

MINUTES OF THE ANNUAL MEETING OF WOOLPIT PARISH COUNCIL HELD ON MONDAY 19 MAY 2014 AT 7.30 P.M. IN WOOLPIT INSTITUTE

Present: Mr Guyler, Mr Melvin, Mr Jones, Mrs Cook, Mrs Parker and 3 members of the public.

Mrs Moss asked when the garden, pavement work at the Steeles Road redevelopment would take place and the portaloo removed. The Clerk advised the work should be completed in June.

Mr Wheatley asked who would be WPC contact for Woolpit Diary and a distributor needs to be found to cover The Street. The Clerk will be the contact and Mrs Cook offered to deliver the June/July issue of the Diary to allow time to find a permanent distributor.

County Councillor Storey advised that the Conservative group has proposed her as Vice-Chairman of SCC and Christopher Hudson as Chairman; the AGM is at the end of May.

District Cllr Melvin had nothing to report from MSDC.

Mrs Cook advised that the hedge along Cow Fair footway needs cutting and the sycamore saplings need removing. The Clerk will contact Orbit Housing.

Action: the Clerk

Mr Melvin advised there are 2 large potholes outside Green Farm by the triangle towards Rattles den. The Clerk will report to SCC.

Action: the Clerk

A minutes silence was held in memory of our Chairman John Wiley who died on 30 April 2014.

1. Election of Chairman. Mr Guyler was nominated by Mr Melvin, seconded by Mrs Parker and unanimously elected.

2. Election of Vice-Chairman. Mr Melvin was proposed by Mrs Parker, seconded by Mrs Cook and unanimously elected.

The meeting adjourned at 7.53 for the Police report.

There was one crime recorded between 1 April and 17 May which was an assault no injury. There were 45 events called into the Police during the same period; 24 relating to highway obstruction/Road Traffic Collision. A Section 59 warning has been issued to a motorist using a vehicle in an anti-social manner in the car park. Information on current scams and rogue traders was received.

The meeting reconvened at 8.05 p.m.

3. Apologies for absence were received from Mr Smith, Mr Lomax and Mr Hardiman.

4. To appoint Parish Council Representatives to other bodies.

Institute Committee – Mr Guyler.

Woolpit Village Hall and Playing Field Committee – Mr Hardiman.

SALC – Mr Guyler.

Youth Initiative – a representative will be appointed when necessary.

Tree/footpath Warden – Mrs Hardiman.

Pump Garden – Mrs Fuller and Mrs Grant.

Public Transport Liaison Officer – Mrs Fuller.

School Liaison – Mrs Cook.

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

St Mary's Building Trust – Mr Guyler.

Millennium Garden – Mrs Cook.

Allotment Wardens – Mrs Parker and Mrs Cook.

5. To review the effectiveness of council's internal audit and systems of financial control.

Cllrs reviewed the current internal audit and control procedures and are satisfied that they comply with regulations and are suitable for the PC's financial levels.

6. To receive declarations of interest. There were none.

7. To approve minutes of the meeting 3 March and 7 April 2014.

The minutes were approved and signed.

8. Clerk's Report

Internal audit – Mrs Cook conducted an internal audit 4 March and all was in good order.

Fidelity Guarantee insurance cover – has been increased to £125,000.

Litter around Woolpit Room – MSDC hit squad will clear.

Metal Bollard outside Oak Cottage – the original bollard was too damaged to reinstate so SCC has ordered a replacement.

Briar Hill – replacement street light and column now complete.

Youth Initiative Fund –SALC has advised that donations can be sent to groups outside the village for the use of Woolpit members.

Ladyswell Volunteer – SALC has advised that the volunteer can deal directly with Woods for Woolpit.

Neighbourhood Watch – Malcolm McKessar, Community Watch Liaison Officer for Mid Suffolk will be invited to the meeting 16 June at 7.00 p.m. Events are being held to promote recruitment during May and June.

Borley Green – the road name sign has been reinstated.

Trees in Rags Lane – debris has finally been cleared and SCC has been given the Landowners details to contact him to keep the remainder of the trees and hedge in good order.

Steeles Road redevelopment – Orbit Housing has advised that Persimmon had to serve a notice on SCC in order to complete work on the street lighting which has caused delays. The work is pencilled in for the second week in June. Persimmon will have to put an electric main in the footpath in order to do the street lighting so they will be doing all the works required at the same time so that there is minimal disruption to the area.

Community Speedwatch - since the end of October, 15 sessions have been completed with the majority in just one of the two approved locations in the village. This has resulted in a total of 135 speeding incidents being recorded of which 110 have resulted in a letter being issued by Suffolk Police. The maximum speed recorded was 55mph. Future plans include reviewing the village for other possible suitable locations to request approval for. Recently one new person has applied to become a speedwatch volunteer. The Speedar was recently checked by Suffolk Police and verified as calibrated correctly. It is scheduled to be checked again by Suffolk Police in August.

Allotment numbers signs – have been received and attached to the fence.

Terms of use signs at the bottle bank – have been installed but still the boxes of Budweiser bottles are being left beside the bottle bank.

Dog Fouling – MSDC Environmental Health has advised that if residents can identify times and routes where continual fouling is being allowed to take place, they will send out a patrol to catch the culprit.

SCC Highways contract arrangements – we were asked to comment via SALC of any problems being experienced since the new contract. The Clerk responded and sent copies of issues.

Pole in the Pump Garden – the grey pole with no sign attached is no longer required. It used to have the bus timetable which has now been erected in a better position. The Clerk will contact SCC to have removed. *Action: the Clerk.*

Employment Allowance – Parish Councils are not eligible for this allowance.

Police Parish Council Quiz – 4 July, so far only Mr Melvin and Mr Guyler have come forward.

MSDC Parish Liaison Meeting – 5 June Mr Guyler will attend the evening session and the Clerk the morning session.

Openness of Local Government Bodies Regulations 2014 – WPC does not wish to comment.

30 mph sign Bury Road – has been replaced.

9. To receive correspondence/communications and deal with any matters.

SCC Pension Fund Funding Strategy Statement 2014. e.on changes to terms and conditions. **John Moore** copy of letter sent to MSDC Planning Enforcement regarding Costcutter. **John Tomlinson** regarding parking in Old Stowmarket Road. The Police are aware and have taken action to ensure that parking is more than 10m from the junction. **Mid Suffolk CAB** thanks for the donation. **SALC** training programme and tailored training. **Mike and Sue Birt** apologies for not attending the APM. **The following items were circulated to Cllrs** : SALC LAIS1365 Access to Local Council meetings and documents, proposed infrastructure A14 changes – Cambridge to Huntingdon, New Policy consultation – proposal to use a Legislative Reform Order to make it easier to create a Town or Parish Council, forthcoming courses, ebulletin 28 March, Master Composters training course for new volunteers, BBC 1 Suffolk home swap holidays information, Eye Airfield development, Mid Suffolk South Area meeting 5 June, Consultation on the operation of the National Planning Policy Framework, SALC/SCC Transport seminar 24 February bus services report, NALC ebulletin 25 April, LAIS1366 Transparency Code (larger councils), LAISU2D, openness of Local Government Bodies Regulations 2014 – The Plain English Guide. MSDC Joint yearbook for Mid Suffolk & Babergh DCs and joint Local Validation List for shared planning service consultation, Unity housing programme newsletter March, Town & Parish Council newsletter March, land to the rear of Woolpit Health Centre. SCC Smarter Choices newsletter, Suffolk on Board newsletter 3 April, UK Power Networks Power of Giving Grant applications, Community Resilience newsletter April and invitation to comment on SCC highways contract arrangements. Suffolk Society Suffolk View. Rural Services Network rural opportunities bulletins March April & May, RSN manifesto, survey of membership, Weekly email Digests March, April, 6 & 13 May, Rural Vulnerability Service fuel poverty and transport March, fuel poverty and broadband April, transport May RNS seminars – neighbourhood and the broader planning agenda; sustainable tourism strategies, spotlight on disability. Community Action Suffolk networking events, 350 event volunteers ready to help, village hall survey and response, 14 funding opportunities, new courses, first birthday, 13 local events, funding updates, working together event 29 April, Commissioners intention for children and young people, new UK Youth Parliament members, events volunteers needed, health events, training in your area, successful working together event and new app for young people. Suffolk Constabulary Police and Crime Commissioner Public Meetings 2014, oil theft advise, SNT Priority Tasking meeting 9 April, NHW Scheme events to promote better recruitment, Mid Suffolk South and Stowmarket Neighbourhood Watch newsletters April and May. Rural Coffee Caravan AGM 21 May. Suffolk Sport fit villages summer Sunday rounder's league. Outline Productions The Great British Garden Revival show.

