

STONHAM PARVA PARISH COUNCIL ANNUAL GENERAL MEETING HELD IN THE
BAPTIST CHAPEL SOCIAL ROOM ON TUESDAY 7th MAY 2019

19.1 PRESENT: Cllrs T Benjamin, I Richardson, A Harvey, K Dawson, S Baldry, G Davison and D
Cllr S Morley

2 Villagers

19.2 APOLOGIES:

19.3 Public Forum: Malcolm Kerr from Little Stonham Charity Trust attended and presented the annual accounts for 2018/19. Copies will also be available at the Annual Parish Meeting.

Idea raised regarding defibrillator in the village – to be added to next meetings agenda.

19.4 ELECTION OF OFFICERS & SIGNING OF DECLARATIONS OF ACCEPTANCE

7 nominations were received, and this meant an uncontested election, 6 Councillors signed a register of members interest form.

Chairman - T Benjamin (proposed by I Richardson and seconded by G Davison)
Vice Chairman – I Richardson (proposed by T Benjamin and seconded by A Harvey)

19.5 DECLARATIONS OF INTEREST – None

19.6 DISPENSATIONS – None

19.7 APPOINTMENT OF REPRESENTATIVES –

SALC - T Benjamin	Planning – G Davison	Footpath Warden – TBC at next meeting
Tree Warden – A Harvey	Cemetery – I Richardson	Play Area – S Baldry
Neighbourhood Watch – K Dawson		Website – T Benjamin

19.8 MINUTES OF THE PARISH COUNCIL MEETING 5th MARCH & 9TH APRIL 2019 - Minutes confirmed as correct - Proposed by I Richardson and seconded by K Dawson

19.9 REPORTS

19.9.1 Report from C Cllr Hicks for April.

Key points from C Cllr M Hicks:

- 2019 Walking Festival starts 11th May
- Recycling Centre's change of hours until September (late opening Thursday)
- OVO Women's Tour coming to Beccles and Stowmarket

19.9.2 No report from D Cllr S Morley due to purdah. D Cllr S Morley confirmed that she had been elected for the Stonham Ward. Confirmed that the issue with the land at Stonham Tap is ongoing. Question raised about advertising from commercial businesses and how much is allowed.

Action - D Cllr S Morley to check rules on advertising on public highway

Reports for Jan and Feb were emailed prior to the meeting.

Key points from D Cllr S Morley:

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- Online access available for council tax bills
- MSDC paid out £549k in 2018 under CIL
- Parking Plan to be drawn up for Mid Suffolk

19.9.3 Footpaths – W Brame has emailed Highways regarding the footpaths and is awaiting a response

Action – W Brame to await reply from Highways re footpaths

J Dean spoke to the farmer about the footpath being very muddy and he put down some straw to help absorb the dampness that was contributing, it has largely dried up now with the warmer weather. The main issue is that the bramble/dead tree that was blown over in the winds last year is encroaching on the footpath by approx. 3 metres and needs clearing completely.

Action – I Richardson to set up working party to get this cleared

The footbridge reported in September has still not been fixed.

Action – W Brame to chase footbridge repair

I Richardson has put out new signs regarding dog fouling due to repeated incidents.

19.9.4 Parish Newsletter /Website – Village information needs to be updated

Action – G Davison to review and email T Benjamin with changes needed

Parish Newsletter was delivered to all households in the village

19.9.5 Cemetery – Email sent to Stonemason to confirm design and size of headstone was acceptable.

I Richardson had created a price list which all agreed was acceptable. This can now go on the website.

Action – T Benjamin to add price list to website

There is to be an internment this month, I Richardson will check with Funeral Directors about the invoice arrangements.

Action – I Richardson to check invoice arrangements

19.9.6 Play Area – Newsletter has asked for people to join a Play Area Group to help with funding.

I Richardson has 5 quotes which will be discussed at the Annual Parish Meeting and then a decision to be made at the next meeting.

Action – S Baldry to make poster for notice boards and Chapel asking for people to join the group

The third round of CIL from MSDC is now open and play areas are classed as infrastructure so we may qualify.

Action - S Baldry will email to see if we meet the criteria

Since the damaged trees/bramble have been removed there are tree stumps in amongst the grass which makes grass cutting difficult. Working party needed to clear as much of this as possible.

Action – I Richardson to organise a working party for tree/stump clearance.

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19.9.7 Neighbourhood Watch – Emails from police being forwarded on.

