

GREAT ASHFIELD PARISH COUNCIL

**Minutes of a meeting held on Thursday, 30th November 2017 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

All Councillors in attendance

2. Declarations of interest

Cllr Barker declared an interest in item 14 in respect of being a District Councillor

3. Suffolk County Councillor

Cllr Storey did not attend, the October report had been circulated.

District Councillor

District Cllr Barker attended but had nothing further to add to his winter parish news in the village newsletter which all Councillors had received.

Public Forum

No members of the public attended.

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

The minutes of the meeting held on Thursday, 26th October 2017 were signed as a correct record.

5. Reports

- i. General Highways: The clerk updated Council on outstanding highway issues including the damaged safety barrier on Elmswell road which SCC have confirmed this is on their records that it was damaged in an accident and will push to get the works completed. Cllr Barker advised the drain on Elmswell road had been rectified.
- ii. Clerks Report to include bus shelter update: Badwell Ash clerk had confirmed they have two bus shelters on their asset register one in Hunston road and assumes the other is the one in Long Thurlow. Came & Co had confirmed the following alteration within the property damage section of the Inspire/AXA policy from 25 October 2017: 'The street furniture sum insured has been increased by £3,075 to a new total of £7,287.48 to cover the miniSID.' They are pleased to confirm there is no additional premium required for this amendment as the Inspire/AXA policy allows free cover for loss or damage to assets

up to a limit of £10,000. They have also confirmed from 1 November 2017 a new category for outside equipment has been added with a sum insured of £1800 to cover the speed gun kit. Whilst the total sum insured now exceeds the limit the insurers have agreed to waive the additional annual premium due to it being a modest amount. SCC would like confirmation of the Christmas street lighting option for Great Ashfield, Council agreed to option 2 remain the same and do nothing different, the clerk to inform SCC.

- iii. Broadband update: It was noted all Councillors had received a Broadband report from Cllr Sadler, this was briefly discussed and is attached to the minutes, to place on next agenda.

6. To note CSW update and to consider any grant applications

It was noted all Councillors had received a Community Speedwatch update, this was briefly discussed and is attached to the minutes, to place on next agenda.

7. To consider purchase of replacement trees for village

Cllr Fitch had received a quote for the replacement of a number of oak trees, Council discussed, the RFO confirmed monies were available for the purchase of trees. Cllr Barker proposed the purchase of slightly smaller oak trees this was seconded by Cllr Fitch all Council in agreement for Cllr Fitch to purchase the trees up to a £50 budget. Council confirmed no one wished to be a tree warden.

8. To consider transparency grant application including purchase of laptop

The clerk advised of the monies which were available for a laptop, scanner and software using the transparency fund grant, Council discussed. Cllr Sadler proposed the purchase of a laptop, scanner and software up to the transparency funding allowance this was seconded by Cllr Calderbank. Cllr Peake to obtain prices for the equipment and to purchase if he felt this was advisable.

9. To Consider GDPR & appointment of Data Protection Officer

All Councillors had received a report on the new General Data Protection Regulations. The clerk updated Council on the GDPR session held at SALC. Council discussed and agreed Council minute it is considering the available options for appointing a DPO and has accessed initial training on the new regime. Council notes that all Councillors will need to develop their own knowledge in this area and will be provided with guidance to support this as and when it becomes available. The Clerk will review the administrative and data systems and seek advice as necessary to ensure compliance and will report any areas of concern to Council. The Clerk to initially register Council interest in using the DPO centre as a possible outside Data Protection Officer.

10. Beacon '2018'

Cllr Peake and Cllr Barker updated Council, Cllr Barker to arrange the 'beacon' on the airfield. Cllr Stick updated Council on her research of the WW1 names on the memorial, Cllr Barker to advise Cllr Stick of the list of 59 men from Great Ashfield who fought in WW1. Council discussed and it was hoped to make an event of the lighting of the 'beacon'. To place on the next agenda.

11. Annual review of Internal Control Report

All Councillors received an updated copy of the annual Internal Control Report, Council reviewed all in agreement for the Chair to sign with the next review due November 2018.

12. To confirm meeting dates for 2018-19

All Councillors had received provisional meeting dates for 2018. Council discussed all in agreement for the 2018 meeting dates as: All on Thursday at 7.30pm except for the May meeting which follows the Annual Parish Meeting starting at 7pm – 25th January, 29th March, 31st May, 27th September and 29th November 2018.

13. Correspondence

To circulate: Clerks & Councils Direct, SALC Annual Report and Cllr. Jane Storey October report. The Suffolk Minerals & Waste Local Plan – Preferred Options consultation was circulated to Councillors if they wished to view a hard copy this was available at SCC, Endeavour House, 8 Russell Road, Ipswich. The editor of the village Newsletter had raised a point about the distribution of the Newsletter, this was discussed by Council who confirmed all volunteers tried to get the editions out as soon as possible. Cllr Peake to place a notice in the next Newsletter asking if any resident wanted to receive the editions electronically to inform Council of their email address.

14. Planning

- i. Application No: DC/17/05404 Westside Cottage, Norton Road – Change of use of agricultural land to garden use & extension of vehicular access. Change of roof-line angle from original approved plans. Erection of cartlodge with wood-store: Council discussed, Cllr Stick proposed no objection Cllr Peake seconded all in agreement no objection.
- ii. Application No: DC/17/05673 Ashfield House, Elmswell Road – Erection of single storey rear extension & alterations to dwelling: Council discussed, Cllr Peake proposed no objection Cllr Calderbank seconded all in agreement no objection.
- iii. Applications determined by Planning Authority: DC/17/03811 Primrose Cottage, Daisy Green discharge of condition (3) on application 3856/16 – Granted 26.9.17
DC/17/04623 Odessa, Westley Way erection of cart lodge – Granted 17.11.17

15. Finance Report and to consider payment of invoices

All in agreement for the payment of invoice for the printing of Newsletter:

- i. To consider budget 2018-19 and precept: Council discussed the budget for 2018 -19 including the need to budget for the new GDPR. Cllr Peake proposed the setting of the precept at £2,300 this was seconded by Cllr Sadler all in agreement. The precept form was completed and signed.
- ii. To resolve to change of names on TSB bank account: It was resolved to take off the previous signatories from the TSB bank account, when the TSB had processed this Cllr Calderbank to write to TSB asking for the deposit account to be closed.
- iii. Profile Business Supplies £20: A cheque no: 321 was raised for £20
- iv. No further invoices had been received

16. Councillors' reports and items for future agenda

Cllr Barker advised the costs of Messenger Maker a firm which supplied vehicle activated signage with messages on. The Clerk to write letters of thanks to Cllr Storey and Cllr Barker for recently received locality monies.

17. Date of next meeting

The next meeting is scheduled to be held on Thursday, 25th January, 2018 in the Lord Thurlow Hall at 7.30pm.

There being no further business the meeting closed at 8.50pm.