

MINUTES OF THE MEETING OF NEWBOURNE PARISH COUNCIL

Held on 7th July 2014

Present: Peter Waller (Chair), Lionel Scott, Carrie Risdale, Jim Wicks, Jan Carlton, Sue Pollard

In attendance: Colin Moore (Clerk), County Councillor Patricia O'Brien, District Councillor Veronica Falconer, PC Paul Smith, PCSO Stephen Baddeley

Public question time. As there were no members of the public attending the Chair formally opened the Parish meeting at 19.30hrs

- 1. Apologies for absence:** Michael Frost. (Peter Smyth's absence was noted and the Chair offered to contact him following the meeting.)
- 2. Declarations of disclosable pecuniary interest:** None
- 3. Minutes of the Parish Council Meeting 2nd June 2014.** The minutes were **approved** without amendment and signed by the Chair.
- 4. Suffolk Police update.** PC Paul Smith introduced a recently appointed PCSO, Stephen Baddeley and explained that he would be joining PCSO Glyn Bown on the rural team. PC Smith reported that there was concern over indications of attempted horse theft and asked that local residents remain vigilant for any unusual activity. However, he added that crime generally is reducing and there were no crimes to report for Newbourne over the previous month. (Both officers left the meeting after the reports (19.50 hrs.)
- 5. County and District councillor's reports.** Cllr O'Brien presented a written report and advised that a new Deputy Head of Education had been appointed by SCC, Nikki Edwards, who was highly qualified and well regarded. She also reported that the household waste disposal services were changing collection dates and times. Local publicity will provide the details. (Newbourne household waste collections were now scheduled for Fridays). In response to a question she confirmed that she was agreeable to a request for allocation of the balance of the locality budget for last year and the allocation for this year (a total of £470) to contribute to necessary repairs to the village hall fabric. Cllr Falconer suggested that a request for funds from the community enabling budget may also meet with support. The clerk was asked to email Cllr O'Brien to confirm the arrangements for the locality budget allocation. Cllr Falconer advised that the summer schemes for out of school activity were proving most popular and any parents who wished to use the opportunities provided were advised to sign up as soon as possible. Concern was expressed that the Bloors housing development on Felixstowe sea front did not appear to facilitate disabled access. Cllr Falconer expressed surprise and agreed to make enquiries as to the current position and report back.
- 6. Action points.** The Chair reported that he had contacted SCDC as requested and established that they were not responsible for any grass cutting in the village. He had been advised to contact the County Council Highways team in relation to land at the Blackthornes in Ipswich Road. The clerk reported that SCDC had agreed to look at the provision of a litter bin at the Revelry and would be reporting back after they had inspected the play space. Jan Carlton advised that the sum of £1616 had been raised by the village open gardens day.

7. Planning

- a) **DC/13/2801/FUL – New dwelling on land to rear of 28 Mill Road. Update on parish recommendation to refuse.** The clerk reported that planning permission had now been refused by SCDC. This was **noted**.
- b) **DC/14/1255/FUL – Proposed container painted green for agricultural machinery on land opposite 30 Jackson Road. To confirm submission of ‘noted’ comment. Noted**
- c) **DC/14/1972/FUL – Installation of a farm anaerobic digester plant Walk Barn Farm.** For comment. Whilst in general agreement with the process of anaerobic digester plants there was concern expressed in relation to the transport movements which would follow the establishment of the facility. The access roads to Walk Barn would see increased traffic even though the overall number of traffic movements within a 5 mile radius were expected to reduce. The suitability of the access roads in terms of both capacity and flooding was of concern and should be put forward as issues which must be addressed by imposition of planning conditions should the application be granted. It was agreed that the Clerk would consult with Lionel Scott in preparing the parish response to SCDC.

8. Finance

- a) Clearance of cheques for payment. Payment of all pending expenditure transactions (list attached to these minutes) **agreed** and cheques signed.
- b) Budget report. The clerk produced an updated budget schedule and the first quarter financial reconciliation signed by the Chair. The reports and reconciliation were **noted** and are appended to these minutes.
- c) Safeguarding of public money. The Chair reminded the meeting that legislation now allowed the use of internet or telephone banking for councils; however it was also a condition that the two signature rule must not be abandoned and that councils must formally put in place effective systems and arrangements compliant with the proper practices. He reported that he had discussed the way forward with the Clerk and there was no pressure to change our current cheque payment arrangements. The clerk will liaise with our bank to establish what arrangements could be implemented should the council seek to move away from cheque payments. The Chair's report was **noted** and the proposed way forward **agreed**.