19.9.8 Tree Warden – Agreed that we need to know how to request a Tree Preservation Order.

Action – A Harvey to investigate procedure for TPO

19.10 GRASS CUTTING – Invoice has been emailed to Suffolk County Council and we are awaiting payment.

Action – W Brame to check payment received for grass cutting

19.11 GDPR – Document retention policy was agreed with no changes.

Action – T Benjamin to put on website

Laptop has been purchased via Softcat, still need Microsoft Office

Action – G Davison to find supplier for Office

It was agreed that a laser printer should be purchased by the Parish Council instead of the Clerk claiming expenses for printing.

Action – S Baldry and G Davison to research laser printers

Discussion about Councillors retaining parish council information and what happens when they leave etc.

Action – G Davison to write a Councillor Information Policy

19.12 SPEED SIGNS – Speed Indicator Device has been fitted, it is currently in spy mode – recording speeds but not showing anything on the display. Information will be downloaded and then the SID will be switched on.

Locality Funding was not available at the time of asking due to election purdah.

SID has been added to insurance which meant a small increase in premium and has also been added to Asset Register.

19.13 VILLAGE SIGN – The village sign is ready to be painted, the design was picked after a competition entered by local children. Currently information on this is being looked into before it is painted so we can ensure the correct colours are used.

Action- I Richardson to collect sign, paint and put back up

19.14 STREET LIGHTS – Suffolk County Council have been asked to repair the faulty streetlights at a cost of £105 per unit.

It was agreed not to sign up for a maintenance contract as the lights have rarely needed fixing.

Action – Suffolk County Council to fix streetlights

19.15 RISK ASSESSMENTS – T Benjamin has updated the risk assessments.

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Letter has been sent to Parishioner who lives next to bus stop to advise of its imminent removal.

Action – I Richardson to plan for bus stop removal

19.16 ANNUAL PARISH MEETING – This will be held on Saturday 18th May at 11am at Stonham Parva Baptist Chapel.

Action – W Brame will sort refreshments and reports needed

19.17 FINANCE – Cheques signed for M Bottomley (replacement cheque) £91.63, T Benjamin (gift for old Clerk) £12.50, I Richardson (copying) £21, Clarke & Simpson (allotments) £400, Vertas (grass cutting) £187.67, CAS (insurance for SID) £8.49, Elan City (SID) £2686.80, HMRC (tax) £214, Chapel Room Hire £16.00 and W Brame (stamps) £16.80.

Accounts for 18/19 have been drafted as some information regarding VAT was not available – this information is now available, and accounts will be finalised ready for approval at next meeting.

Action - W Brame to finalise accounts

Exemption form for Governance Report has been signed.

Action – W Brame to email form to PKF Littlejohn

Action- T Benjamin to put form on website

No Clerks report as only recently in post and no access to bank account.

Parishioners who receive The Recorder have been invoiced for 18/19 and 19/20. Those who don't pay will be removed from the distribution list.

Action – W Brame to keep track of payment for The Recorder

C.I.L form emailed to MSDC and is now on our website.

19.18 PLANNING – Planning application DC/19/00820 has had 1 support and 1 oppose so agreed not to comment.

DC/19/01057 and DC/19/01847 have been approved.

G Davison has spoken to D Cllr S Morley regarding the number of signs regarding the car wash and burger van which are on footpaths/verges. This action has been moved to 19.9.2

Mobile home from land next to Magpie has not been removed, need to chase up enforcement as they had spoken to the owners who agreed to move it when the ground was not wet.

Action - W Brame to email Planning again

19.19 CORRESPONDENCE – Leaflet from Mid Suffolk Homestart has been placed on the noticeboard.

Leaflet from Suffolk Local History Council has been placed on both noticeboards

19.20 FREQUENCY OF MEETINGS – It was agreed by all that we would move to monthly meetings starting from June. New meeting date list to be placed on noticeboards.

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Action – W Brame to do new list for meetings to go on noticeboards

19.21 AUDIT PLANNING – W Brame has emailed L.C.P.A.S to confirm we wish to use them.

Action – W Brame to arrange paperwork to be dropped off to Auditors.

19.22 OTHER ACTIONS – Parish Clerk vacancy was advertised, and Wendy Brame has now been employed as Parish Clerk

19.23 ANY OTHER BUSINESS – Gift purchased for M Bottomley and delivered to her

19.24 DATES OF NEXT MEETING – Tuesday 4th June & Monday 8th July

The Chairman thanked all for attending. Parishioners and Parish Clerk left the meeting at 9.30pm and a closed meeting was held regarding Parish Clerk employment terms and conditions.

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