

MINUTES OF THE ANNUAL MEETING OF WOOLPIT PARISH COUNCIL HELD ON MONDAY 16 MAY 2011 AT 7.30 P.M. IN WOOLPIT INSTITUTE.

**Present:** Mr Wiley, Mr Guyler, Mr Melvin, Mrs Cook, Mrs Parker, Mr Smith, Mr Lomax and 2 members of the public.

**Public comment.** In the absence of the Police the Clerk read the report. There were 3 crimes between 7 March and 14 May; 1 theft of a wallet at the car boot site, 1 theft from a motor vehicle and 1 fear of provocation of violence Section 4. Information on the Suffolk knife amnesty bins.

Mrs Cook proposed a vote of thanks to Mr & Mrs Moore for organising the recent Royal Wedding celebrations. The Clerk will send a letter. *Action: The Clerk*

The hedge along Bury Road needs cutting as pedestrians have to walk in the road.

The Clerk will write to Mr Prior.

*Action: The Clerk*

District Cllr Melvin has been re-elected for the 7<sup>th</sup> time. The Conservatives have control of MSDC with the Greens and associates as the main opposition party.

Voting slips regarding the merger of MSDC and Babergh DC have been sent out.

1. **Election of Chairman.** Mr Wiley was proposed, seconded and elected.

2. **Election of Vice-Chairman.** Mr Guyler was proposed, seconded and elected. Declarations of acceptance of these posts were signed and witnessed by the Clerk.

3. **Apologies for absence** were received from PC Swain and PCSO Pendergast.

4. **To appoint Parish Council Representatives to other bodies.**

Institute Committee – Mr Wiley

Woolpit Village Hall and Playing Field Committee – deferred

SALC – Mr Guyler

Youth Initiative – Mr Wiley

Tree/Footpath Warden – Mr Eburne

Pump Garden – Mrs Dean

Public Transport Liaison Officer – Mr Wiley

School Governor – Rachel Gooch to liaise with Mrs Parker

Woolpit Charity Lands – Dr Cockayne, Mrs Moss, Mr Parker and Rev Farrell

St Mary's Building Trust – Mr Eburne

Millennium Garden – Mrs Cook

5. **To receive declarations of interest.** Mr Smith declared a prejudicial interest in item 20 Rookery Farm and signed the interest book.

6 **To approve minutes of the meeting 4 April 2011.**

Folio 408 item 11 was amended to read Mr Melvin and Mr Guyler. With this amendment, the minutes were approved and signed.

7. **Clerk's Report**

**Internal finance checks** – Mrs Cook conducted checks in March. All records were up to date. Cheque signatories are reminded that they must initial all cheque stubs.

**Internal audit** – Mrs Eburne has completed the internal audit of accounts to 31 March 2011. She has suggested that we produce a supporting statement at year end as this will detail Section 137 payments and reserves. The Clerk will investigate this during the year.

**Assets register** – Cllrs confirmed that WPC still own the mower, strimmer and DT trimmer which have been passed to Woods for Woolpit to use.

**Co-option of Councillors** – the Clerk has drafted an item for June/July Diary asking anyone interested to contact her in writing by 14 June so that this matter can be considered at the meeting 20 June

**Office insurance** - £1000.00 is included in the standard cover. The Clerk has arranged an additional £300.00 and the resulting AP of £1.85 will be added to the renewal fee.

**Pump Garden** – Gadd Brothers have advised that they are unable to commence work on 16 May due to commitments at the Malvern Flower Show being extended. The work will now commence 6 June.

