

# MINUTES OF THE MEETING OF NEWBOURNE PARISH COUNCIL

Held on 1<sup>st</sup> September 2014

**Present:** Peter Waller (Chair) Lionel Scott, Jim Wicks, Michael Frost, Carrie Risdale (for item 10), Sue Pollard.

**In attendance:** Colin Moore (Clerk), Hazel Byford (for public question time and item 10)

Public question time. There was one member of the public in attendance who made a statement regarding item 10, Revelry, with particular reference to the aerial ride (zip wire). Hazel Byford argued for the retention of the ride and expressed the view that the younger parishioners enjoyed the facility and would be very disappointed if it were removed.

The Chair thanked Hazel Byford for her attendance and remarks and stated that he would bring item 10 on the agenda (Revelry) forward.

1. **Apologies for absence:** Peter Smyth, Jan Carlton.
2. **Declarations of disclosable pecuniary interest:** None
3. **Minutes of the Parish Council Meeting 4<sup>th</sup> August 2014.** The minutes were **approved** without amendment and signed by the Chair.

## Revelry. (Agenda item 10)

- a. **Zip wire ride decision.** The Chair opened the discussion with an explanation of the background to the item. He advised that following an extensive review of Health & Safety and practical issues the council were in a position to review the decision to withdraw the ride from service following two incidents where children had been hurt on falling from the ride. He confirmed that the manufacturers (Playdale), the Royal Society for the Prevention of Accidents (RoSPA), our insurance brokers (Came & Co.) and the district council had been consulted and had all been of the opinion that the Parish Council had correctly followed inspection procedures and that the type of ride was within acceptable risk limits for play areas. It was noted that such accidents were always a risk on equipment of this nature and the decision to deploy such equipment was a balance of risk against provision of play equipment which both challenged and provided enjoyment for young people. It was not recommend that age restrictions be enforced as other factors including physical size and agility were also relevant. All councillors present spoke in favour of putting the ride back into use and after further discussion **agreed unanimously** to reinstallation of the zip wire ride. Clerk to liaise with SCL and request that the seat be refitted and the ride be re-checked against the manufacturer's specifications prior to returning to use.
- b. **H&S Inspection regime.** It was **agreed** that Simon Cox of SCL, a qualified Health and Safety practitioner, be asked to conduct a monthly H&S inspection of the play space as a whole and to provide a written report at the agreed price of £25 + VAT per month
- c. **Signage.** It was also **agreed** that two weatherproof signs be commissioned and installed at the play space. One providing clear location and contact information and the other a simple sign asking users of the play equipment to take care. Commissioning of the signage to be undertaken by the Clerk in conjunction with Carrie Risdale.
- d. **Litter bin update.** Sue Pollard advised that she had met with SCDC to discuss location and emptying arrangements (weekly). The installation of the litter bin in the proximity of the play space was now in hand.

4. **Suffolk Police update.** The August police report had been received and distributed to Councillors. The report was **noted**.
5. **County and District councillor's reports.** Neither Patricia O'Brien nor Veronica Falconer were in attendance. Monthly reports would be issued on receipt.
6. **Action points.** The subject of local flooding issues was discussed and further work on the preparation of a letter to Highways was required. Deferred to the next meeting.

## 7. Planning

**DC/14/1972/FUL – Installation of a farm anaerobic digester plant Walk Barn Farm.** The clerk reported that no decision had yet been made by SCDC. Objections had been posted on the SCDC planning website including one from the Environment Agency which highlighted water source pollution issues which would require resolution before they would agree to installation of the facility.

## 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 produced an updated budget schedule which was **noted**. The Clerk advised that payment of the insurance renewal premium prior to the end of September would require the transfer of funds from the savings account to the Community account. It was **agreed** that the Chair be **authorised** to effect a transfer of £1000 between accounts by telephone transfer should this prove necessary.
- c) Audit update. The Clerk reported that BDO, the external auditors, had not completed sign off of the accounts within their timescales but had assured the Chair that the accounts were clear of any issues and would be formally authorised as soon as they cleared their backlog.

## 9. Clerks report and correspondence

- a) Insurance policy renewal. Village Hall valuation and next steps. The Clerk reported that the village hall had been visited by a professional property valuation practitioner and a formal report was awaited. However, an early indication had been given that the hall was under-insured and that as a consequence it was likely that the premium for insurance renewal could be higher to the order of £300 to £400. Sue Pollard, as village hall Chair expressed concern and asked that the council consider a contribution from parish funds (in line with practice from previous years) to assist in maintaining the viability of the Village Hall. A contribution was generally **agreed** in principle and the amount would be considered once the level of the new premium was established. The Clerk advised that both the valuation of the village hall and revalued parish assets had not been finally established although a renewal quotation, based on previous valuations, had now been received. The policy was scheduled for renewal on 1<sup>st</sup> October (i.e. prior to the next scheduled Parish Meeting) and the meeting **agreed to authorise** the Chair plus one other cheque signatory to confirm the renewal premium and clear payment up to the sum of £2000 prior to the next meeting when formal approval would be required.
- b) Electoral Review of Suffolk Coastal – Final recommendations. The recommendations which included the aggregation of Nacton, Kirton and Newbourne as a single member ward 'Kirton' were noted.
- c) SALC Area meeting agenda. The clerk advised that the next SALC area meeting would take place on 15 September and the Chair was unable to attend. Other councillors were invited to attend in his stead. The clerk asked that anyone interested let him know.
- d) Information items.
  - i. The clerk advised that the Risk Analysis, Standing Orders and Financial Regulations all required review and adoption. He intended to review each of the documents and provide hard copies at successive meetings for clearance at the meeting following to aid the process.
  - ii. Reef Film production. A television production company had visited and filmed in Newbourne. A television programme featuring Newbourne was expected in October.

- iii. UK Power Newsletter. UK Power produce a quarterly newsletter and councillors interested in receiving a copy were asked to advise the Clerk
- iv. Leisure strategy. SCDC had extended the deadline for feedback on the strategy to the end of September
- v. SCDC had terminated the Travellers Site consultation without setting a new timetable.

The information items were all **noted**.

10. **Revelry** (reported after item 3 of these minutes)

11. **Web Site Update**

The meeting **noted** the introduction of an updated web site for Newbourne. The meeting expressed its **sincere thanks** to Peter Smyth for the work he had done to set up a very professional and effective web site on behalf of the parish as a whole.

12. **Village Hall update on repairs required. Locality Budget position.** Sue Pollard reported that the repairs to the fabric of the toilets had been completed and an invoice in the region of £500 was awaited. It was **noted** that Patricia O'Brien had earmarked £400 of her locality budget as a contribution to the repairs. Updating of the toilets and other planned improvements would have to be reviewed in the light of the increased cost of insurance and the village hall committee will be reviewing costs and planned expenditure at its next meeting. The verbal report was **noted**.

13. **Fly tipping correspondence.** The meeting noted the letter prepared by Lionel Scott and the Clerk together with the response received from SCDC. The correspondence was closed.

There being no further business the meeting closed at 21.30.

**Chair, 6<sup>th</sup> October 2014**