

**GREAT ASHFIELD PARISH COUNCIL**

**Minutes of a meeting held on Thursday, 29<sup>th</sup> November 2018 at 7.30pm  
The Lord Thurlow Village Hall**

**Mr. A Peake – Chairman\***

**Mr. R. Barker – Vice-Chairman**

**Mrs. N. Calderbank\***

**Mr. B. Fitch\***

**Mr. I. Sadler\***

**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. Record Councillors' apologies for absence**

Apologies received and accepted from Cllr Barker

**2. Declarations of interest**

No declarations of interest received.

**3. Suffolk County Councillor**

Cllr Storey sent her apologies a report had been received and circulated to Councillors which included: Remembrance Sunday, Budget consultation launches as Suffolk County Council looks to save £25 million in 2019/2020, Have your say – family carers, Suffolk Highways update and Locality funding.

**District Councillor**

District Cllr Barker did not attend and no report had been received.

**Public Forum**

No members of the public in attendance.

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

The minutes of the meeting held on Tuesday, 16<sup>th</sup> October 2018 were signed as a correct record.

**5. Reports**

- i. General Highway Report: The outstanding highways list was updated.
- ii. Community Speed Watch Report: Cllr Stick updated Council on Suffolk Police Connect report. A letter of thanks to go to householders for being a CSW site.
- iii. Neighbourhood Watch: Cllr Stick updated Council currently 25 members and it was hoped to have a leaflet drop to residents.
- iv. Clerks Report: The re-declaration of compliance with the Pensions Regulator had been completed on 12<sup>th</sup> October. Re-declaration to be carried out in three year's time unless circumstances change.

#### **6. GDPR compliance and adoption of documents & policies**

All documents had been circulated to Councillors including: working towards GDPR compliance, Data Protection Impact Assessment, Privacy notice for staff, Councillors and Role holders, Document & Electronic Data Retention Policy, Social Media & Electronic Communications Policy, Subject Access Request policy, Subject Access Request form, Data Security Breach reporting form and a Risk Assessment for Compliance with Data Protection Legislation. Council discussed and Cllr Stick proposed adopting all documents and policies seconded by Cllr Sadler all in agreement.

#### **7. Annual Internal Control Report & Statement**

The Internal Control report and Statement had been circulated and reviewed by Councillors, all in agreement for Chair to sign the Internal Control report and Statement.

#### **8. Review of 'Here But Not Here' WW1 Commemoration**

The Chair advised £279 had been raised it had previously been agreed to donate a third to the village hall (£93) and a third to the W.I. (£93) of monies raised. At least x20 further orders for booklets had been made. Cllr Fitch proposed Council ask for a further x 35 booklets are printed seconded by Cllr Calderbank all in agreement. Council agreed to arrange a further meeting of the working group to look at lessons that could be learnt to liaise with Cllr Barker for a meeting date.

#### **9. To consider applying for Blue Plaque**

To place on the next agenda.

#### **10. To consider applying for Locality Grant for Remembrance booklet & event costs**

Council discussed and agreed a total of £350 locality grant funding, it was confirmed £250 had already been received. A letter to be sent to the Communities Team at MSDC thanking District Councillor Roy Barker for the locality grant to Great Ashfield Parish Council.

#### **11. To consider applying for SCC Locality Grant**

Council discussed and Cllr Peake proposed applying for £300 locality grant seconded by Cllr Calderbank all in agreement. The Clerk to contact County Councillor Jane Storey for £300 locality monies towards costs of the WW1 commemoration and ongoing village history for Peace Day including: Printing costs, Membership fee to British Newspaper Archive and Ancestry site.

