

Minutes of Little Bealings Annual Parish Council meeting held at Bealings Village Hall at 7.15pm on Monday 22 May 2017

Present: Mrs M Wilson (Chairman), Mrs T Cornish, and Ms D Head

Also present: Mrs J Shaw (webmaster)

In attendance: Mrs C Ramsden, Clerk to the Council

**Councillor
Actions**

1 Election of Chairman/Vice Chairman

Mrs Wilson (as current Chairman of the Council) asked for nominations. Mrs Wilson was proposed by Mrs Cornish and seconded by Ms Head. There were no other nominations. It was **RESOLVED:**

- That Mrs Wilson be elected Chairman of the Parish Council.

Mrs Wilson signed the Declaration of Acceptance of the Office of Chairman.

The Chairman asked for nominations for Vice Chairman. Mrs Cornish was proposed by Mrs Wilson and seconded by Ms Head. There were no other nominations. It was **RESOLVED:**

- That Mrs Cornish be elected Vice Chairman of the Parish Council.

2 Apologies, Declarations of Interest and Dispensation Requests

Apologies were received from Mr B Rufford, Mr D Hunter, Dr C Hopkins and Mr I Ransome who were working and/or abroad. There were no declarations of interest or requests for dispensations. It was **RESOLVED:**

- To accept the apologies for absence.

3 Appointments

It was **RESOLVED:**

- That the following be appointed for the forthcoming year:

VHMC representative: Ms Head

SALC representative: appointed for Area Meetings as appropriate

Footpath and Tree Warden: None appointed. It was considered that on-line reporting of problems meant that there was no need to fill this role at present

Webmaster: Mrs Jenny Shaw with Mrs Wilson's assistance. Mrs Shaw reported on use of the website between 1 May 2016 and 30 April 2017: overall the website had been viewed nearly 8,000 times, with those who stayed on the site viewing an average of 2.97 pages over an average time of between 2

and 20 seconds. 83% of visits originated in the UK. Mrs Shaw considered the service offering by the website hosts, Community Action Suffolk to be excellent and there was no need to consider a different supplier. Mrs Shaw was thanked for her work and she confirmed that she was willing to continue in the role.

Police representative: Mrs Cornish

SAVID representative : Ms Head agreed to continue until a replacement was found.

4 Adoption of Standing Orders

It was **RESOLVED:**

- That the National Association of Local Councils Standing Orders (2010) revised first version, as subsequently amended, be adopted.

5 Public Participation Session

No members of the public were present.

6 Minutes of the meetings held on 6 March, 4 April and 2 May 2017

It was **RESOLVED:**

- To approve the minutes of these meetings.

7 Matters Arising from the Minutes

Public Sewer for The Street

The Environment Agency had advised that it considered it now had all the information it required, and expected to issue its decision in mid July.

8 Planning

Sinks Pit

It was noted that there had been recent complaints from a resident to SCC Planning about the noise levels.

SCC Waste had advised that the relocation of the gas flare was expected to be completed in June, after which the existing equipment would be dismantled and the area profiled with an embankment with suitable planting scheme. SCC Waste also advised that the site owner had the results of the acoustic survey and had commissioned a report sound attenuation options.

It was **RESOLVED:**

- To ask the owner of the site when the noise attenuation report would be ready, and if/when a planning application was likely to be made.

DC/17/0991/ARM: Demolition of existing two dwellings, workshop unit and associated outbuildings. Erection of four dwellings with garages at Valcot and Acacia Cottages, The Street

It was noted that this application had been refused.

9 Highways

20mph for The Street

It was understood that there were no objections at the end of the advertisement period and SCC would be considering the works prior to making the order. SCC had been advised that the extent of the limit at the northern end was not as the Council had requested, but had not commented. It was considered that the location was vulnerable to the signs being damaged by farm traffic, but **RESOLVED**:

- not to make any representations on the extent of the order.

