

**DRAFT**

**Stoke Ash & Thwaite Parish Council  
Minutes of the Annual Parish Council Meeting held Thursday 30 May 2019, 7pm at Stoke Ash  
Village Hall.**

**NB: Following parish council elections on 2 May 2019, the Stoke Ash & Thwaite Annual Parish Council meeting was due to be held on 16 May 2019. This meeting was inquorate. It was re-scheduled and held on 30 May 2019 as below:**

Present: Cllrs P Morris, M Fleming, Mrs V Lane, G Leggett, Mrs C Maisey, D Maisey and G Tancred

- 1. Signed Declaration of Acceptance of Office forms for the position of Councillor were completed.**
- 2. Election of Chairman inc. signing of the Declaration of Acceptance of Office for the position**  
Cllr Leggett proposed Cllr P Morris was elected Chairman, seconded Cllr Mrs Lane. There were no other nominations and Cllr Morris indicated he would be willing to be re-elected Chairman. The proposal was unanimously agreed. The Chairman thanked fellow councillors for their support.
- 3. Apologies for absence**  
The Chairman reported Mr D Roth had sent his apologies and had also stated he would not be taking up the position of parish councillor due to other commitments. The Chairman reported he had sent thanks Mr Roth on behalf of the Council and community for his work as a councillor. There were now two remaining vacancies, one in each parish.
- 4. To receive declarations of interest relating to items on the agenda – none.**
- 5. Election of Vice Chairman inc. signing of the Declaration of Acceptance of Office for the position**  
Cllr Mrs C Maisey proposed Cllr Pulham for Vice-Chairman, seconded Cllr Fleming. There were no other nominations. The proposal was unanimously agreed.
- 6. PUBLIC FORUM: to receive the following reports**  
Police – report available online at <http://.suffolk.police.uk>. No questions were raised.  
County Councillor – Cllr Stringer’s written report had been circulated (copy attached to the Minutes).  
District Councillor – The Chairman reported that newly elected District Councillor David Burn had attended the inquorate meeting on 15 May 2019 and given a background to the make up of newly elected councillors at MSDC. The District Council would be maintaining a cabinet system of governance.  
Members of the Public – none.
- 7. To consider and approve Minutes of the meeting held 21 March 2019**  
Cllr Leggett proposed acceptance of the Minutes, seconded Cllr Fleming and agreed.
- 8. Matters arising from the Minutes for report**

19.11.15	Potholes	Monitor – all councillors.
18.5.17	PC elections May 2019	Details included in parish magazine and parish notice boards.
21.9.17	Overgrown Footpath opposite Mill Lane	Parish working group to cut back.
17.5.18	Road signs down in village	Monitor – all councillors DR drawing up list. Stoke Ash list prepared. Thwaite to be completed and reported to Suffolk CC Highways - DR
23.11.17	Red telephone kiosk – maintenance	Set up working group – all councillors
17.5.18	Storage of PC documents at Ipswich Record Office	Deferred to finance meeting
17.5.18	Monthly Luncheon Club	GL/CM progressing to Autumn 2019
18.1.18	Wash Lane reinstatement: Bridge Arrange ditch clearance Arrange Volunteer maintenance Group Remove tree stumps	PM/TP PM/TP MF/PM PM/MF
17.5.18	The Street, Stoke Ash – clearance of	TP progressing

	ditches north/south and east/west	
17.5.18	Thwaite Comm Projects Group	Check St George's footbridge – TP St George's Hall – parishioners' questionnaire report - TP/GL
17.5.18	Speeding – The Street	Use of a borrowed VAS machine - DR
17.5.18	Defibrillator	MF
17.5.18	District Council Locality Budget Awards	All members
20.9.18	Grit Bin application	Prepare list for 2019/20
May 2018	Improvements to Bus Stop A140 opposite Walnut Tree PH	Install Seat TP/PM Reinstate layby line – awaiting Suffolk CC
15/11/18	PIIP's – identify items of community expenditure via Cil	Working Group report to put forward proposals– TP
17.1.19	Spring Litter Pick – 13/14 April	GL preparing village publicity. Equipment to be delivered to DM. Refreshments CM/GL
21.3.19	Review PC Risk Assessment	Include play equipment at SA village hall
21.3.19	PC Website	Report on updating procedure – DR/PM
21.3.19	Play Equipment at SA Village Hall	Weekly inspection process – MF/Village Hall Rospa Inspection – LC Safety Notice - LC

19.11.15 – Potholes – agenda item

18.5.17 – PC elections update – agenda item

21.9.17 – overgrown footpath along A140 opposite Mill lane – ask Suffolk CC to cut back.

17.5.18 – damaged road signs – Cllr Fleming to prepare list for Stoke Ash. Cllrs Mrs Maisey and D Maisey to prepare list for Thwaite both for reporting to next parish council meeting.

23.11.17 – Red telephone kiosk, The Street, Stoke Ash – maintenance/book exchange. See agenda item.

17.5.18 – Store of PC documents at Record Office. Documents were not currently being accepted due to Record office move to new premises.

17.5.18 – Monthly Luncheon Club – agenda item.

18.1.18 – Wash Lane reinstatement – see agenda item.

17.5.18 – ditch clearance, the Street, Stoke Ash, north/south and east/west. Cllr Pulham progressing.

17.5.18 – St George's Hall footbridge – Cllr Pulham monitoring. Parishioners questionnaire on future of the Hall – TP/GL progressing.

17.5.18 – Speeding The Street, Stoke Ash – agenda item next meeting.

17.5.18 – Defibrillator – it was reported the White Horse PH would be willing to site a defibrillator on the outside of their premises. Funding to be investigated. Agenda item next meeting. Confirmation had been received from MSDC that Cil funding could be used for provision of defibrillator.

17.5.18 – Locality Budget Awards – include on item next agenda for consideration. Grit bins, lunch club, defibrillator etc.

20.9.18 – Grit Bin application 2019/20 – all members to consider sites for additional bins. Include next meeting.

May 2018 – Improvements to bus stop A140 opposite Walnut Tree PH. Installation of bench to be deferred pending clarification of bus route and line improvements.

15.11.18 – PIIPS – agenda item.

17.1.19 – Spring Litter Pick April 2019 – Cllr Leggett reported on the success of the litter pick weekend. He would include a report in the parish magazine.

21.3.19 – Review of parish Risk Assessment – agenda item next meeting.

21.3.19 – Parish Council Website – Cllr Tancred having offered to take over management of the website, the parish council laptop/printer/scanner had been handed over to him. Cllr Tancred stated he intended to include more community items on the website, ie waste bin collection dates, bus timetables, details of community groups etc. A training session in website management was being invested with the website host, CAS.

21.3.19 – Play Equipment – agenda item. Change agenda item to Exercise/Play Equipment report.

21.3.19 – Annual Parish Meetings – as confirmed earlier in the year – dates above.

**9. Parish Council elections - unfilled posts/to consider co-option of Councillor/s following uncontested Parish Council Election 2 May 2019 - Details of vacancies to be included in the parish magazine/website**

**10. To confirm/amend the appointment of Parish Councillors to Working Groups and/or Representatives on the following :**

Planning – all councillors

Finance Working Group – Cllrs G Leggett, Mrs C Maisey and T Pulham

Thwaite Community Projects Group – Cllrs G Leggett, Mrs C Maisey and T Pulham

Footpaths – Cllr T Pulham

Trees – Cllr P Morris

Website – Cllr G Tancred

Play Area & Exercise Equipment, Stoke Ash – Cllr M Fleming

Emergency Planning – Cllrs Pulham and Leggett

Parish Plan – Cllr G Leggett

Lunch Club – Cllrs G Leggett and Mrs C Maisey

PIIP – Cllrs T Pulham, G Leggett, Mrs C Maisey, D Maisey, Mrs V Lane and G Tancred

Wash Lane – Cllrs M Fleming, P Morris and T Pulham

Former telephone kiosk/book exchange, Stoke Ash – Cllr Fleming

Parish Council Maintenance Group – all councillors as and when required

To confirm the continuation of the Clerk as the Responsible Financial Officer - agreed

To confirm the appointment of the Internal Auditor – the appointment of the SALC finance team was agreed.

**11. Thwaite Community Projects Group report – see 8 above.**

**12. Lunch Club report**

Cllr Leggett was pleased to report lunches were well attended with an average of 35 people.

