

**LITTLE BLAKENHAM PARISH COUNCIL MEETING  
MONDAY 19th SEPTEMBER 2016 IN LITTLE BLAKENHAM  
VILLAGE HALL**

PRESENT: Wally Binder (Chairman), Stephen Wright, Mary Whurr, Barry Palmer.  
Janet Gobey (Clerk).  
One member of the public.

The Chairman opened the meeting at 7.30 pm with a welcome to those attending. He explained that the Meeting planned for 12/9/16 had been inquorate as there were only two Councillors present, so it had not been possible to open the meeting or transact any business. The Agenda and all papers had been brought forward from 12/9/16 to this Meeting.

**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. No interests were declared.

**3. Open Forum**

The way the Council deals with planning applications was raised by a member of the public who felt that the council should adopt a more professional approach and that councillors should go and visit the locations of planning applications to make themselves more aware of the impact of applications locally.

The Chairman gave an update on Snoasis. Onslow Suffolk are expected to put in the documents relating to reserved matters by the end of October and they have already paid the fee for this to MSDC. The reserved matters documentation will address the details of the planning application and cover areas such as screening and landscaping, fire procedures, drainage and water management etc. MSDC is arranging a briefing meeting for Parish Council Chairs and Clerks, likely to take place at the end of November, but it already appears that there will be a large amount of information for parishes to comment on.

The Chairman expressed his concern about the increasing demands on Parish Councils and felt that, because of this, Council costs were increasing and that it may be necessary to consider increasing the precept in the future.

**4. Co- options.**

John Latham and Sanjay Mehra put themselves forward for co-option to the two vacancies on the Council. At the request of the Chairman, the two candidates left the room while their applications were discussed. Cllr Wright proposed that both applications be accepted. Cllr Palmer seconded this and this was agreed by all Councillors.

The two candidates returned to the room and signed their Acceptance of Office forms and were issued with "The Good Councillor Guide".

**5. Minutes of the previous Meeting**

The Minutes of the Meeting of 12th July 2016 were agreed and signed as a true and correct record by the Chairman.

#### 6. Report on Action Points from previous Meetings

The Clerk presented the report on Action Points from previous meetings.

Meeting to discuss the EAW construction works and their impact on the area. It was agreed that the date for the public meeting with Scottish Power and representatives from the construction companies would be 5/10/16 at 7.00 pm, pending confirmation that the date was suitable for Scottish Power. Methods of informing residents about the meeting were discussed and the Clerk would produce a flyer and that Cllr Wright would organise distribution to all houses in the Parish.

The Council noted with concern that there had been no response from the Diocese to the Council's request for a long term lease on the Village Hall. This is holding up any plans for improvement works to the Hall.

#### 7. Financial Report

a. The Clerk presented the Financial Report for the period 1/7/16 to 31/8/16 and this was noted by Councillors. The Council continues to hold a healthy bank balance and expenditure plans are documented in the Council's Financial Reserves. Councillors noted the following payments that had been made since the date of the last Meeting.

##### CHEQUES SIGNED SINCE LAST PARISH COUNCIL MEETING ON 11/7/16

|         |  |          |                |
|---------|--|----------|----------------|
| 12/9/16 | SALC Internal Audit Fee                      | £148.80  | LGA 1972, s111 |
| 12/9/16 | Mansion House Publishing -advert for cleaner | £48.00   | LGA 1972, s112 |
| 12/9/16 | Signscape – 3 new noticeboards               | £1557.72 | LGA 1972, s142 |

##### PAYMENTS MADE BY DIRECT DEBIT 1/7/16 to 31/8/16

|         |                              |        |                 |
|---------|------------------------------|--------|-----------------|
| 17/7/16 | EON Village Hall electricity | £12.30 | LGA 1972, s.133 |
| 14/8/16 | EON Village Hall electricity | £19.52 | LGA 1972, s.133 |

B. The Clerk presented the Internal Audit Report. It had been noted that the Council did not have a budget monitoring system. Another point noted was that it was not clearly documented that checks were being carried out by Councillors on the payments made by the Council and that financial reporting should be clearly noted in the Minutes.

