

GREAT & LITTLE WHELNETHAM PARISH COUNCIL

Minutes of Parish Council Meeting held at Community Centre on 12th September 2018 at 7.30pm.

Present

Cllrs Peter Royce (Chairman) PR

June Attwood JA

Tonie Armstrong TA

Howard Singh HS

Tim Webber TW

Diane Everitt Parish Clerk DE

Others - 1 member of the public

1. Apologies for absence

Terry Clements Borough Councillor

Karen Soons County Councillor

2. Public Question Time.

None

3. Borough Council Report.

TC not at meeting, no reports.

County Councillor Report.

KS not at meeting meeting, report sent to Councillors and filed with minutes.

Chairman's report.

Correspondence has been sent to Suffolk County Council re hedge cutting schedules especially near the local school, at present no reply, also a reminder about the lighting at the school, on the crossing point. These have also been chased by the Local MP. Update with reference to the VAS signs, one has been situated on the A134, and this is showing that 80000 vehicles a week use this road. Other data will be collected from this sign. There will be an increase in the traffic on this road when the new estate is built on the outskirts of Bury St Edmunds.

4. Minutes of previous extraordinary meeting held 22nd August 2018 to be agreed, (any matters arising to be discussed during the meeting).

Minutes agreed **proposed TA seconded TW all in agreement.** No matters arising

5. Members declaration of interest.

HS member of SALC.

6. Police updates.

Neighbourhood Watch update, monthly figures show Great Whelnetham 1X V/S, violent or sexual offence reported. A request was made for detection rate details, but this information would have to come via the Police. Andrew Tucker Co-Ordinator has asked for dates of our meetings so that both

him and PC Paul Fox can attend for updates. It was suggested that because of events in November and a busy planning caseload that the beginning of 2019 would be a good time.

7. Updates.

7.1 Planning – Fenton and Erskine Lodge, the Parish Council have requested a meeting with planning officers to discuss the concerns raised at the Extraordinary meeting 22nd August, re both the imminent developments. A list of the concerns has been sent to planning, Havebury and Dove, the contactors, but to date no replies. No other planning applications.

7.2 Great Whelnetham School and Parking- Discussed in Chairman's report, at present no reply from the County Council portfolio holder.

7.3 Railway walk update and maintenance- New smaller signs have now been put up both ends of the walk. Contact made with St Eds BC to check walk now that the weather has changed and we have had rain, as this may now need cutting.

7.4 Transport and VAS signs- Both now working and providing valuable data. It was reported that where BT have been doing work on the A134 there are some raised service hatches on the pavement. These could be dangerous to pedestrians.

Action: Clerk to report to Suffolk County Council

7.5 Playground report/playground equipment update- Most recent play area report shows moderate risk. Discussion about type of equipment and where to locate on the playing field. Parish Council looking at children's equipment and also some pieces for older people. Concerns raised that something needed for older children, and teenagers. Quotes received so far of £13000 for 6 pieces of equipment, with a suggestion of possibly purchasing a games arena (24mx12m) for older children for £14500. More details to be obtained

7.6 Defibrillator update- Details obtained from BT re purchasing the Telephone Box to locate a defibrillator. BT have worked closely with the Community Heart Beat Trust on several similar projects, they put in all other equipment needed. Costs are between £1400 and £2400 depending on type of equipment purchased. Concerns raised that the Parish Council would then be responsible for the maintenance of the Telephone Box, and this has been vandalised in the past. Discussion around best location, Hall or Telephone Box. Put on agenda for Extraordinary Meeting 18th October 2018.

Action: Clerk to contact with emergency services for advice.

7.7 Battle Over 11.11.18 Beacon and proposed events update- Beacon completed cost £700, the post currently being sourced. Wording for the plaque was discussed. The Community Association will be showing the film War Horse on Saturday 10th November. Sybil Andrews Pupils, and Pipers will provide the entertainment Sunday evening. The Community Association are currently looking to book a Bugle player. Fireworks and the Beacon lighting will follow. Approximate timings 5.30 to 7.30. There will also be a BBQ.

Action: Clerk to search website for appropriate wording

7.8 Improving Local Communities- No update carried forward to next meeting.

7.9 Membership Update, co-option of additional Councillors- no update

8. Correspondence-

8.1 Ensor's- Letter of disengagement, Parish Council have this year changed to SALC for annual audit purposes.

8.2 Community Actions Suffolk- Annual insurance due beginning of October. Decision taken to renew for just one year and then review again. **Proposed TA Seconded JA all in agreement**

9. For Consideration

9.1 Standing Orders 18/19 - Recommendations from SALC for changes to the Standing orders, to be discussed at November meeting, amendments to be done then to be put on agenda for following meeting.

9.2 Auditors recommendations for discussion and adoption – Report discussed and controls to be put in place as recommended. Standing Orders on agenda for November meeting, Financial and Code of Conduct discussed and adopted at July meeting. Invoices to be initialled by signatories. Budgetary financial supporting evidence to be prepared, for discussion at meetings. Clerks costs to be split between employment costs and clerk's expenses for audit purposes. Website to be amended to give details of any payments over £100. With reference to the precept amount this was agreed by all Councillors and minuted in the January meeting.

9.3 GDPR Risk Register- Recommendation from SALC that updates be done. To be discussed at November meeting.

9.4 Budgeting Ideas for this year- for discussion at the next meeting.

10. Finance.

10.1 Payments since last meeting and Bank Reconciliation- As attached on bi-monthly accounts statement, and cash book. Balances Current account £18821.79 Instant Access account £1134.14, total in the bank £19955.93 less cheques to be presented as below.

10.2 Payments for approval- HMRC Clerks Tax £103.20, Clerks expenses £113.98, Beacon £700, CAS annual insurance £366.84 (added late due to renewal date), **all in agreement**

10.3 To Approve bi monthly statement and cheques to be issued- statement approved **proposed TA seconded JA all in agreement**

11 Matters for consideration at the next meeting- None

Meeting finished 9.40pm

Next meeting Extraordinary meeting 18th October 2018 at 7.30

Followed by 14th November 2018 at 7.30pm

Signed Chairman

Date