

# LITTLE BLAKENHAM PARISH COUNCIL

## ANNUAL MEETING OF THE COUNCIL 2017

Minutes of the Annual Meeting of Little Blakenham Parish Council on Monday 8<sup>th</sup> May 2017  
in the Village Hall after the Annual Meeting of the Parish.

Present: Cllr. Binder (Chairman), Cllr Wright, Cllr. Clarke, Cllr. Latham, Cllr. Mehra, Cllr. Palmer and Cllr. Whurr.

Five members of the public.

County and District Councillor John Field.

Clerk to the Council – Janet Gobey

The Chairman opened the Meeting at 8.18 pm.

1. To elect the Chairman of the Parish Council

Cllr. Clarke proposed that Cllr. Binder be nominated for the post of Chairman. This was seconded by Cllr. Latham. There being no other nominations, it was agreed unanimously that Cllr. Binder should be elected to the office of Chairman.

2. To elect the Vice Chairman of the Parish Council

Cllr. Whurr proposed that Cllr. Wright be nominated for the post of Vice Chairman. This was seconded by Cllr. Latham. There being no other nominations, it was agreed unanimously that Cllr. Wright should be elected to the office of Vice Chairman.

3. To appoint members to any outside bodies

The following appointments were agreed:

SALC – Cllr. Binder

SnOasis Parish Alliance – Cllr. Palmer

Sterling Suffolk Group – Cllr. Binder

Viridor Liaison Committee – Cllr. Wright.

4. To receive and approve apologies for absence.

None.

5. Declarations of any pecuniary and non pecuniary interests.

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

Cllr. Palmer declared a pecuniary interest in Item 12, as the owner of the property.

Cllr. Wright declared a pecuniary interest in Item 15.

Cllr. Wright declared a non pecuniary interest in Item 11 as a member of the PCC.

b. To receive written requests for dispensations for disclosable pecuniary interest

None received

c. To grant any requests for dispensations as appropriate

None.

6. Open Forum - 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.

There was a query about the amount of topsoil being moved up Valley Road in large lorries. Cllr. Wright confirmed that it was being delivered to his property for the construction of a wildlife pond and the provider had confirmed to him that they had contacted the Environment Agency and that no licences or permits were required.

A parishioner said that there had been rumours that a piece of land connected with the Sterling Suffolk site was being sold. Cllr. Latham stated that, as far as he was aware, negotiations had taken place, but no sale had been agreed.

7. Approval of previous Meeting minutes

a. To approve the Minutes of the Annual Meeting of the Council on 9<sup>th</sup> May 2016.

These were approved and signed as true and correct record of the meeting by the Chairman.

b. To approve the Minutes of the Parish Council on 13<sup>th</sup> March 2017

These were approved and signed as a true and correct record of the Meeting by the Chairman.

8. To receive the Clerk's Update on Action Points.

The Clerk had investigated why the Parish Council had not received details of consultation on two planning applications. One email had not arrived and there seemed to be no explanation. The other application had never been sent to the Parish Council for comments and appeared to have been dealt with under delegated powers. The Clerk confirmed that she had opened a Twitter account for the Council and asked that all Councillors become followers of the account.

The electricity meter in the Village Hall – EON had sent a meter reader who had taken actual readings. As a result, a bill had been received which gave the Hall a credit balance of £0.15 and the next bill had been for £7.84, much lower than the bills for recent months. Councillors agreed that the Clerk should take monthly meter readings and ring them through to EON to monitor whether regular readings solve the problem.

ACTION: Clerk.

The Clerk also reported on the partially dead tree near the Village Hall. This was not close enough to the powerlines for UK Power Networks to prune it back. She had established that it was not the responsibility of MSDC, so had reported it to Highways as a potential hazard if it fell.

The Chairman reported that he had approached the two people who had been noted speeding along Valley Road and they had both agreed to adjust their driving to the speed limit.

The Chairman then asked Councillors if they would agree to take Item 15 on the Agenda next, as there were a number of members of the public present for that Item. Councillors agreed to this unanimously. Cllr. Wright left the room, having previously declared a DPI.

15. Correspondence

To note and consider a response to the following correspondence: Letter from MSDC Environmental protection regarding 3655/13. EH - Discharge of Conditions 11 and 25. Erection of two greenhouses, associated ancillary infrastructure, provision of a pipeline to the Great Blakenham Energy From Waste Plant and the diversion of a Public Right of Way.

Cllr. Wright left the room, having declared a DPI.

Councillors discussed this and agreed that they were in full support of MSDC Planning in their work to ensure that the conditions in Planning Application were strictly adhered to in order to protect the residents of the Common from as much disruption as possible as a result of the project.

It was agreed that residents would need a formal system to raise concerns about breaches of the planning conditions and that this would need to include an out of hours contact who would be able to act quickly. Cllr Field confirmed that MSDC has systems set up for these situations, including logging all reports. He also confirmed that work would not be able to go ahead until all the planning conditions had been met.

ACTION: Clerk to write to MSDC Planning to inform them of the Council's concern about the impact of the project on local residents and ask them to continue to monitor adherence to the Conditions listed in the original planning permission.

Cllr. Wright returned to the room.

#### 9. Finance

##### a. To approve the 2016/17 Accounts

The Clerk presented the 2016/17 Accounts to Councillors and Councillors agreed to approve them.

##### b. To approve the Annual Audit Return for 2016/17.

###### a. Section 1: Annual Governance Statement 2016/17.

The Clerk circulated copies of the Annual Governance Statement to Councillors. Councillors approved this and the Annual Governance Statement was signed by the Chairman and the Clerk.