Parishioners, carers or family members were encouraged to contact Cllr Leggett should they know of parishioners eligible to attend - transport could be arranged.

The present grant funding would be available up until September, after that date it was anticipated the club would continue with a small charge of £3 per person being made towards the lunch.

**13. To consider Planning Applications for recommendation to MSDC**

1. DC/19/02353: Land at Hill Farm, Huggins Lane – change of use of land for stationing up to 8 clamping tens with associated wc/shower facilities and car parking.

A recommendation of support was agreed with the following proviso:

that steps were taken to mitigate the impact of light pollution from the security lighting and that noise levels were contained, particularly in the evening.

**14. Planning Decisions received from MSDC**

1. DC/19/01269: Quiet Acres, Clay Lane, Stoke Ash – erection of two storey front and side extension and single storey rear extension following demolition of existing conservatory.

**Planning Permission Granted**

**15. Planning Correspondence - none**

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

**17. Mid Suffolk Cil Award –** a report on the working group meeting held 18 April 2019 had been circulated to council members prior to the meeting. The report had identified items of community infrastructure using Cil funding. Item deferred to next meeting to enable all council members to give consideration to the items identified.

**18. Stoke Ash Play & Exercise equipment report**

Cllr Fleming reported the equipment was inspected weekly and a record of inspections retained. The parish council insurers had confirmed that the equipment could be included in the Village Hall annual ROSPA inspection and report. CAS had also confirmed that providing weekly and annual ROSPA inspections were carried out and the equipment was in proper working order there was no necessity for the Parish Council to erect a notice as to its use. It is assumed that any users of the equipment would use it to their own ability and play standard.

**19. Wash Lane - maintenance report**

Cllr Fleming was looking into the cost of a bridge and arranging volunteer maintenance groups. Cllr Pulham and the Chairman had agreed to arrange boundary ditch clearance when appropriate. The Chairman and Cllr Fleming to arrange complete removal of tree stumps.

**20. Former telephone kiosk, The Street, Stoke Ash**

Cllr Fleming was hoping to recruit volunteers to carry out refurbishment before conversion to a book exchange. A call for volunteers had been included in the parish magazine report.

**21. Deadman's Lane and The Street, Stoke Ash**

A report on the condition of the above highways had been received from Suffolk CC as follows:

Deadman's Lane – the roadside ditches had mostly been cleared, assessment would be made as to whether this had the desired effect on the flooding problem. Highways were working with adjoining landowners regarding ongoing ditch maintenance.

The Street, Stoke Ash – part of the road where cars parked appeared to be falling away towards the ditch. This was forcing cars to be parked away from the edge as it had become dangerous and difficult for drivers/passengers to emerge on the ditch side, particularly when dark. In turn this had lead to narrowing of the street and difficulty for larger vehicles to pass. Highways had assessed the report and believed at this time it did not warrant remedial action. They would however continue to monitor the location as part of their routine inspections and if the situation worsened significantly would take action.

The Chairman suggested that members also continued to monitor both locations.

## 22. Finance

### 1. To consider s.137 donation requests

A letter had been received from EACH – Cllr Leggett proposed a donation of £25.00, seconded Cllr Mrs Maisey and agreed.

### 2. To consider/approve Annual Statement of Accounts for Stoke Ash & Thwaite Parish Council year ending 31 March 2019 – the annual accounts had been circulated to members prior to the meeting. Cllr Tancred proposed adoption of the accounts, seconded Cllr Fleming and agreed.

### 3. To consider/approve Annual Statement of Accounts for Thwaite Community Projects Group year ending 31 March 2019 – the annual statement of accounts had been circulated to members prior to the meeting. Cllr Mrs Maisey proposed acceptance of the accounts, seconded Cllr Mrs Lane and agreed.

### 4. Annual Governance and Accountability Return 2018/19 (AGAR) Part 2 – the following documents had been circulated to members prior to the meeting.

(i) to consider/approve Certificate of Exemption 2018/19 (AGAR Part 2) – proposed Cllr D Maisey, seconded Cllr Leggett and agreed.

(ii) to consider/approve Annual Governance Statement 2018/19 (section 1) – members went through each item in the annual governance statement 2018/19 (section 1) – Cllr Mrs D Maisey proposed adoption of the statement, seconded Cllr Fleming and agreed.