SAVID/SID

Ms Head reported on her attendance at a SAVID meeting on 20 April, where the issue of insurance for a shared SID was discussed. It was uncertain whether insurance would be via a new policy, or if each parish would need to provide their own insurance. It was noted that the Council had applied to SCC for approval of locations in Playford Road and Martlesham Road for the erection of poles for either the SAVID SID or the SCC Temporary Vehicle Activated Signs but no response had yet been received. It was **RESOLVED**:

- that the SAVID summary sheet detailing speed initiatives in the parish was accurate
- to ask for 20mph wheelie bin stickers when the speed limit was introduced
- to establish if the Council's insurance would cover the SAVID SID when in the parish.

White Lines

It was noted that recent resurfacing in the village had not replaced all of the white lines (in Playford Road) and that others had faded. It was **RESOLVED**:

- to ask SCC to renew white lines in Playford Road, by the Church and at the junction of Holly Lane and The Street.

Footpath Cutting

This was being undertaken again by Mr Fear as a contractor, on behalf of the Council. There would be two cuts, in May/June and July/August. A review of the Council's assets had established that the Council's brushcutter had been passed to Mr Fear by Mr Ball. It was **RESOLVED**:

- to establish that the brushcutter was in good order for the season's cutting.

10 Police

It was noted that the Tier 1 meeting which Mrs Cornish was due to attend on 27 April had been cancelled, and no papers had yet been received for the meeting due to take place on 24 May.

11 Finance

Adoption of Financial Regulations

It was **RESOLVED**:

- That the National Association of Local Councils Model Financial Regulations (as updated January 2016) be adopted.

Review of Internal Audit and Adoption of Accounts for 2016/17

The accounts for 2016/17 had been circulated to Councillors and the internal audit completed. The Council reviewed the effectiveness of its financial management in accordance with the requirements of the Annual Governance Statement. After consideration, it was **RESOLVED**:

- that the current arrangements for financial management and the internal audit were effective and appropriate
- that the internal auditors report and the accounts for 2016/17 be approved
- that the return to the external auditor for 2016/17 be approved

Income and Expenditure

Income:

It was noted that:

- the first half of the precept had been received from SCDC: £3012.61
- the Council's application for Transparency Code funding, for reimbursement of the website hosting fee, had been approved and payment would follow shortly. A further application would be made for this year's fee.
- The Council would receive funding from SCC for footpath cutting, at the same rate as last year.

Expenditure:

It was **RESOLVED** that the following expenditure be incurred:

- Annual Subscription to SALC: £241.79
- Donation to CAS (in lieu of membership fee): £30
- Donation to Bealings Village Hall Trust (BVHT): £250
- Donation to BVHT (for Playing Field): £500
- The annual report from the Fynn-Lark Magazine was noted - donation: £150
- Donation to Age UK: £25
- Donation to Headway: £25
- Gift for Internal Audit H Quantrill: £20
- Gift for Webmaster J Shaw: £20

Clerk's Salary

Ms Head commented that the Council was fortunate to have such an efficient and knowledgeable Clerk to advise it; the Chairman and Mrs Cornish concurred. It was **RESOLVED**:

- that the Clerk's salary be increased in line with the national pay award agreed between NALC and SLCC which took effect on 1 April 2017, ie from £12.440 £12.564 per hour
- to make payments for:
 - the Clerk's Annual Allowance for use of office, IT etc: £216

- Net salary for May (including backdated award for April): £264.08
- PAYE for May: £65.80

A schedule of the above payments was signed by the Chairman and cheques were signed by the Chairman and Ms Head, with the exception of cheques made payable to BVHT which, in line with good business practice, were not signed by the Chairman.

It was **RESOLVED**:

- that Dr Hopkins be requested to sign the two cheques made payable to BVHT outside of the meeting.

12 Matters Arising from Circulated Items

It was noted that:

- Dr Hopkins had attended SPS archaeology training on 9 May and given positive feedback to SPS on the course.
- Mr Ransome had attended the SALC Area Meeting on 20 March
- No one was available to attend SCDC's Local Plan Review Workshops.

13 Correspondence

It was noted that the Chairman had accepted an invitation to attend the formal opening of SCDC on 15 June. It was **RESOLVED**:

- that the following correspondence be circulated to Councillors:
 - Clerks and Councils Direct
 - Suffolk View

14 Date of Next Meeting

The next meeting of the Council is to be held on Monday 3 July 2017.

There being no further business to discuss the meeting closed at 8.25pm.