

GREAT ASHFIELD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Thursday, 25th May 2017 following the Annual Parish Meeting at 7pm held at the Lord Thurlow Hall

Mr. A. Peake – Chairman*

Mr. R. Barker – Vice-Chairman

Mrs. N. Calderbank*

Mr. B. Fitch*

Mrs. D. Stick*

Mr. R. Watts*

Present: All marked*

Mrs S. Austin took the minutes. No members of the public attended
The Chairman welcomed everyone to the meeting.

1. Election of Chairman

Cllr Watts proposed Cllr Peake as Chairman seconded by Cllr Calderbank all in agreement. Cllr Peake dually signed the Declaration of Acceptance of Office

2. Record Councillors' apologies for absence

Apologies received and accepted from Cllr Barker

3. Declarations of interest

No declarations of interest received

4. Visiting Speakers

- i. County Councillor: Cllr Jane Storey did not attend an annual report had been received and was circulated to Councillors
- ii. District Councillor: Cllr Roy Barker did not attend a report had been received and was circulated to Councillors
- iii. Public forum: No members of the public were in attendance

5. To Sign the Minutes of the Previous Meeting as a True Record

The minutes of the meeting held on Thursday, 6th April 2017 had been circulated, and were signed as a correct record of proceeding.

6. Appointment of Vice-Chairman

Cllr Calderbank proposed Cllr Barker as Vice-Chair this was seconded by Cllr Peake all Councillors in agreement. Cllr Barker had previously agreed if proposed he would accept the appointment.

7. To Consider co-option of Councillor

No member of the public had come forward so agreed to continue to advertise the vacancy. The clerk to see if available a 'Your Country Needs You' flyer to distribute to villagers.

8. Reports:

- i. **General Highways Report and Speeding in Village:** This had been covered in the Annual Meeting the Chair confirmed the poles were now in place and funds promised through Cllr Storey to go towards signs. A quote had been received for portable signs (the same as used by Elmswell village) a copy of which is attached. Cllr Stick updated Council on the progress made with Badwell Ash parish council on funding and speedwatch groups. It was hoped to have two speedwatch groups one group who was happy to operate the speedwatch gun the second group to move signage (at least every 4 weeks) and recharge the battery. Cllr Stick had been in contact with Road Safe and Safer Neighbourhood team to ascertain what training is available this was discussed. When a SID was not on a pole it was good practice to have educational signage for the posts, Cllr Stick to look into this. Council agreed signage could be purchased for the poles up to a cost of £50 with a cheque, if necessary, being raised before the next meeting. It was advised the Safer Neighbourhood Team have now received the Great Ashfield plan and are deciding where the speedgun team will be able to stand and then training will be given.
- ii. **Clerks Report:** The Data Protection law will change significantly on 25 May 2018 when the EU Directive known as the General Data Protection Regulation (GDPR) takes effect, effectively replacing the Data Protection Act 1998. More information will be supplied nearer the time. This appears to be the last year to apply for transparency funding for a computer/scanner/website hosting for the Council. The Good Councillor Guide 2017 was available to purchase in hard copy and freely available electronically on the SALC website. The new SALC training calendar is available if any Councillor wished to undertake any training. The clerk to book Cllr Stick on the grants and funding session on 28th July.
- iii. **Millennium Book Report:** The book is bound and they are hoping to be finished by the end of the month they just need to get the block made for the front and a bit of tooling to the leather. Council agreed if the invoice for the works is received before the next meeting a cheque may be raised before the next meeting.

9. Annual Reviews

- i. **Standing Orders:** Council reviewed Standing Orders and all in agreement no changes were needed.
- ii. **Financial Regulations:** Council reviewed Financial Regulations and all in agreement no changes were needed.
- iii. **Financial Risk Assessment:** Council reviewed Financial Risk Assessment and all in agreement no changes were needed.

10. To Consider donation to Great Ashfield Village Hall

Council discussed and all in agreement not to give a donation at the present time due to lack of funds.

11. To Review Salt Boxes in Village

Cllr Finch reported all the boxes in position as well as one concrete circle and two dump sites Council discussed and agreed to ask Cllr Barker if he knew of any availability of treated timber which could be used to construct at least four new boxes replacing the temporary piles.

12. To Consider Village Welcome Packs

The clerk had updated the original welcome sheet, these were distributed to Councillors. Cllr Stick to put together a pack which could include footpath guide/map/ information on hare coursing and who to call if seen/neighbourhood watch/welcome information sheet. Cllr Stick hoped to create an app as well as a hard copy pack for new residents.

13. To Consider Defibrillator for Village

Council discussed and agreed not to go ahead with a defibrillator at the present time due to lack of funds.

14. Correspondence

To distribute Cllr Storey's annual report, MSDC annual report, PCC public meeting dates 2017 and Clerks and Councils Direct

15. Planning

- i. **Application No: 1760/17 Oak Tree Lodge, Norton Road – Erection of single storey side extension:** Council discussed and all in agreement no objection
- ii. **Application decided by the planning authority had been received – Application No:** 1118/17 Holly Lodge, Daisy Green – granted

16. Finance Report and payment of invoices

All Councillors in agreement for the payment of invoices.

- i. **To Consider and accept End of Year Statement:** Council discussed all Councillors in agreement to accept the End of Year Statement
- ii. **To Consider and accept Annual Governance Section 1:** The RFO Cllr Calderbank read the sections to Council all Councillors in agreement to accept the Annual Governance Section 1 and the Chair to sign on behalf of the Council
- iii. **To Consider and accept Accounting Statement Section 2:** All Councillors in agreement to accept the Accounting Statement Section 2 and for the Chair to sign on behalf of the Council
- iv. **SALC subscription inv: 19148 £173.87:** a cheque no: 305 for £173.87 was raised
- v. **J. Mulley Grass Cutting 2016/17 and 2017/18:** a cheque no: 307 for £120 was raised
- vi. **Profile Business Supplies inv: 117098 £20:** a cheque no: 306 for £20 was raised
- vii. **No further invoices had been received**

17. Councillors' reports and items for future agenda

Cllr Finch reported an overgrown hedge on Holland Hill, Cllr Finch to speak to the homeowner. It was reported the pot hole at the bottom of Holland Hill had been filled. Cllr Calderbank advised she had reported the pot holes on Norton Road to SCC. Cllr Stick reported the open manholes at Daisy Green had still not been covered. The clerk confirmed a letter had been sent to the landowner responsible, to send another reminder and if not made safe to inform SCC. The clerk to remind Highways of the safety barrier still in front of 1, Elmswell Road. Cllr Finch reiterated the need to get residents interested in taking part in village events. It was asked to place 'to consider joining Long Thurlow

open gardens next year' on the September agenda with possible funds raised to help fund speed signage.

18. Date of next meeting

The next scheduled meeting being confirmed as Thursday, 28th September 2017 at 7.30pm.

There being no further business the meeting closed at 9.30pm.

Great Ashfield Parish Council

Date:

Signed: