

**LITTLE BLAKENHAM PARISH COUNCIL MEETING  
TUESDAY 9<sup>th</sup> JANUARY 2018 AT 7.30 PM IN LITTLE BLAKENHAM  
VILLAGE HALL**

PRESENT: Wally Binder (Chairman), John Latham, Barry Palmer, Mary Whurr  
District Councillor Welsby.  
County and District Councillor Field.  
Janet Gobey (Clerk).  
One member of the public.

The Chairman opened the Meeting at 7.30 pm with a welcome to those attending and asked that everyone stood for a minute's silence in memory of Michael Blakenham.

1. Apologies for absence.

Cllr. Mehra – business commitment. Cllr. Clarke - business emergency.

Cllr. Wright – business trip.

Councillors approved these apologies.

2. Declarations of any pecuniary and non pecuniary interests.

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

None.

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 gave his report. Highways are going to hold a consultation on a proposed change to the speed limit on the B1113 through the Common and along to the Bramford Water Park. School transport budgets are under pressure and Suffolk County Council are seeking views on how to manage the budget in different ways.

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.

The resident present also expressed condolences from the residents of the Common on the death of Michael Blakenham.

In light of the recent court case over the death of a worker, Suffolk County Council should monitor the contractors it uses for Highways work more closely to prevent accidents and maintain safety for their staff.

Flooding on the B1113 next to the Sterling Suffolk greenhouses site. Since the site levelling work there, heavy rain means that there is flooding of the layby area and when the flooding had drained away, the layby is filled with mud. Cllr. Field agreed to look at the new budget for ditch cleaning and see if it was possible to have the ditches cleaned out to ease the problem.

4. To approve the Minutes of the Meeting of the Parish Council on 21<sup>st</sup> November 2017.

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

5. To receive the update on Action Points.

All Action Points to be covered under Agenda items.

6. To consider the method of establishing a Charitable Trust for the Village Hall.  
 After some discussion, Councillors agreed that, after the new lease is signed for the Glebeland, the Council should then apply for a grant from Suez to refurbish the Hall. As it is not a requirement for the grant that the Hall is a charitable trust, this could be delayed until after the application is made. A resident had volunteered to help with any charitable trust application, but was unable to attend this Meeting. The Chairman will invite him to the next Meeting.

7. Planning

a. To consider any planning applications.

None

b. To note any planning decisions.

**APPLICATION FOR PLANNING PERMISSION - DC/17/05113**

**Proposal:** Householder Application. Erection of single storey rear extension, two storey side extension and cart lodge.

**Location:** Lukes Meadow, Valley Road, Little Blakenham, IP8 4LS

**Decision:** Granted

Councillors noted this.

c. Any other planning matters.

None.

d. To note any update on SnOasis Reserved Matters.

The developer has stated that the final outstanding Reserved Matters documents have been submitted. The deadline for comments is 2nd February. There is no date for the application to go to Committee.

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

Directional drilling is due to start soon.

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

There have been several delays in moving the project forward, but otherwise there is nothing major to report at this stage.

8. The Beeches

a. To note the arrangements for annual inspection of the play equipment.

The annual inspections will be undertaken by BMSDC.

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

The Chairman said that he would obtain a quote for the work.

**ACTION:** Chairman

9. Finance

a. To receive the Clerk's Financial Report.

LITTLE BLAKENHAM PARISH COUNCIL

PARISH COUNCIL MEETING JANUARY 2018 FINANCIAL REPORT: PERIOD 1/11/17 to 31/12/2017

CHEQUES SIGNED SINCE LAST PARISH COUNCIL MEETING ON 21/11/17

None

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

27/11/17	EON Village Hall electricity	£20.85	LGA 1972, s.133
29/12/17	EON Village Hall electricity	£20.70	LGA 1972, s.133

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

Janet Gobey	Clerk's salary (quarterly)	£420.20	LGA 1972, s.111
Nick Edrupt	Cleaner's salary (quarterly)	£90.00	LGA 1972, s.111
HMRC	Tax and NI due	£105.00	LGA 1972, s.111

**BANK BALANCES (at end of November 2017 – December statement not received in time for the meeting)**

**Treasurers Account**

Receipts – £56 (Village Hall lettings and electricity meter)

Payments - £232.06

1/12/17 - £7,303.74

**Deposit Account**

Receipts - £0.37

29/9/17 - £2931.47

**RESERVES**

**GENERAL RESERVE**

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

15/16 Annual Precept = £5384. 50% = £2692.

One month's average running costs (14/15) = £306.

**TOTAL - £2998**

**EARMARKED RESERVES**

Playground refurbishment.

**£1100** is left of the Earmarked Reserve to act as a contingency fund while the works are being planned and carried out.

Replacement of electricity poles and replacement of light fittings with LED lights.

Approximate cost of project = £9574.01

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

Glebeland lease legal costs

Approximate cost – unknown

**£1000** to be set aside as an Earmarked Reserve towards the cost of legal fees.

**TOTAL EARMARKED RESERVES - £4100**

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

Councillors approved the list of payments.

c. To note the Internal and External Audit Reports 2016/17.

Councillors noted these.

d. To note the quarterly Budget Report.

Councillors noted this.

**10. Precept 2017/18**

a. To review the General and Earmarked Reserves

Councillors approved the revised General and Earmarked Reserves budget.

b. To approve the Running Costs budget for 2018/19.

After some discussion, Councillors resolved to approve the Budget.

c. To determine the Precept for 2018/19.

Councillors discussed the rise in the Precept that would be required to fund the legal

requirements of the GDPR and the work needed on the Village Hall. Councillors

unanimously resolved that unfortunately there was no alternative but to set the Precept at

£5800, an increase of 7.14%.

**11. Governance**

a. To note the requirements for the appointment of Data Protection Officer under the General Data Protection Regulations.

Councillors noted this.

b. To resolve to outsource the Data Protection Officer role.

After some discussion, Councillors agreed that it was essential to outsource the role and that the Council should register interest with DPO.

**ACTION:** Clerk

c. To note the appointment of PFK Littlejohn as External Auditor.

Councillors noted this.

d. To approve the appointment of SALC as Internal Auditor for the financial year 2017/18.

Councillors resolved to continue with SALC as Internal Auditor for 2017/18

e. To note the issue of the required letters regarding pension arrangements and enrolment to the Council's staff.

Councillors noted this.

## 12. Correspondence

To note and consider any response to the following correspondence.

a. NALC (via SALC) – Ministerial Statement on Precept Referendums

Councillors noted this.

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

The next meeting will take place on 20<sup>th</sup> March 2018. There were no items for the Agenda.

The Chairman closed the Meeting at 8.58 pm.