

MINUTES OF THE ANNUAL MEETING OF NEWBOURNE PARISH COUNCIL

Held on 12th May 2014

Present: Peter Waller (Chair), Michael Frost, Jim Wicks, Jan Carlton, Carrie Risdale
County and District Councillors: Patricia O'Brien, Veronica Falconer

In attendance: Colin Moore (Clerk), Pat Frost

1. Election of Council Officials

Mr Frost took the Chair temporarily and called for nominations for the post of Parish Council Chair. Peter Waller was nominated, seconded and agreed to accept the post. He was then elected to the post and took the Chair for the remainder of the meeting. The declaration of acceptance of office was signed.

Mr Lionel Scott, although absent, had indicated his willingness to continue in the post of Vice Chair and was nominated, seconded and duly elected to the post of Vice Chair of the Parish Council.

This meeting followed the Annual Parish meeting and in the absence of any members of the public wishing to raise questions the meeting was formally opened by the Chair at 19.30hrs

2. **Apologies for absence:** Peter Smyth; Cllr Veronica Falconer; Lionel Scott; Sue Pollard
3. **Declarations of disclosable pecuniary interest:** Carrie Risdale indicated that she would withdraw when item 8c was discussed
4. **Parish Council Representatives:** The following were appointed as lead or PC representatives for the forthcoming year.
 - a) Village Hall Committee – Sue Pollard, Jan Carlton
 - b) Planning issues lead – Peter Waller
 - c) Revelry play space committee – Carrie Risdale, Peter Smyth Hazel Byford,
 - d) Police groups (Speed watch & SNT tasking meetings) – Peter Waller (Tasking meetings) Sue Pollard (Speed Watch)
 - e) SALC area meetings – Peter Waller
 - f) Tree Warden – Jan Carlton
 - g) Quiet Lanes – Peter Waller
 - h) Newsletter – Carrie Risdale

5. **Minutes of Parish Council meeting 7th April 2014.** The minutes were **approved** without amendment and signed by the Chair.

6. **Update from Suffolk Police and County and District councillor's reports.** The constabulary were not present. *(A written crime report for April 2014 will be forwarded subsequent to the meeting.)*

Cllr Patricia O'Brien presented a supplementary written report. She reported that she had now stood down from the Public Protection Cabinet Committee but would continue her work with the Police and Crime Panel. An update on the police efficiency savings debate was discussed. On the subject of the locality grant Cllr O'Brien was requested to hold up the balance of the grant for 2013 and 2014 pending the completion of survey work on the Village Hall fabric to allow a grant

to be applied to the repairs; this she kindly agreed to do. Cllr Falconer had presented written reports to the Annual Parish Meeting which included a reference to the fact that she would not be standing for re-election in 2015. This was **noted with regret** by the meeting and her continuing efforts on behalf of Newbourne were much appreciated.

7. **Action points.** All cleared or covered by agenda.

8. Planning

- a) DC/13/3741/AGO – Erection of post barn to house tractor and farm machinery etc. at Greenway Nursery. The clerk reported further correspondence with Planning regarding local concerns that the conditions relating to agricultural use had not been met. After a short debate it was **agreed** that the matter be taken no further.
- b) DC/14/12136/FUL – Conservatory 12 Ipswich Road. It was **agreed** our response would be 'no comment' to this application.

Prior to the next item Carrie Risdale left the room

- c) DC/14/1254/FUL – Machinery Barn 42 Jackson Road. After a short discussion it was noted that the barn had been constructed prior to submission of the planning application and there was general unease in relation to the impact on the resident across the road from the entrance to the site. However in the absence of grounds on which to object it was **agreed** that the Parish Council would make a response of 'no comment'

Carrie Risdale returned to the meeting

9. Finance

- a) Accounts and annual return update. The Clerk reported that the SALC internal audit had now been completed and found the accounts and supporting documents were all in order. The next stage was the invitation to parishioners to examine the accounts prior to submission for final external audit.
- b) Clearance of cheques for payment. Payments of all pending expenditure transactions (list attached to these minutes) **agreed** and cheques signed.
- c) Budget report. The clerk produced an updated budget schedule and details of expenditure for information. He advised that these reports would be produced quarterly and the frequency and format were **agreed**. The reports were **noted**.
- d) Locality Budget update – this matter was dealt with under the County Councillor report (Item 6)

10. Clerks report and correspondence

- a) Village Hall Car Park proposals – The clerk reported that the village hall committee had been provided with estimates for a series of solutions for car parking surfaces which ranged in cost from 16 to 30 thousand pounds. He noted that an informal estimate given verbally by SCL for a solution which utilised deep set matting was of the order of 3 to 5 thousand pounds. Jan Carlton offered to discuss this with the village hall committee and then request a formal estimate from SCL if they so wished.
- b) Spring Clean Suffolk 2014 – update and arrangements for 31st May. The Clerk reported that he had registered the scheduled litter pick with SCDC and gloves, bags and litter picking sticks would be provided and the litter bags collected the following week. There was discussion regarding arrangements and possible provision of refreshments for participants

and Mike Frost was asked to check on the availability of the hall for the provision of refreshments. It was **agreed** that the Chair and Carrie Risdale would take any further arrangements forward.

- c) Tailored Training. The Clerk suggested that the council consider whether to hold a Parish Meeting in August or whether instead to have an informal training evening when one or two speakers would be invited to provide background on planning and council matters generally as an alternative to formal councillor training. The meeting **agreed** to consider the options at the next meeting.
- d) Consultation responses – parish policy. The Clerk reported that there had been several occasions recently where requests for views of the parish council were being made with short notice and generally between meetings. After a short discussion it was **agreed** that such requests for feedback/views would be refused on the basis that insufficient time was being given to provide a considered and agreed response.
- e) Insurance policy renewal arrangements. In view of the need to consider the terms of insurance renewal in September it was proposed that a small group be asked to meet with our brokers and discuss the options and costs for the renewal. It was **agreed** that the group would consist of Peter Waller, Carrie Risdale and a representative of the village hall management committee, the Clerk to arrange.

11. Revelry and web site updates

Carrie Risdale reported that there had been an accident at the play space where a young child had broken his wrist whilst using the zip wire. The details had been forwarded to the Clerk by the child's father and contact had been made with our insurers in case a claim was made as a consequence. The providers of the equipment had replaced the spring in October 2013 and a full ROSPA inspection had been carried out in February 2014. Subsequent planned inspections had taken place and on receiving the report of the injury a further inspection of the equipment was carried out and it was found to be in satisfactory order. After general discussion it was agreed that whilst consideration may be given to advisory signs there was no direct action to be taken and the matter was now one for the insurers to deal with if the parents wished to take any further action.

Peter Smythe was reported to be on the mend and hopefully the re-launch of the website would soon be underway.

12. Mobile phone and Broadband performance issues

The Chair took further views from the meeting and confirmed that he would be reporting back to SALC at the next quarterly meeting.

The meeting closed at 21.20 hours.

Chair, 2 June 2014

Action points - None