

MINUTES OF THE MEETING OF NEWBOURNE PARISH COUNCIL

Held on 3rd November 2014

Present: Peter Waller (Chair), Jim Wicks, Michael Frost, Jan Carlton, Sue Pollard, Lionel Scott, Peter Smyth

In attendance: Colin Moore (Clerk), Cllr Veronica Falconer, Cllr Patricia O'Brien

Public question time. There being no members of the public in attendance the Chair duly opened the meeting at 19.30 hrs.

- 1. Apologies for absence:**, Carrie Risdale,
- 2. Declarations of disclosable pecuniary interest:** None
- 3. Minutes of the Parish Council Meeting 6th October 2014.** The minutes were **approved** without amendment and signed by the Chair.
- 4. Suffolk Police update.** The October police report had not been received in time for the meeting and the Clerk undertook to distribute it when received.
- 5. County and District councillor's reports.** Patricia O'Brien (County Councillor) presented her written reports and commented that she had found the reported Police & Crime Commissioner conference very useful. Veronica Falconer (District Councillor) referred to the application submitted to obtain part funding for refurbishment of the village hall toilets and was hopeful of success.
- 6. Action points.** None outstanding
- 7. Planning**

DC/14/1972/FUL – Installation of a farm anaerobic digester plant Walk Barn Farm. The clerk reported that the application had been refused. **Noted.**

DC/14/2938/FUL – Two storey rear extension 2A Ipswich Road, Newbourne. Application granted by SCDC. **Noted**

Local Plan – SCDC 'village envelope' question. The clerk advised that SCDC Planning had commenced the process of developing local plan documents and were seeking to inform and take feedback from parishes. Three initiatives were discussed. 1) An 'open house' to receive an update on progress and to raise issues – no offers to attend. 2) A question from Hilary Hanslip (SCDC Principal Planner) 'do you think there is any need to continue to identify sites as protected from development if there is no prospect of development as the physical limits boundary has now been removed' – in the light of the fact that Newbourne is classified as 'other village' it was not considered necessary to seek further protections 3) SCDC seeking expressions of interest in participation in an area specific working group – no offers to participate. It was acknowledged that whilst the parish would not be actively involved in the initial design stages there would be the opportunity to comment during the formal consultation process.

The SCDC **consultation on the Community Infrastructure Levy** was briefly discussed and no conclusion reached. There was concern that the pricing structure was skewed to resist development in areas such as Newbourne although this was an acceptable outcome for some councillors. It was

agreed that no parish council submission would be formulated although councillors could comment individually should they wish to do so.

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 update. The clerk reported that all budgets were as reported at the previous meeting and that there had been no unexpected items of expenditure. **Noted**
- c) Review of current (2014/15) budget – agree principles for 2015/16 precept. The Chair referred to a paper prepared for the previous meeting (Budget considerations in preparation for setting the precept 2015/2016 – attached) and additional papers, also attached to these minutes, which outlined ‘one-off’ costs for the current year, anticipated base costs for 2015/16 and a further paper ‘budget considerations’ all to assist in considering principles to be applied by the clerk when preparing options for next year.

There was detailed discussion from which the following points emerged

- clerks salary, hours to better reflect work performed from 1 April 2015 viz. 20 hours per month
- continue the link with SALC and utilise audit offerings
- landscaping, further consider the number of cuts when budget figures are assembled for the January 2015 meeting
- funding the Revelry, greater efforts to achieve grant funding and the balance between the application of community funds and the utilisation of existing reserves to be considered in detail in January
- Village hall, agree assistance with funding the insurance premium, level to be decided in January.
- Reserves, to be subject to review when deciding the precept level.

The clerk undertook to prepare options for councillor consideration at the January meeting when the precept would be decided.

- d) 2014/2015 Insurance premium contribution to village hall - decision. It was **agreed** that the planned £400 contribution to the Village Hall insurance premium be paid from the community fund.
- e) Clerk – national pay consultation and pension position. The Clerk reported that a Local Government Pay consultation was under way with an offer of an increase of approximately 2% on the table. If agreed the impact on the community fund would be less than £2.00 a month. Advice had also been received from SALC that the pension ‘staging date’ (i.e. implementation of the new national scheme) is 1st May 2017 and whilst the current clerk will not be affected it would be necessary to consider the impact should a new clerk be appointed beforehand.
- f) 2015 election. SCDC had notified the clerk that if a parish council election was necessary it would cost of the order of £600 and if not, a contribution of approximately £150 would be requested by SCDC. These costs would need to be factored into next year’s budget and a continuing ‘earmarked’ reserve of £600 should be considered.

9. Clerks report and correspondence

- a) **Risk assessment review – complete review process.** The Chair advised that he had reviewed the risk analysis and had no amendments. The councillors present **agreed** and confirmed that they had reviewed the risk analysis and were content to adopt it as it stood for a further year.
- b) Overgrown shrubs, Ipswich Road. Chairman’s correspondence. The Clerk advised that the Chair’s letter to SCC regarding overgrown shrubs had received a response and that the shrubs had been cut back. **Noted.**
- c) **SCDC Budget Review meeting.** An invitation to councillors had been received. Apologies will be tendered as no councillor wished to attend.
- d) **Bus Service 174/179 (additional item).** The Clerk was requested to respond to notification of the withdrawal of the morning 179 (return 174) service seeking review/explanation.

10. Revelry

- a) Zip wire ride refit update. The Clerk advised that the zip wire had now been restored with some minor adjustment to reduce the speed. It was **noted** that the ride had met the manufacturer's specification and ROSPA requirement prior to the refitting and continued to do so.
- b) H&S monthly inspection regime. Reported as now in place through the parish contractor, SCL.
- c) Signage update. Two new signs had now been installed providing detailed location information and advising users to take care.

It was noted that a quotation for cutting the hedge to side of the play space and the front of the village hall/play space had been obtained from our contractor. Further request to establish the individual cost of the frontage – to be charged to the village hall.

11. Web Site Update. Peter Smyth reported that he hoped to obtain information on the number of times the site had been accessed ('hits'). **Noted**

12. Village Hall report. Sue Pollard reported that the work on the exterior of the village hall was nearly complete and the refurbishment of the toilets well in hand. **Noted.**

There being no further business the meeting closed at 21.20.

Chair, 1st December 2014