

**LITTLE BLAKENHAM PARISH COUNCIL MEETING
TUESDAY 20th MARCH 2018 AT 7.30 PM IN LITTLE BLAKENHAM
VILLAGE HALL**

The Chairman opened the Meeting at 7.31 pm.

1. To receive and approve apologies for absence.

The following apologies were received: Cllr. Mehra – business trip. Cllr. Clarke – business meeting. Cllr. Latham – family emergency.

Councillors accepted these apologies.

2. Declarations of any pecuniary and non-pecuniary interests.

a. Councillors declaration of interest appropriate to any item on the Agenda.

Cllr. Wright declared a pecuniary interest in Agenda item 7a.

b. To receive written requests for dispensations for disclosable pecuniary interest (if any)

None.

c. To grant any requests for dispensations as appropriate.

None

3. Open Forum.

a. To receive reports from District and County Councillors, if present.

Cllr. Field presented his report. Decisions have now been made about where the proposed new upper Orwell Crossing will connect with the local road network. The housing development proposed for the Old Norwich Road has been rejected.

b. 15 minute Open Forum during which parishioners may ask questions and raise issues on matters that are not Agenda items. Councillors and parishioners will be able to ask questions and raise issues with District and County Councillors, if present.

A resident complained about the amount of dog waste on the path behind the Beeches and up to where the path joins Valley Road.

ACTION: Clerk to put up a sign to tell dog owners to clear up after their dog.

A resident asked Councillor Field about the ever increasing number of potholes and what was being done. Cllr. Field said that with ever tightening budgets, Highways were working as hard as they could, but he agreed it was a serious issue. He was asked about the costs of the damage being caused to vehicles. County have rejected 87% of the claims that they have received for damage caused by potholes.

4. To approve the Minutes of the Meeting of the Parish Council on 9th January 2018.

Councillors approved the Minutes and the Chairman signed them as a true and correct record of the Meeting.

5. To receive the update on Action Points.

The Clerk confirmed that she had sent a letter of condolences from the Parish Council to Lady Blakenham on the death of Lord Blakenham. All other action points to be covered under Agenda items.

6. To consider the method of establishing a Charitable Trust for the Village Hall.

Councillors agreed to consider this once the new lease had been signed,

7. Planning

a. To consider any planning applications.

APPLICATION FOR PLANNING PERMISSION - DC/18/00924

Proposal: Full Planning Application - Change of use of agricultural barn and erection of extension to form a single dwelling; Installation of photovoltaic solar panels to roof slop.

Location: Inghams Farm, Nettlestead Road, Little Blakenham, Ipswich Suffolk IP8 4LR. Cllr. Wright left the room for this item, having disclosed a pecuniary interest. Councillors agreed that that they had no objection to this application. Councillor Wright returned to the room.

b. To note any planning determinations.

None.

c. Any other planning matters.

Suffolk County Council (Parishes of Bramford, Little Blakenham and Great Blakenham)(B1113 Bramford Road)(30 MPH and 50 MPH Speed Limit and Revocation) Order 2012.

Councillors agreed that they supported this.

d. To note any update on SnOasis Reserved Matters.

There is still no date for this to go to committee and there are still outstanding issues on Reserved Matters to be resolved, including drainage where there are important questions to be answered.

e. To note any update regarding the EA Windfarm construction work.

There have been delays on this work. Archaeologists are still on site.

f. To note any update regarding the Sterling Suffolk greenhouses project.

There have been delays to this caused by various issues. The Sterling Suffolk Liaison group will be meeting next week.

8. The Beeches

a. To approve the quotes for the signs in the Beeches.

The Chairman agreed to follow this up.

ACTION: Chairman.

9. Village Hall

a. To receive an update on progress with the new lease.

The Clerk reported that the lease had not been received, in spite of chasing up the agents.

Councillors agreed that the Clerk should continue to remind the agents about this.

ACTION: Clerk

10. Finance

a. To receive the Clerk's Financial Report.