#### **8. To receive correspondence/communications and deal with any matters.**

**SCC** new hours for Household Waste Recycling centre. **SCC** BBC Radio Suffolk Don't be a Tosser Campaign 2011. **SCC** Highways Road Surface Dressing programme 2011. **O C Jewers** concerns that we should go direct to them on issues to do with landscaping. The Clerk will advise that as this was part of a planning condition we have a procedure to follow. **Suffolk ACRE** request for volunteers regarding TV switchover. **SALC** survey on view of Parish Councils will be completed by Mr Guyler and the Clerk. **SCC** advising that white lines cannot be extended. If further restrictions are required a Traffic Regulation Order would need to be made to make it enforceable. Cllrs agreed not to take the matter further. **SCC** changes to SCC street lighting and invitation to Councils to join the system to change to intelligent street lighting. This will be an agenda item for the June meeting. **SCC** Trusted Trader scheme. **SCC** thanks for our comments regarding Elmswell Library which will be fed into the report to Cabinet in July. **Zurich Insurance** advising they have written to Greene & Greene Solicitors regarding the claim from Mrs Gough, The Firs, Broom Hill Lane. **MSDC** re Code of Conduct for Members remains in force until the Localism Bill is enacted and relevant provisions come into force. This may not be until next year. Declarations of Interest forms need to be completed by all councillors including re-elected councillors with 28 days of the recent elections. The Clerk will check that MSDC have sent these out. **Mr Moore** advising that the Royal Wedding Celebrations were successful and our offer to underwrite any loss up to £250 is not required. Next year is the Queen's Diamond Jubilee and he asks WPC to discuss what it intends to do to mark the occasion. The Clerk was asked to make this an agenda item for the June meeting. **SCC** Rights of Way annual surface clearing programme 2011. **MSDC** explanation of why PC proportion of council tax increased by 0.6%. The Clerk will ask why other proportions did not increase by the same percentage. **SCC** investigating the delay in replacing the bollard outside Granmore and the split one outside Bridges. **Keepers Daughter Theatre Company** information passed to Woolpit Festival Society. **Stowmarket Town Council** Stowmarket Festival information. **MSDC** Walking Festival programme. **The following items were passed to Cllrs for circulation:** SCC/Hymans Robertson pension fund ill health liability insurance; Suffolk View spring 2011; SCC letter re delayed closure of HWRCs; came&company parish council insurance; SALC training calendar and HMRC/PAYE; The Local Councillor issue 1 2011; Clerks & Councils Direct May 2011, Thedwastre North report April 2011; letter from Andrew Good, MSDC; Mid Suffolk Community Auditor; Christchurch Park concert season 2011, Suffolk ACRE update spring 2011.

#### **9. Planning – to consider current applications and receive MSDC decisions.**

**0779/11** Retention of 2 sheds; erection of pergola; erection of fence and gates. Clear View, Bury Road – support subject to use of the sheds being restricted to storage purposes relating to domestic use and the residential occupation of Clear View.

**0850/11** Infill 3 sides of recently erected open sided detached double cartlodge style garaging. New house adj Guiting House, Borley Green – support.

**1166/11** Erection of first floor side and rear extensions and single storey front extension under existing roof. The Hollies, Mill Lane – object. The windows to the south west elevation will have a detrimental effect to the privacy and amenity of the neighbouring property due to overlooking.

**1156/11** Erection of rear extension to kitchen. Pitches End, The Heath – support.

**1397/10** Use of Unit 6 without compliance with condition 2. Unit 6 Brickfield Business Park, Old Stowmarket Road. MSDC decision – permission granted.

**2862/10** Erection of steel-framed agricultural grain-store. Clopton Green Farm, Clopton Green, Rattlesden. MSDC Decision – permission granted.

**0625/11** Erection of first floor rear extension and rear porch. White Cottage, Mill Lane. MSDC decision – permission granted.

**3414/10 & 3416/10** Remodelling existing extension, kitchen and laundry room, form new bay windows and door opening to an existing window opening, also form porch and roof lantern. Grange Farm, Green Road. MSDC decision – permission granted.

**3579/10** Change of use of former commercial property to form two dwellings. Extending one property from single storey to two storey. Demolition of existing garage. Rear extension to form garden room. Woolpit Interiors, The Street. Going to MSDC Planning Committee 27 April 2011. Mr Melvin advised that the Planning Officer visited the site and could see the difficulties in accessing the parking area and the application now appears to be on hold while these issues are rectified.

#### **10. To approve accounts for payment.**

Mr K Harknett £16.90 litter picking April; Suffolk County Council £139.34 April pension payment; Mrs S Eburne £25.00 internal audit of accounts to 31/3/11; BT Payment Services £80.20 telephone bill; Mr Wiley £7.10 key for institute bin area for Clerk's office use. All accounts were approved and cheques issued.

