



## **LITTLE BLAKENHAM PARISH COUNCIL**

Minutes of the Annual Parish Council meeting held at the Church Hall on  
**Tuesday, 21<sup>st</sup> May 2024 at 7.30pm.**

### **Present:**

Councillors:           W Binder (Chairman)  
                              S Wright  
                              J Latham  
                              L Keen

In Attendance         J Blackburn – Clerk  
                              County Cllr C Chambers  
                              District Cllr A Marriott

### **LB06/24/25 – ELECTION OF CHAIRMAN**

Cllr Binder declared the meeting open.

Cllr Wright proposed that Cllr Binder be elected as Chair, which was seconded by Cllr Latham. **Decision** – Cllr Binder was duly elected Chair.

Cllr Binder would sign the Declaration of Acceptance of Office and then took the Chair for the remainder of the meeting.

### **LB07/24/25 – ELECTION OF VICE-CHAIR**

Cllr Binder proposed that Cllr Wright be elected as Vice-Chair, which was seconded by Cllr Keen. **Decision** – Cllr Wright was duly elected Vice-Chair.

### **LB08/24/25 - TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Palmer and Cllr Brown.

### **LB09/24/25 – DECLARATIONS OF INTEREST**

None had been received.

### **LB10/24/25 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **LB11/24/25 – TO APPROVE THE MINUTES OF THE MEETING OF 19<sup>th</sup> MARCH 2024**

**It was AGREED:** That the minutes of the meeting held on Tuesday, 19<sup>th</sup> March 2024 be approved as a true record and signed by the Chairman.

### **LB12/24/25 – APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

Suffolk Association of Local Councils (SALC) – All

## **LB13/24/25 – ANNUAL SUBSCRIPTIONS**

**It was AGREED:** That the annual subscription be continued for SALC and £173.19 paid.

## **LB14/24/25 – PUBLIC FORUM**

There were three members of the public present.

The following points were raised:

- Lack of information in the Port One planning applications about the current footpaths around the site – there were concerns that the historic footpaths had not been included and it was important to ascertain what was proposed for the footpaths.

Cllr Binder explained that he had had a conversation with Port One at a meeting where he was assured that all footpaths would be kept in good order.

Members agreed that when planning applications were received for Port One, the footpaths should be checked and questioned. Cllr Binder stated that he would ask Port One for a plan of all the village's footpaths in that area and check their status.

- Police Speed Monitoring had taken place on Leather Bottle Hill on 4<sup>th</sup> May.

## **LB15/24/25 - TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR CHRIS CHAMBERS**

Cllr Chambers briefly went through his May report, which would be published on the website.

## **LB16/24/25 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR ADRIENNE MARRIOTT**

Cllr Marriott had reported at the previous Annual Parish Meeting so had nothing further to report.

## **LB17/24/25 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS**

### **a) CLERK'S REPORT**

The Clerk reported that she had set up a direct debit for 'Wave', who managed the water rates for the Village Hall, as it would be the easiest, more efficient way to pay. **All agreed.**

The Clerk reported that she had received a letter from EON in relation to the Business Plan for the Village Hall coming to an end. Cllr Binder stated that due to the proposed refurbishment of the Village Hall, the electricity meter would be removed and replaced so at that time this could be reviewed. **All agreed.**

The Clerk reported upon the insurance cover previously entered into with Hiscox Insurance at the cost of £879.39, approved by the Council on 19 July 2022. The policy having lapsed the Chairman and Clerk entered into a new policy with Zurich Municipal at a lower annual cost of £780.27. All the necessary covers were in place. **All approved.**

The Clerk reported that due to a recent change in email address the District Council had not included the Parish Council into the invite email for play area inspections. Therefore, the play area in the village had been missed. As soon as she had realised what had happened an inspection had been requested, which would take place during the summer. **All noted.**

In relation to the new Village Sign, the Clerk reported that she had been approached by the County Council Highways Department asking if permission had been sought. She had explained that she believed that permission had been sought by the previous Clerk with the District Council as it was

their land. The Highways Department stated that the land belonged to the County Council and permission would be needed from the License Department and also a fee of £160 be paid.

**It was AGREED:** That the Clerk gain permission and £160 be paid for the license. **Clerk to action.**

b) **TO RECEIVE THE CLERK'S FINANCIAL REPORT**

The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance in the accounts on 14<sup>th</sup> May 2024 was £9,208.04.

c) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Mar)	267.93
Nick Edrupt	Cleaner's Pay (4th Qtr)	93.38
HMRC	PAYE to end 5th Apr	18.00
SALC	Payroll (6 months to 31st Mar)	82.80
SCC	Streetlight Energy/Maintenance	696.21
Zurich	Insurance Renewal	780.27
Jennie Blackburn	Clerk's Pay (Apr)	268.13
Jennie Blackburn	Clerk's Office Allowance/Exp (Apr)	26.00
Trevor Brown	Internal Audit - 2023/24	200.00
SALC	Membership Renewal	173.91
CFB IT Solutions	Mailbox Hosting (Apr)	6.00
CFB IT Solutions	Mailbox Hosting (May)	6.00
Great Bricett PC	Ink Cartridge Contribution	131.00
Wave	Water Supply for Village Hall	28.10
EON	Electricity for Village Hall	40.78
Jennie Blackburn	Clerk's Pay (May)	tbc
Jennie Blackburn	Clerk's Office Allowance/Exp (May)	41.03