#### **12. To consider meeting dates for 2019**

Meeting dates for 2019 had been circulated to Councillors. Council confirmed the following meeting dates for 2019:

Thursday, 24<sup>th</sup> January

Thursday, 21<sup>st</sup> March

Thursday, 16<sup>th</sup> May (Annual Parish Meeting and Annual Parish Council Meeting)

Thursday, 19<sup>th</sup> September

Thursday, 28<sup>th</sup> November

### **13. To consider the role of Editor of Village Newsletter**

The Chair advised the current editor of the Newsletter will be standing down next year, a letter of thanks to be sent to the Editor. Cllr Calderbank to contact residents who may be interested in taking on the role of Editor.

### **14. Correspondence**

To circulate: Clerks & Councils Direct

- i. Draft BMSDC Homes Strategy 2019 – 2024 online consultation: Noted
- ii. Draft BMSDC Homelessness Reduction Strategy 2019 – 2024 online consultation: Noted
- iii. Suffolk Minerals Waste Local Plan – Appropriate Assessment online consultation: Noted
- iv. SCC Street Lighting team Christmas Lighting: Council discussed and agreed with Option 2 To do nothing and leave the lights as they are part night lighting where programmed to do so.

### **15. Planning**

- i. **Application No: DC/18/04887 Ashfield Hall, Wetherden Road – Application for discharge of S.106 relating to 064/96:** Council discussed and all in agreement no objection.
- ii. **Applications decided by planning authority:**  
Application DC/18/04250 The Millstone, Long Thurlow Road – Sub division of existing dwelling – Refused 15.11.18

No further planning applications had been received.

### **16. Finance Report and to consider the payment of invoices**

The deposit account held £801.06 at 28.10.18 the current account had a cleared balance at 11.11.18 of £2863.94. It was confirmed £250 locality grant had been received from MSDC. It was confirmed receipt of £279 in cash with £93 to be donated to the W.I. and £93 to be donated to Village Hall.

- i. To consider budget 2019-20: a draft budget had been circulated to Councillors: Council went through the budgeted receipts and payments and agreed the village maintenance £250 and village improvements £350 were provisional on grants being received. The Clerk confirmed current costs of replacement slimline grit bins of £148.19 + VAT + ground fixing kit £25.37. The clerk advised the dog bin emptying costs will be increasing to £41 per bin therefore a total cost of £164. The election cost of an uncontested election of £104.78. Council discussed reserves and agreed £1000 general reserves (good practice to have in place to cover ongoing payments should precept funds be delayed for any reason) and earmarked reserves if a contested election is called of £1000. Council agreed the budget as attached.
- ii. To consider precept 2019-20: The Clerk advised Council the tax base had changed: 152.82 2018/19 to 150.54 2019/20 for band D a % change of -1.5%. Council discussed Cllr Peake proposed a precept of £2415 seconded by Cllr Sadler following a show of hands 5 in favour and 1 against it was therefore resolved to precept £2415. The Precept upon Charging Authority form was completed and signed by the Presiding Chair Cllr Peake and two Councillors: Cllr Calderbank and Cllr Stick and countersigned by the Clerk to the Council.

All Councillors in agreement for the payment of invoices below:

- i. Profile inv: 117635 £50 Newsletter print: A cheque no: 345 was raised for £50
- ii. A. Peake printing expenses (invoices supplied) £127.16: A cheque no: 346 was raised for £127.16
- iii. Profile inv: booklet printing: A cheque no: 347 was raised for £
- iv. It was agreed to raise a cheque for Profile booklet printing if an invoice was received between meetings.
- v. No further invoices had been received

**17. Councillors' reports and items for future agenda**

CLlr Calderbank advised a resident had reported not receiving information on the WW1 commemoration, Council discussed and highlighted the Newsletter had gone out and flyers on the event. CLlr Fitch advised most of the trees recently planted had died due to the dry conditions over the summer, to add tree planting on the next agenda. To place War Memorial on next agenda.

**18. Date of next meeting**

The next meeting is scheduled to be held on Thursday, 24<sup>th</sup> January, 2019 in the Lord Thurlow Hall at 7.30pm.

There being no further business the meeting closed at 9pm.