

LITTLE BLAKENHAM PARISH COUNCIL MEETING MONDAY 11th JULY 2016 IN LITTLE BLAKENHAM VILLAGE HALL

PRESENT: Wally Binder (Chairman), Stephen Wright, Steve Clark, Mary Whurr, Barry Palmer
Janet Gobey (Clerk).

Three members of the public.

John Field - District and County Councillor.

The Chairman opened the meeting at 7.30 pm with a welcome to those attending.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF MEMBER INTERESTS

The Chairman reminded Councillors about the need to declare any interests they had in any matter under discussion during the Parish Council Meeting.

Councillor Wright declared a non-pecuniary interest in Agenda Item 12b, as he is a member of the PCC.

3. CO-OPTION REQUEST

The member of the public who had expressed an interest in being co-opted as a Parish Councillor was not present, so the application was not considered.

4. OPEN FORUM

Two members of the public present expressed an interest in putting themselves forward for co-option to fill the two vacancies on the Parish Council.

It was agreed that these would be considered at the September meeting of the Council. The Clerk will email details about the role and responsibilities of Parish Councillors to both individuals.

John Field presented his report (copy attached). Particular areas of interest include continuing problems with road closures (short periods of notice being given and also cases of the only road into particular villages being closed), proposals for development at Bramford and Barham and concerns about the provision of the necessary infrastructure to support these. The Strategic Housing Plan is now available on the MSDC website.

There was a question about the renewal of planning approval for Snoasis, which is due this autumn. It is felt that an application to renew will be received from the developers.

5. TO AGREE THE MINUTES OF THE MEETING ON 9/5/16.

The Draft Minutes were approved and signed by the Chairman as a true and correct record.

6. UPDATE ON ACTION POINTS

The Clerk presented her report on Action Points (included in Meeting Papers).

7. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS.

a. Planning Application 2724/16

Proposal: Erection of detached garage

Location: Leather Bottle Cottage, Leather Bottle Hill, Little Blakenham, IP8 4NG.

It was agreed that the Council had no objections to this proposal.

b. Planning Application 2351/16

Location: Land at Blackacre Hill, Bramford Road, Great Blakenham

Proposal: Application for outline planning permission (including access, all other matters reserved) for development of business and logistics park to provide commercial floorspace principally within Use Classes B1 and B8, to include access onto the B1113 Bramford Road and a secondary means of access via Addison Way, together with the provision of estate roads and ancillary parking, servicing and landscaping.

It was agreed that the Council had no objections to this proposal.

8. CLERK'S FINANCIAL REPORT

The Clerk gave details of the balances held in the Council's bank account and payments to be authorised.

a. Payments to be authorised.

The following payments were approved :

SALC Training Village Hall Briefing	£36.00
SALC Training BDO Briefing	£30.00
Anglian Water	£15.42
Salary - Janet Gobey	£358.02
Salary – Cleaner	£90.00
HMRC	£84.90
MSDC Dog & Litter Bin Emptying	£162.00
SALC Annual Subscription	£127.92

b. To consider the Internal Audit report for 15/16.

The Clerk reported that she had only received the Internal Auditor's report that morning, so had not had a chance to study it in detail. It appears that all the action points from recent Internal Audit reports had been addressed and had not been raised again. The Clerk will scan and circulate the report to Councillors ready for consideration at the September Meeting.

ACTION: CLERK

Recommendations for demonstrating good systems of internal control had been made and the Clerk will consider these and produce a draft system for approval at the September Meeting.

ACTION: CLERK

9. TO CONSIDER THE REVISED BUDGET FOR THE PLAYGROUND EQUIPMENT.

Councillor Wright reported that he had examined the swing and could see no sign of rust of any of the legs. It was agreed that none of the legs of the swing would be replaced. The Council will arrange for one of the swing seats to be removed and the swing to be repainted. A parishioner has very kindly volunteered to do this, as long as the Council pays for materials.

The Clerk reported that she had checked with ROSPA about safe play surfacing and that it was recommended by ROSPA that safe play surfacing is installed, but it is not a legal requirement. After

some discussion, the Council agreed that the money set aside for the cost of safe play surfacing would be better spent on extra equipment to extend the age range that could use the playground.