FINANCIAL REPORT: PERIOD 1/1/2018 to 28 /2/2018

CHEQUES SIGNED SINCE LAST PARISH COUNCIL MEETING ON 9/1/18

None

PAYMENTS MADE BY DIRECT DEBIT 29/7/17 to 29/8/17

29/1/18	EON Village Hall electricity	£21.41	LGA 1972, s.133
26/2/18	EON Village Hall electricity	£18.29	LGA 1972, s.133

BANK BALANCES (at end of February 2018)

Treasurers Account

Receipts – None

Payments - £654.90

26/2/18 - £6473.94

Deposit Account

Receipts - £0.36

29/9/17 - £2931.83

Above figures checked against paper bank statements and verified.

GENERAL RESERVE

50% of the Annual Precept, plus one month's running costs.

17/18 Annual Precept = £550 50% = £2750.

One month's average running costs (16/17) = £350.

TOTAL - £3100

EARMARKED RESERVES

Replacement of electricity poles and replacement of light fittings with LED lights. Approximate total cost of project = £9574.01

£2000 is set aside as an Earmarked Reserve towards these costs.

Glebeland lease legal costs - **£1500**.

Village Hall charitable trust costs - **£1000**

General Data Protection Regulations costs - **£500**

Contribution towards Village Hall upgrade costs - **£1725**

TOTAL EARMARKED RESERVES - £6225

Councillors noted the report. Cllr. Palmer verified the bank balances and signed the report

b. To approve the list of payments to be approved and cheques to be signed.

MARCH 2018 MEETING - PAYMENTS TO BE APPROVED & CHEQUES TO BE SIGNED

Anglian Water Business	Village Hall water	£11.31	LGA 1972, s.133
Suffolk County Council	Annual street lighting costs	£383.16	Parish Councils Act 1957, s.3. Highways Act 1980.s.301
Information Commissioners Office	Annual Data Protection Registration	£35.00	LGA 1972, s.111
BMSDC	Annual grass cutting costs for 2018 season	£399.60	Public Health Act 1875, s164

Councillors approved all these payments.

c. To resolve to write off three unrepresented cheques.

The Clerk explained that these cheques were from previous years, but audit reports had stated that these cheques should be formally written off, although the period when they could be presented was long past. Cllr. Wright proposed that all three cheques should be written off. Cllr. Palmer seconded this and Councillors approved this unanimously.

11. Governance

a. To approve the Council's Standing Orders

Councillors approved these unanimously.

b. To approve the Council's Financial Regulations

Councillors approved this unanimously.

c. To approve the Council's Asset Register

Councillors approved this unanimously.

d. To approve the Council's Risk Assessments.

Councillors approved these unanimously.

e. To re adopt the Code of Conduct for Suffolk Councillors.

Councillors unanimously agreed to readopt this.

f. To note the problems with the Council's website after the recent software upgrade.

The Clerk reported on the problems caused by the recent software update, including the loss of data and links etc. councillors agreed to review the options for hosting at the end of the contract period.

12. GDPR

a. To consider the establishment of dedicated secure email addresses for Councillors.

After some discussion Councillors agreed that a system of email addresses, with encryption built in, should be set up. Councillors felt that this would be inconvenient and queried the necessity as so little personal data is sent by email, but acknowledged the requirements of the legislation.

ACTION: Clerk.

b. To consider the revised costs for the outsourced Data Protection Officer role.

Councillors agreed that the Council should opt for the Level 1 service from DPO.

c. To approve the purchase of a two drawer lockable filing cabinet for the Clerk to meet the requirements of the GDPR

Councillors approved this.

d. To approve the purchase of an encryptable USB back up drive for the Clerk.

Councillors approved this.

e. To approve the purchase of two encryptable USB sticks for the Clerk.

Councillors approved this

ACTION: Clerk to purchase all the above.

13. Correspondence

To note and consider any response to the following correspondence.

a. BMSDC - Confirmation of Precept for 2018/19(by email)

b. NALC/SALC - The GDPR Toolkit for Local Councils (by email)

c. NALC/SALC – L02-18 Reporting Personal Data Breaches (by email)

Councillors noted the above correspondence.

14. To note the date of the next meeting and any items for the Agenda.

The next Meeting will take place on Tuesday 15th May and will be the Annual Meeting of the Council. It will be preceded by the Annual Meeting of the Parish.

No items were put forward for the Agenda.

The Chairman closed the Meeting at 8.42 pm with thanks to all concerned.