#### **11. To further discuss a grant to extending the Village Hall Car Park with members of the Village Hall Committee and take any necessary action.**

Mrs Moore and Mrs Semmens had been invited to the meeting to discuss this matter with Cllrs. Mrs Moore advised that several source of mesh had been investigated and Tenax selected as right for the job and best value. The mesh is guaranteed for 100 years in unexposed areas. SCC grass cutters have confirmed that they cut several areas with this type of grass reinforcement without problems. The Village Hall Committee has raised £3,000 towards costs with other fundraising events planned. Mrs Moore believes the project fits the criteria for "Awards for All" grants and will apply. The VHC knows they have lost hirings due to parking issues and believe the extended car park will be an valuable asset to the community.

In principal Cllrs agree to the project and await updated quotes before making a decision of making a grant at the June meeting.

#### **12. To consider quotes for re-felting the youth shelter roof and take any necessary action.**

Mr Wiley advised that the cost of felt is £48 and the job can be done for £68 and he will not charge for labour. Cllrs unanimously agreed that Mr Wiley should carry out the work.

*Action: Mr Wiley*

#### **13. To discuss concerns regarding movement of containers at Goldstar and take any necessary action.**

Containers are being moved a lot overnight causing disturbance to residents. Cllrs do not believe there are any time restrictions set for the site but the matter can be treated as a nuisance issue. The Clerk was asked to write to the company in the first instance and Mr Melvin would enquire regarding noise meters at MSDC.

*Action: The Clerk and Mr Melvin*

#### **14. To consider a grant request from Woolpit Institute and take any necessary action.**

The Institute Committee are not asking for a grant at this stage. They have applied to the Suffolk Foundation for a grant which will be considered in August. The Committee are also completing a grant request form for MSDC and require a letter of support from WPC. Cllrs fully endorse the need for a replacement stair lift and the Clerk will send the necessary letter.

*Action: The Clerk*

**15. To debate parking at the Health Centre, Heath Road and take any necessary action.**

Mr Wiley has spoken with Dr West and it would appear the Health Centre do not appear to know how to proceed with this matter and confirm nothing has been done. Mr Melvin advised that he had been invited to attend a meeting of SCC and the Health Centre some time ago but nothing had been forthcoming from it. There does not appear to have been any communication between the Health Centre and the school. Mr Melvin, Mr Wiley and Mrs Parker agreed to meet with representatives of the Health Centre and the school to try and move this matter forward. The Clerk will write to both organisations. *Action: The Clerk*

**16. To consider whether to pay telephone bill by cheque or set up a Direct Debit.**

The Clerk will confirm that it is acceptable for PCs to set up Direct Debit. Cllrs agreed in principal to pay by Direct Debit once the issues of receiving 2 invoices and problems with the installation of the phone line have been resolved. *Action: the Clerk*

**17. To discuss the section of ground beside allotment 24 and take any necessary action.**

This area was unsuitable to be let as an allotment and Mrs Buckle who is the tenant of the adjoining plot has offered to keep the area tidy. Cllrs unanimously agreed to take up her kind offer. *Action: The Clerk*

**18. To discuss rent increase for the farm area of allotment ground.**

Cllrs will need to know the size of the area before making a decision at the June meeting. *Action: The Clerk*

**19. To receive a report from the Litter Picker.**

Mr Harknett has been able to resume some of his duties as his condition improves.

Mr Smith left the meeting at 9.35 p.m.

**20. Rookery Farm, Drinkstone – update on current issues.**

MSDC is satisfied that the rendering plant has been sufficiently dismantled not to be used again. There will be a considerable smell nuisance when the lagoons are emptied. This no longer needs to be a regular agenda item.

Mr Smith rejoined the meeting at 9.40 p.m.

**21. Date of the next Parish Council Meeting – Monday 20 June 2011 at 7.30 p.m. in Woolpit Institute. Noted.**

The meeting closed at 9.43 p.m.

Signed.....

Dated.....