**It was AGREED:** That payments totaling £2,859.54 be authorised and actioned by the Clerk.

d) **TO APPROVE THE ASSET REGISTER**

**It was AGREED:** That the Asset Register be approved.

e) **ANNUAL GOVERNANCE STATEMENT**

The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.

f) **END OF YEAR 31<sup>ST</sup> MARCH 2024 STATEMENT OF ACCOUNTS**

The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk

g) **EXEMPTION CERTIFICATE**

The Exemption Certificate was approved and signed by the Chair and Clerk.

h) **INTERNAL AUDITOR'S REPORT**

The Internal Auditor's Report was received and it was noted that no recommendations had been made.

i) **CIL REPORT**

The CiL Report was received and approved.

## **LB18/24/25 – DELEGATION OF CLERK – PLANNING**

The Clerk reported that in relation to Planning Applications received, a Delegation to Clerk would be beneficial. It would have in place an approved process, that if a Planning Application be received and the timescale for comments for that application could not be met, then the Delegation to Clerk would mean that the Clerk would email Councillors for their comments on that application. The Clerk would then submit those comments made to the Planning Department.

**It was AGREED:** That the Delegation to Clerk (Planning) be approved.

## **LB19/24/25 - PLANNING APPLICATIONS**

None had been received.

## **LB20/24/25 – PLANNING DECISIONS**

The following decision was noted:

**Ref: DC/22/06288** - Hybrid Planning Application 1. Full Planning Application. Erection of 3no warehouses and new vehicular access. Extension of estate roads, boundary landscaping, nature reserve and SUDS - 2. Outline Planning Application. (Access to be considered) for further estate roads and 6no warehouse plots - Port One Business and Logistics Park, Bramford Road, Little Blakenham, Part in the Parish of Great Blakenham - **Granted**

## **LB21/24/25 – SLIDE FOR PLAY AREA**

Members felt that this was not something that could be considered at the current time.

## **LB22/24/25 – POUND LANE**

The recent re-surfacing of Pound Lane was briefly discussed.

## **LB23/24/25 – POTHOLES IN THE VILLAGE**

Due to the heavy rainfall in recent months many potholes were forming. Cllr Chambers confirmed that the amount of potholes had risen and would be deal with eventually.

## **LB24/24/25 – PEOPLE AND PLACE PLAN**

Cllr Keen reported that the next meeting for the 'People and Place Plan' had been postponed.

A brief discussion took place and it was felt that the village should be informed about the Plan and gauge the interest of any volunteers to take on the project.

A leaflet drop was agreed and Cllr Keen stated that she would be happy to put something together and arrange for the delivery of them.

The Clerk explained that another parish had carried out a leaflet drop and if interest was shown then a Public Meeting would be held which had proved to be a positive way forward.

**It was AGREED:** That a leaflet be produced and circulated to all parishioners and gauge interest in the Plan.

**LB25/24/25 – SPEEDING**

As mentioned earlier in the meeting, Speed Monitoring had taken place on Leather Bottle Hill on 4<sup>th</sup> May 2024.

Members asked the Clerk to request the data of the Monitoring.

A Speed Indicator Device was discussed briefly and Cllr Marriott explained that she would be happy to help fund it if it was taken forward as a project.

**It was AGREED:** That the Clerk request the data from the Speed Monitoring Session on Leather Bottle Hill.

**LB26/24/25 - VILLAGE HALL REFURBISHMENT UPDATE**

Cllr Binder reported that he had attended a meeting at Endeavour House, Ipswich, which included Cllr Wright, Cllr Keen, the Clerk, Maxwell Hembry (Port One), Ben Shove (Port One), Vincent Pearce, Planning at MSDC, Sarah-Jane Hatt, Communities Officer and a representative from the CiL Department.

Discussions had been positive and details were discussed in order to move the project forward.

The following points were raised / confirmed:

- The Lease needed to be extended to 40 years.
- Planning permission would be sought by Port One
- Port One would cover all legal costs
- A CiL application for funding would be taken to the March 2025 Cabinet
- The build would take approximately 6 weeks and was planned for July 2025
- Trees around the Village Hall would need to be cut down in order for the solar panels on the roof to have full benefit

**LB26/24/25 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

- Greenhouse – 85% tomatoes – rest would be filled in August
- Somersham Community Association were asking for possible new members for their committee should anyone wish to join

**LB27/24/25 – MEETING DATES FOR 2023/24**

- Tuesday, 16<sup>th</sup> July 2024
- Tuesday, 17<sup>th</sup> September 2024
- Tuesday, 19<sup>th</sup> November 2024
- Tuesday, 21<sup>st</sup> January 2025
- Tuesday, 18<sup>th</sup> March 2025

**LB28/24/25 - DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting be held at the Village Hall on Tuesday, 16<sup>th</sup> July 2024 at 7.30pm.

The meeting finished at 8.35pm

Chairman: ..... Dated: .....