9. Clerks report and correspondence

- a) Insurance policy renewal. Came & Co. meeting arrangements. The Clerk reported arrangements for the meeting with Came & Co on Monday 14th July. **These were noted**.
- b) Information & Networking day for Clerks – report back. The clerk advised that he attended a quarterly networking day organised by SALC which covered current issues and the meeting attended in June had proved helpful in preparing the revised code of conduct being presented at item 11. He sought to continue attending future meetings which SALC charged at £15 per attendance. Future attendance was **agreed**.
- c) Request for information – mobile shop. The Chair had assisted with responding to an enquiry from an individual considering providing a mobile shop service for the village. The responses given were of a factual nature (current shops/services etc.) however a question as to the acceptability or otherwise of a mobile facility was also asked and required consideration by the meeting. It was proposed that the question be asked through the Newbourne Facebook account, facilitated by Carrie Risdale. This approach was **agreed**.
- d) New voter registration process – information evening invitation. The clerk advised that there was an information evening planned by SCDC on 9th and 15th July should anyone wish to attend. This to explain the changes to voter registration process which will be introduced later this year but will not affect those currently on the electoral roll.
- e) NALC Governance and Accountability Guide – reference copy arrangements. NALC have produced an updated copy of this reference document and it was **agreed** that the Clerk would apply for a reference copy at a cost of £16.

- 10. Adoption of policy regarding Filming, Videoing, Photography and Audio Recording at Parish Council meetings.** Adoption of the policy document issued in draft at the June meeting was proposed by Lionel Scott. Adoption was **agreed** and becomes the policy of the Parish Council.
- 11. Code of conduct – update and process for adoption of a revised code.** The clerk reported that NALC have issued a revision version of the Code of Conduct which will need to be considered and adopted, amended if considered necessary, by the Parish Council. The clerk issued copies and scheduled it for adoption at the August meeting.
- 12. Revelry update and consideration of recent incident re cable-way (zip wire).** The Chair reported that a child had been injured whilst using the cable way and subsequent actions were outlined in his written report which had been circulated with the agenda for the meeting. He sought approval for actions taken to date and a decision as to the action to be taken going forward. In summary the child had broken both arms when falling from the cable way and the Chair had consulted with the equipment manufacturer and the insurance company. The cable way had been inspected by ROSPA and given a clean bill of health four months previously. This subsequent to work carried out on the equipment by the manufacturer. Carrie Risdale advised that there had been only three reported incidents since the play space opened 5 years ago. The meeting was generally of the view that the ride should be retained and that it was not considered that there was a liability issue here but prudence dictated that the position be reviewed and any action considered necessary to be taken. In the interim the Chair had instructed SCL to take the equipment out of commission pending the meeting. Three options were discussed. 1) Permanent removal of the cable way. 2) A further inspection by ROSPA to confirm compliance with Health and Safety guidelines and possibly Playdale (the manufacturer). 3) Having reviewed the circumstances at Parish Council level to return the equipment to use. After discussion the council **agreed** that the key outcome was to provide a ride that was exciting and challenging and as safe as it could be in compliance with manufacturer and Health and Safety guidelines. It was **agreed** that the clerk would liaise with the manufacturer and ROSPA and bring proposals to the August meeting. In the interim the cable way would remain out of use.
- 13. Web Site update.** In the absence of Peter Smyth no update was received. However the Chair suggested he discuss the position with Peter and establish the best way forward. This action was agreed.
- 14. Village Hall update on repairs needed and car parking surface.** Sue Pollard reported that the cost of repairs to the fabric had been estimated at £500 and that the committee wished to update the toilets. Earlier in the meeting Cllr O'Brien had offered the locality funding to assist with the cost of fabric repair and further costs, when established may be appropriate for funding through the community fund. Action remains with the village hall management committee.
- 15. Training policy discussion.** Training for councillors was discussed generally and it was agreed that where training was undertaken by parish councillors the course /*and travel costs should be paid by the parish council and that a budget should be established for the purpose.
- 16. Parish Newsletter Advertising.** The Clerk reported that the newsletter had been approached regarding placement of advertising and they had approached him for a steer. It was agreed that the issue rested with the current publishers but that the parish council had no objection should they wish to include advertising in the publication.

There being no further business the meeting closed at 21.30.

Chair, 4 August 2014