(iii) to consider/approve Accounting Statements 2018/19 (section 2) – Cllr Tancred proposed adoption of the accounting statement, seconded Cllr Leggett and agreed.

### 5. Finance Group report: to consider review of Clerk pay scale 2018/19 and 2019/20 (NALC) as recommended at last parish council meeting 21.3.19

Cllr Leggett proposed approval of the reviewed rates as follows:

Back payment of revised rate 2018/19 to 1 April 2018 totalling £43.68.

Revised rate from 1 April 2019 for spinal column 19 (previously 26) £12.89 ph, seconded Cllr Mrs Maisey and agreed.

### 6. To consider/approve Accounts for Payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch no.
30.5.19	EACH	Donation s.137	£25.00	-	£25.00	Agreed	100436
30.5.19	Thwaite Projects Group	Hire of Old School Rm 2017-18 & 2018-19	£80.00		£80.00	Agreed	100437
30.5.19	SALC	Annual subs	£178.90		£178.90	Agreed	100438
30.5.19	Stoke Ash Baptist Church	Lunch Club expen Mar/Apr/May'19	£357.00		£375.00	Agreed	100439
30.5.19	Clerk	Sal-expen Mar-May 19	£438.72		£438.72	Agreed	100440
30.5.19	E.on - £51.36 Anglian Water - £24.45	Thwaite Projects - Electricity Dec 18 - March 19 Water rates -July 18 - Jan 19	£51.36 £24.45		£51.36 £24.45	Agreed	100252 100253

Cllr D Maisey proposed payment of the above accounts, seconded Cllr Mrs C Maise and agreed.

## 23. To consider review of Parish Council Risk Assessment policy 2019/20 – deferred to next meeting

## 24. Clerk's report/correspondence

SALC – Notification of Area meeting 11 June 2019, 7pm at Eye Town Hall

SALC – Councillor Briefing Sessions – location various  
 Suffolk CC Highways – notification of improvements to highway verge grass cutting 2019  
 Suffolk CC Highways – enforcement of School Keep Clear Road Markings  
 MSDC – maintenance assessment - Roman Way

25. **Chairman’s Urgent Business** - none

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

Cllrs Mrs Lane and Tancred expressed an interest in attending the Salc councillor briefing sessions.

27. **Date of next meeting: Thursday 18 July 2019, 8pm at the Old School Room, Thwaite.**

Meeting closed 10.20pm

Signed:

Chairman

Date:

**Summary of action points:**

19.11.15	Potholes	Monitor – all councillors. Report via Highways reporting tool
18.5.17	PC elections May 2019	Included details of vacancies in parish magazine.
21.9.17	Overgrown Footpath opposite Mill Lane	Report to Suffolk CC Highways
17.5.18	Damaged road signs	MF drawing up list - Stoke Ash list prepared. CM & DM drawing up list - Thwaite
23.11.17	Red telephone kiosk – maintenance	Set up working group – MF
17.5.18	Storage of PC documents at Ipswich Record Office	Deferred pending record office move
17.5.18	Monthly Luncheon Club	GL/CM progressing to Autumn 2019
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17.5.18	Speeding – The Street	Agenda item next meeting
17.5.18	Defibrillator	MF investigating including Stoke Ash White Horse
17.5.18	District Council Locality Budget Awards	All members
20.9.18	Grit Bin application	Prepare list for 2019/20 – Finance Group
May 2018	Improvements to Bus Stop A140 opposite Walnut Tree PH	Install Seat TP/PM Reinstate layby line – awaiting Suffolk CC
15/11/18	PIIP’s – identify items of community expenditure via Cil	Working Group proposals circulated for consideration next meeting
17.1.19	Spring Litter Pick – 13/14 April	GL preparing village publicity. Equipment to be delivered to DM. Complete
21.3.19	Review PC Risk Assessment	Include exercise equipment at SA village hall. Agenda item next meeting
21.3.19	PC Website	GT attending training session
30.5.19	Monitor road edge – The Street,	All councillors

	SA	
21.3.19	Annual Parish Meetings	Thwaite – Thursday 23 May 2019, 8pm at SA VH Stoke Ash – Thursday 30 May 2019, 8pm at Old School Rm