The Clerk said that she had researched which additional items of play equipment would appeal to younger children and that a four seater sprung seesaw and a wobble board seemed to meet that requirement and were within budget. Adding these to the equipment list would still leave some money in the budget and it was agreed that the Clerk would contact the play equipment company to see what else could be purchased.

PROPOSED: Councillor Wright SECONDED: Councillor Clarke

ACTION: CLERK

10. TO APPROVE THE PURCHASE OF NEW NOTICEBOARDS

It was agreed that three noticeboards would be purchased, as the company were offering a larger discount for multiple orders. The noticeboards in the Beeches and Little Box Meadow will be replaced and a new board will be situated in the Common.

Councillor Palmer will arrange installation and the Clerk will arrange for them to be delivered to him.

The Clerk will liaise with the company to see if it is possible for all three boards to have the same lock.

PROPOSED: Councillor Whurr SECONDED: Councillor Palmer

ACTION: CLERK

11. TO REVIEW THE PARISH COUNCIL WEBSITE.

The Clerk said that the Parish Council's website now met the requirements of the Transparency Code and this had been confirmed by the Internal Audit Report. After some assistance from the support officer at SCC, the website can easily be found by a Google search, so is more accessible to members of the public.

The Clerk is planning to review some sections of the website to make it more coherent and neater, so Councillors discussed what other information could be added. It was agreed that the Council's risk assessments and Asset Register should be added, and policies and procedures added as they are produced.

ACTION: CLERK.

12. TO DETERMINE THE COUNCIL'S PARTICIPATION IN THE EA3 WINDFARM CONSULTATION PROCESS.

Councillors discussed the September Hearings for the EA3 Windfarm and agreed that the Clerk would make a written representation to the Hearing.

ACTION: CLERK

13. VILLAGE HALL

a. VILLAGE HALL REPORT

The Clerk said that bookings had fallen, so income is down. Coupled with the assignment of insurance costs, this has resulted in the latest Village Hall accounts showing a loss.

No response has been received from the Diocese to the request to discuss a longer lease. The Clerk will follow this up again.

The cleaner has resigned. It was agreed that an advert should be put in InTouch.

The Clerk reported that she had attended a SALC training course on Village Halls and had found that Halls should be run by a charitable trust. As a result, she has investigated this and can find no evidence that this is the case for Little Blakenham Village Hall. Councillors discussed the implications of this at some length. It was resolved that, until the question of the lease is settled, setting up a charitable trust would not be considered. In the interim, the Parish Council will move to acting as a formal Village Hall Management Committee. Parish Council Meetings will be closed and then the Village Hall Management Committee will be opened, with separate agendas and minutes.

PROPOSED: Councillor Whurr SECONDED: Councillor Clarke

ACTION: CLERK

b. TO CONSIDER THE RISK ASSESSMENT FOR AND THE CONDITION OF THE PORTACABIN

The Clerk reported that she had inspected the portacabin and that it is in a very poor state of repair, presenting a number of risks.

The roof is leaking badly and water is running down the walls. The floor is mostly covered by jumble, but some of the visible floor feels soft underfoot.

It would be easy to force the door open and set fire to the contents.

The amount of and lack of organised storage for the jumble leads to risks for anybody trying to move around in the portacabin or handling the jumble.

It is clear that a large amount of money would have to be spent on the portacabin to remedy the problems. Councillors discussed this and considered whether the Parish Council should fund this. It was felt that, as the PCC is the only user of the portacabin, the Clerk should write to the Reverend Seggar and see if she feels that there is a still a need for the portacabin and, if so, what contribution the Church would be willing to make towards any repair costs.

ACTION: CLERK

14. TO REVIEW THE TERMS AND CONDITIONS OF EMPLOYMENT FOR THE CLEANER AND THE CLERK

Cleaner – it was agreed that no changes would be made.

Clerk - it was agreed that, after a year of satisfactory employment, the Clerk should move up one step on the national pay scale. The Clerk's new hourly rate will be £9.05, backdated to 1/4/16.

The Meeting closed at 9.35 pm, with thanks to all concerned from the Chairman.