

MINUTES OF THE MEETING OF NEWBOURNE PARISH COUNCIL

1 June 2015, Newbourne Village Hall, 7.30pm

Present:

Tony Finch
Michael Frost
Susan Harvey (District Councillor) items 1- 6 only
Kwini Lusher
Denise Parkinson
Erica Pattinson
Lionel Scott (Vice Chair)
Peter Smyth (Chair)
Jim Wicks

In attendance:

Amie Veerman (Clerk)

The Chair formally opened the meeting at 7.30pm.

Public question time. One member of the public, Tony Finch, was present and applied to co-opt for the Councillor vacancy.

1. Election of Council Officials.

- a. **Chair.** Peter Smyth accepted the Parish Council's nomination and agreed to be Chair in the interim period of awaiting news from a job prospect in the USA.
- b. **Councillor. The Councillors approved** for Tony Finch to fill the final vacant Councillor seat on the Parish Council.
- c. **Declarations of acceptance of office.** The clerk provided the Chair and Councillor with the acceptance forms which were duly signed.

2. Apologies for absence. Apologies received from Susan Pollard.

3. Declarations of disclosable pecuniary interest. LS declared an interest in agenda item 8a.

4. Minutes of the Parish Council Meeting 11 May 2015. The minutes were **approved** without amendment and signed by the Chair.

5. Update from Suffolk Police. The report was deferred due to the Police Administrator being on annual leave. The report will be posted on the Newbourne website as soon as it is received.
Noted.

6. Update from District Councillors. SH presented the Annual Report for Kirton Ward 2015, as appended, and noted that the unemployment figure should read 0.7% instead of 7%.

A discussion ensued regarding the benefits of completing a Neighbourhood Plan and it was **agreed** that the clerk would contact Suffolk Coastal District Council to request a visit from a member of the planning team so that a public question and answer session could be held.

7. Action points. None outstanding.

8. Planning.

- a) **DC/15/1518/ARM** - erection of one dwelling and garage, 52 Woodbridge Road. LS vacated the room for this discussion. The Councillors viewed and **approved** the plans, having no strong observations regarding the building materials proposed.
- b) **DC/15/1593/FUL** - Side and rear single storey extensions following demolition of existing extension and garage, Lindum, Ipswich Road
The councillors viewed and supported the plans and agreed it would be an improvement on the existing property. **Noted.**

9. Finance.

- a) **Bank mandates.** The clerk obtained the relevant councillors' signatures in order to update the bank mandates. **The council agreed** that LS would deliver forms to SP in her absence and return them back to the clerk accordingly. **Noted.**
- b) **Clearance of cheques for payment.** The two SCL Landscaping invoices received for works completed in April 2015 were **approved** by the council for payment. Invoice 1667, £30 and invoice 1668, £30.
- c) **Budget report.** The clerk confirmed that the current accounts balanced as shown in the 29 May 2015 budget report, appended. **Noted.**

10. Clerks report and correspondence.

- a) **Training.** The clerk informed the council that a place had been booked on the SALC website training session. **Noted.**
The Chair reminded the council of the upcoming SALC Councillor courses should they be interested in attending. **Noted.**
- b) **Verge damage, The Street.** A member of the public had reported to the Council that damage was being caused to the verge due to vehicles bumping up the bank along with water ingress. The result is a deep rut and cracks. A discussion ensued and it was **agreed** that the Clerk would write a letter to the Suffolk County Council Highways Department noting this problem in addition to the Newbourne spring outside of the Newbourne Fox and the water flow on Hemley Hill.

11. Reverly and Web Site update.

The Chair advised that following a safety inspection of the play area, the following works are required:

- a. New bark under the climbing frame
- b. More top soil on the mound to prevent the wire netting from showing
- c. Replacement of missing mini fence planks surrounding the climbing frame area
- d. Smoothing off of the sharp piece of timber on the bollard by the zip wire
- e. Tightening of screws.

It was **agreed** that the Chair would obtain a quote for works.

It was **agreed** that the clerk would obtain a quote for the replacement of play area signs as they contain out of date information.

Website update. The Chair confirmed that the Newbourne website now complies with the Transparency Code, ahead of the 1 July 2015 deadline. The council **agreed** that promotion of the website is required, therefore going forward the website address would be listed on all Parish Council correspondence and would be advertised on the notice board.

There being no further business the Chair closed the meeting at 8.40pm.

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Chair
Newbourne Parish Council