Group

	funding Remove lower tree branches	PM
18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith, Suffolk CC to progress- TP, GT, PM, DM, CM GL. Deferred due to lockdown.
16.1.20	Lunch Club Funding	GL pursuing with MSDC
18.6.20	Review Emergency Plan	MF, GL, TP & RK
17.12.20	Roman Way – parking on public grassed areas. 2 options put forward – barriers or parking spaces.  Layby – The Street. Suffolk CC two options – double yellow lines at pinch point or solid white line at road edge	PC suggested Grassguards on verges. Awaiting MSDC response  Windscreen note for vehicles obstructing road width - GT
19/8/21	CPR training and Thwaite Defibrillator	Investigate CPR training
21/10/21	Xmas Event preparations	GT

**from Andrew Stringer (SCC Councillor) – October 2021**

### **Review of SEND provision Report**

Suffolk County Council commissioned an independent review into Special Educational Needs and Disability provision which has now been completed, and the report made public.

The report, was limited to some specific areas of the service (communications etc) It does make a seriously worrying read, 195 children had not had an assessment by the legal deadline, as well as 45 children had no school placement at all, as well as parents and teachers were not kept informed in a consistent manner.

The report points out we have some good people but within a poor system, a system were Suffolk County Council failed to meet its statutory deadlines for EHC (education health & care) plans, a clear breach of compliance.

Some parents were made to feel pressured and some felt bullied into taking unsuitable placings.

Our group have called for the Education Scrutiny Committee, not due to sit until December, to be re-convened at the earliest opportunity. The administration has rejected these calls.

One of the worrying aspects regarding the report, is that it calls for a better culture in how as a council communicates, yesterday the Council briefed journalists on the contents of the report, 2 ½ hours before councillors were given access to the findings.

If anyone has any issues regarding the need for this provision, please tell them to get in touch.

### **Fuelling Debate**

The Green Suffolk website is promoting the District Councils local energy event at Wherstead Park Ipswich is running for two days, the free to attend event will showcase opportunities for energy generation etc, and a chance to speak to those in the trade to get the latest information on products and technological advances in the renewable energy sector. Mid Suffolk ran a similar event in 2008, and we ran out of room for the visitors wishing to attend.

On area for debate is whether hydrogen would be classed as a renewable technology, and like many things on politics, there isn't a straight answer because it depends on the type.

Hydrogens use in fuel production takes many forms, and is split into colours, Black, brown, grey, pink blue and green hydrogen are all forms of this technology, but only one of them could be classed as renewable,

- 21-22 October – Local Energy Showcase (Babergh and Mid Suffolk District Council)

Andrew Stringer

County Councillor for Upper Gipping

Green, Liberal Democrat, and Independent Group Leader