

# MINUTES OF THE MEETING OF NEWBOURNE PARISH COUNCIL

Held on 7<sup>th</sup> April 2014

**Present:** Peter Waller (Chair), Michael Frost, Lionel Scott, Jim Wicks, Jan Carlton.  
County and District Councillors: Cllr Patricia O'Brien

**In attendance:** Colin Moore (Clerk)

In the absence of any members of the public wishing to raise questions the meeting was formally opened by the Chair at 19.30hrs

**1. Apologies for absence:** Peter Smyth; Carrie Risdale; Cllr Veronica Falconer

**2. Declarations of disclosable pecuniary Interest**

None

**3. Minutes of Parish Council meeting 3<sup>rd</sup> March 2014**

The minutes were **approved** without amendment and signed by the Chair.

**4. Update from Suffolk Police.**

The constabulary were not present. A written crime report for March 2014 was **noted**. It was **agreed** that a vehicle activated speed sign would not be requested by the council on the basis that such a request would not meet the published assessment criteria and would therefore not be authorised by Suffolk County Council.

**5. County and district councillor's reports**

Cllr Patricia O'Brien presented a written report. She reported that she had now earmarked the majority of her community enabling scheme budget, £2000 of which was allocated to Newbourne Church for maintenance work. Further, she had also allocated the balance of her 2013/14 locality budget to repairs to the village hall (£104). Discussion regarding the allocation to these repairs from the 2014/15 locality budget were still to take place.

**6. Action points**

All cleared or covered by agenda.

**7. Planning**

- a) SCDC Planning IT systems – The Chair reported that he had attended an SCDC presentation on the newly introduced public access planning systems. Whilst they were still subject to minor teething problems and the fact that it did not work well on poor broadband speeds the system appeared sound and he recommended that councillors try the system for themselves. Access was through the SCDC portal.
- b) DC/14/0342/FUL – Front and rear extensions to enlarge bedrooms at 10 Blackthorns, Ipswich Road, Newbourne. SCDC approval **noted**.
- c) DC/13/3741/AGO – Erection of post barn to house tractor and farm machinery etc. at Greenway Nursery. The clerk advised that he had spoken to the SCDC planning officer for the area and had been advised that if there were still compliance concerns a case should be made to SCDC, evidenced where possible.

- d) DC/14/0193/FUL – Land opposite 30 Jackson Road, proposed container. SCDC planning refusal noted
- e) DC/14/0530/DRC – Newbourne Hall window replacement. Discharge of planning conditions re design noted.

## **8. Finance**

- a) Vice-chair accounts review and reconciliation. Mr Scott reported that he had carried out a review of process and completed a full reconciliation of the accounts to his satisfaction. He had provided a written note for submission to the auditor with the annual accounts.
- b) Accounts and annual return - annual return accounting statements approval. The Chair produced the draft accounts, completed returns part 2 and 3 and supporting documentation prepared by the Clerk. After general discussion and the chair and clerk answering questions from councillors the governance statement and accounting statements were approved. The Clerk and Chair duly signed pages 2 and 3 of the annual return.
- c) Clearance of cheques for payment - payments of all pending expenditure transactions (list attached to these minutes) **agreed** and cheques signed.
- d) Precept feedback – the clerk reported that he had only the one query from a parishioner to whom the Chair responded. Otherwise no feedback had been received.
- e) Locality budget update – During her report Cllr O’Brien had confirmed her agreement to allocate the final element of her 2013/2014 locality budget to the Village Hall repairs. Further discussion would be taking place with regard to the 2014/2015 allocation.
- f) Transparency code consultation and financial regulations update. The Chair combined the agenda items and updated in relation to a consultation managed by SALC on a draft ‘transparency code’ and the repeal of s.150 of the Local Government Act. The first item relates to the probability of small parishes not requiring formal audit however will result in the imposition of a number of new process providing ‘transparency’ (e.g. publication of detailed accounting information). It was agreed that the parish would not respond to the consultation and would rest on the generic SALC response. The second item paves the way for the withdrawal of cheques by the banks and introduces new procedures for payments. Whilst no immediate change is envisaged in our procedures consideration will need to be given to new financial regulations in due course.

## **9. Clerks report and correspondence**

- a) Suffolk Coastal leisure strategy meeting invitation – none of the councillors wished to take up the invitation
- b) Suffolk Preservation Society invitation to join – after discussion it was agreed that the parish would not seek to join the SPS
- c) Register of electors update – the Clerk advised that he now held a written copy of the re-issued electoral roll for Newbourne, the Chair an electronic copy. The written copy is available for inspection through the Clerk
- d) Village of the year competition 2014 – it was agreed that no entry would be made this year
- e) Spring Clean Suffolk 2014 – councillors expressed an interest in holding a spring clean, litter clearance day on 31st May in preparation for the open gardens weekend 7/8th June. Clerk to contact SCDC and register the litter pick to obtain the loan of litter pick sticks and free supply of disposable rubber gloves, sacks etc. Report back to the May meetings and councillors to advise

parishioners of the event commencing 10.00hrs on 31st May volunteers to meet at the Village Hall.

Whilst on the subject of the Spring Clean initiative concern was again expressed by councillors regarding fly tipping. The Clerk was requested to speak with SCDC regarding preventive and investigation measures available.

- f) Parish Annual and Annual Parish Committee meetings arrangements – the Clerk confirmed that the Annual Parish Meeting would take place on Monday 12<sup>th</sup> May prior to the annual Parish Council Meeting. Agendas would be produced for both meetings. There was discussion as to which organisations would be invited to prepare reports for the Annual Parish Meeting.

## **10. Play area update**

In the absence of Carrie Risdale there was little to report. Consideration was given to the requirement of an annual H&S inspection and the Clerk was requested to contact Mrs Risdale to establish the current position.

## **11. Web site update**

It was reported that Mr Smythe was unwell however it was his intention to continue the work to update/renew the web site in the near future.

## **12. Mobile phone and Broadband performance issues**

The Chair advised that he had attended the area meeting of SALC when an agenda item in relation to broadband and mobile phone issues was discussed. Newbourne is clearly poorly served and after discussion the Chair **agreed** to report back the concerns to SALC.

The meeting closed at 21.25 hours.

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**Chair, 12 May 2014**

**Action points**

1. Spring Clean Suffolk. Clerk to contact SCDC re equipment needs for village litter pick
2. Spring clean Suffolk. All councillors to advise parishioners of litter pick event on 31<sup>st</sup> May 10.00hrs at Village Hall
3. Clerk to liaise with SCDC re fly tipping
4. Clerk to establish H&S inspection arrangements for the play space with Mrs Risdale
5. Chair to advise SALC of parish concerns regarding mobile and broadband reception/speeds