The Clerk outlined a proposal for checking payments. A Councillor (non cheque signatory) will check payments made by the Council - that the invoice is correct and that the Council has the power to pay the invoice, the cheque has been completed per the invoice and the amount added to the spreadsheet under the correct budget heading. They will also check the payment on the bank statement and check the final balance on the bank statement against the balance on the Financial Report.

This system will be introduced once the Clerk has found a means of printing the spreadsheet off in a readable format.

ACTION: Clerk to investigate methods of printing the spreadsheet.

The number of payments to be checked at each Meeting was discussed. It was agreed that one payment would be checked, unless there were more than five payments. In that case, two payments will be checked.

c. Payments to be approved and cheques to be signed.

Cllr. Wright proposed that the following payments be approved. Cllr. Mehra seconded and the payments were approved by all Councillors.

PAYMENTS TO BE APPROVED

|                          |                                   |                 |
|--------------------------|-----------------------------------|-----------------|
| MSDC                     | New street sign for the Beeches   | £27.52 plus VAT |
| SALC                     | Clerks Networking Meeting 30/9/16 | £16.00 plus VAT |
| SALC                     | Budgeting Workshop                | £25.00 plus VAT |
| Community Action Suffolk | Onesuffolk website hosting.       | £50 plus VAT.   |

CHEQUES TO BE SIGNED

|         |                        |        |               |
|---------|------------------------|--------|---------------|
| 19/9/16 | BDO External Audit Fee | £36.00 | LAAA 2014, s7 |
|---------|------------------------|--------|---------------|

8. To consider the following Planning Application:

Proposal: Erection of a single storey rear extension

Location: Honeysuckle Cottage, Bramford Road, Little Blakenham IP8 4JU

Application Number: 3489 / 16

It was agreed that the Council had no objection to this application.

9. To consider the request for adult exercise equipment to be purchased for the Beeches play area.

This had been put forward by a parishioner for consideration by the Council.

After some discussion, the Council agreed that adult exercise equipment would not be included in the Beeches play area. It was felt that it would pose a health and safety risk to children using the play area, as well as possible safeguarding issues. Additionally, the Council did not feel that there was evidence that there would be sufficient use to justify spending part of the budget on a relatively expensive piece of equipment.

The Chairman put it to a vote and there were no votes in favour of the proposal.

The Clerk presented the revised budget for play equipment. Money remained to be allocated and it was agreed that a four way spring rocker would be added. A small amount of money was still unallocated after this and it was agreed that the Clerk would discuss what else could be fitted in with the company.

ACTION: Clerk to liaise with the play equipment company.

10. To approve the Risk Assessment for the Portacabin.

Cllr. Wright reported that the PCC had discussed the urgent need for the portacabin to be repaired or replaced at their last meeting and that they were considering applying for a grant to replace it, possibly with a wooden shed.

ACTION: Cllr Wright to report back at the next Meeting.

11. To consider the Clerk undertaking CILCA (Certificate in Local Council Administration).

The Chairman outlined the benefits of having a CILCA qualified Clerk. It was agreed that this was a good idea. The Chairman explained that the Clerk had recently been appointed as Clerk to Great Blakenham Parish Council and that he and the Chairman of GBPC would be negotiating an agreement on sharing costs, equipment etc. It was agreed that the possibility of sharing the costs of the Clerk undertaking CILCA would be raised again once the Clerk has passed her probationary period at Great Blakenham.

12. To approve the Code of Conduct for Councillors.

This was approved by all Councillors.

13. To consider having a section on the Parish Council website for information received about the EA Windfarms.

This was agreed.

The Chairman closed the Meeting at 8.44 pm with thanks to all concerned.