###### b. Section 2: Accounting Statement 2016/17

The Clerk circulated copies of the Accounting Statement to Councillors. Councillors approved this and the Accounting Statement was signed by the Chairman and the Clerk.

##### c. To approve the Clerk as RFO for 2017/18

Councillors agreed unanimously that the Clerk be reappointed as RFO for 2017/18.

##### d. Payments to be approved and cheques to be signed.

The Clerk presented the May 2017 Financial Report:

PARISH COUNCIL MEETING MAY 2017 FINANCIAL REPORT: PERIOD 14/3/17 to 28/4/17

#### CHEQUES SIGNED SINCE LAST PARISH COUNCIL MEETING ON 13/3/17

3/4/17	N Edrupt	£117.00	LGA 1972, s. 111
3/4/17	Janet Gobey	£376.40	LGA 1972, s. 111
3/4/17	HMRC	£67.20	LGA 1972, s. 111

#### PAYMENTS MADE BY DIRECT DEBIT 14/3/17 to 28/4/17

29/3/17	EON Village Hall electricity	£22.53	LGA 1972, s.133
16/4/17	EON Village Hall electricity	£7.84	LGA 1972, s.133

Councillors noted the above payments.

#### MAY 2017 MEETING - PAYMENTS TO BE APPROVED

None

#### MAY 2017 MEETING - PAYMENTS TO BE APPROVED & CHEQUES TO BE SIGNED

8/5/17	Janet Gobey- Expenses (Renewal of Microsoft Office 365 Personal subscription for the Council's laptop)	£49.99	LGA 1972, S.111
8/5/17	Thirsk Payroll -Annual fee for payroll service 2016/17.	£65.00	LGA 1972, S.111
8/5/17	Anglian Water	£13.94	LGA 1972, S.133
8/5/17	SALC Annual Subscription	£131.92	LGA 1972, S.111

Councillors agreed to make the above payments.

#### **BANK BALANCES**

##### **Treasurers Account**

29/3/17 - £7598.00

Receipts - £2979.40 (Precept and VAT reclaim)

Payments - £595.60

28/4/17 - £9981.80

##### **Deposit Account**

30/12/17 - £290.38

Receipts - £0.35 (Interest)

9/3/17 - £2930.73

Cllr. Palmer checked the figures in the Financial Report against the bank statements and signed the Financial Statement to confirm that they agreed.

e. To review the General and Earmarked Reserves.

Councillors reviewed the General and Earmarked Reserves and agreed that no changes were necessary at present to the Earmarked Reserves. The Clerk said that it would be prudent to review the General reserves to take into account the figures for 2017/18.

ACTION: Clerk to present revised General Reserve figure for the next Meeting.

f. To review the Budget for 2016/17.

Councillors reviewed the Budget and noted that the Clerk would prepare a regular quarterly Budget Monitoring Report to present to the Council.

g. To approve the continuing payment of EON bills by direct debit.

Councillors unanimously approved to continue the use of direct debit to pay EON bills.

10. To approve the Clerk's new rate of pay.

It was agreed that the Clerk's pay rate be raised to SCP 20 - £10.10 per hour.

11. Village Hall

The Chairman asked if Councillors were in agreement with taking Item 11b first. All Councillors agreed to this.

b. To consider the future of the Portacabin.

The Chairman stated that he believed that the portacabin should be handed back to the PCC, as the Parish Council no longer used it for anything. Cllr. Wright confirmed that the PCC still needed the portacabin as it was where they stored their jumble. There was some discussion about where the PCC could store the jumble but the Chairman said that he felt this was an issue for the PCC, not the Parish Council. He proposed that the Council hand back the portacabin to the PCC. This was seconded by Cllr. Whurr and agreed by Councillors.

ACTION: Clerk to write to the Rev. Seggar to inform her of the Council's decision and to contact the insurers to cancel the insurance cover for the portacabin.

a. To approve the Risk Assessment for the Portacabin.

Councillors agreed that, as a result of the above decision, there was no need for a Little Blakenham Parish Council Risk assessment for the portacabin.

c. To receive a progress report on the Glebeland lease negotiations.

The Chairman said that there had been no response at all from the Diocese, but all attempts to make some progress had been unsuccessful, so it was a matter of waiting.

12. Planning

a. To consider the following planning application:

**Application Number:** 1412 / 17

**Proposal:** Erection of a single storey rear extension

**Location:** Vanquish House, The Common, Little Blakenham IP8 4JX

Cllr. Palmer left the room, having previously declared a DPI. Councillors discussed the application and agreed that there were no objections.

Cllr. Palmer returned to the Meeting.

b. To note any planning decisions.

App.4906 / 16. First floor addition to detached garage / workshop

- Broomvale Farm, Braford Road, Little Blakenham IP8 4JU

Approved

c. Any other planning matters.

None

d. To note any update on SnOasis Reserved Matters.

The Chairman explained that there had been no further Reserved Matters information

received, so there was nothing new to report on that. The SPA Statement had been circulated, but had received few constructive responses. The Clerk read out a letter received from Dr. Poulter in response to the Statement.

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

Councillors noted that the clearance work had begun and noted the emails that the Clerk had forwarded to them from Scottish Power.

13. To consider the payment by the Council of grants under Section 137 LGA 1972.

Councillors unanimously agreed that the following payments be made:

Headway - £100.00

SARS - £100.00

14. To determine the dates of Parish Council Meetings for 2017/18.

Councillors agreed that Meetings would be on the third Tuesday of alternate months. Dates as follows:

18th July 2017

19th September 2017

21st November 2017

16th January 2018

20th March 2018

15th May 2018 - Annual Meeting of the Council

The Chairman closed the Meeting at 9.22 pm with thanks to all concerned.