10. Planning – to consider current applications and receive MSDC decisions.

1150/14 Variation of condition 9 of planning permission 2396/09 (working hours) “Change of use and alterations to agricultural buildings used as scaffolding company store, office and staff room” to vary the hours of permitted use between 0600-1800 Monday to Friday and between the hours of 0700-1500 Saturday. Lawn Farm, Warren Lane – object it will affect the residential occupation nearby to an unacceptable extent.

1246/14 Conversion of existing garage to provide ground floor bedroom with en-suite facilities. 9 Lower Broom Road – support with comment any additional hard standing should be permeable.

0714/14 The retention of an ATM installed through the glazed shop front. Costcutter Woolpit Service Station. MSDC decision – permission granted.

0715/14 Integral illumination and screen to ATM fascia. Internally illuminated Free Cash Withdrawals lettering to black surround above ATM fascia. Blue LED halo illumination to ATM surround. Costcutter Woolpit Service Station. MSDC decision – permission granted.

0804/14 Tree work. Cambridge House, Rags Lane. MSDC do not wish to object. No response to our email why they didn't await the end of the consultation period before issuing permission document.

0495/14 Erection of front porch, the Drey, Borley Green. MSDC decision – permission granted.

EN/14/0069 MSDC is investigating a possible breach of planning control at Woolpit Car Boot, Bury Road.

District Cllr Melvin advised that Costcutter has not submitted valid applications by the specified deadline. The house in the woods - an order was prepared for it to be demolished and no appeal has been received. Mr Melvin has asked Enforcement if the house has been removed and is awaiting a response. Issues at Lawn Farm is in the hands of a lawyer acting on behalf of an objector.

11. To approve accounts for payment.

Mr K Harknett £40.85 litter picking April, SALC £648.00 subscription 2014/15, Community Action Suffolk £30.00 membership renewal 2014/15, Mrs S Eburne £25.00 internal audit accts to 31/3/14, MSDC £702.00 litter & dog bin emptying 2014/15, Suffolk County Council £208.14 pension payment May. All accounts were approved and cheques issued. Payments made by direct debit/standing order Mrs P Fuller £642.07 salary April, Mrs O Johnson £149.47 salary April, BT £152.76 phone/broadband April-June quarter.

12. To complete and sign the Statement of Assurance and Annual Return for year ended 31 March 2013.

The form was duly completed and signed by the Chairman and Clerk.

13. To consider adding councillors to the bank mandate and take any necessary action.

It was agreed that all councillors should be cheque signatories other than Mrs Cook who conducts the internal audits. The Clerk will arrange for bank mandate changes form to be completed.

Action: the Clerk

14. To discuss the repeal of Section 150 (5) of the Local Government Act 1972 repealing the statutory requirement for 2 elected members to sign cheques and other orders for payments and take any necessary action.

Deferred to June meeting.

15. To consider a request from Woolpit Playing Field Committee to pay for bark in the children's play area and take any necessary action.

It has only been possible for the WPC to obtain one quote for £604.80 from the company used before. Cllrs approved that WPC should order and pay for the bark once the WPC have completed repairs to the equipment and sprayed the weeds.

Action: the Clerk

16. To consider quotes for repairs to the Tennis Club and recycling area car park and take any necessary action.

Two quotes were received, one to patch repair and one to resurface. Cllrs agreed that subject to approval of the Woolpit Playing Field Committee, WPC would arrange for the Tennis Club car park to be resurfaced.

Action: the Clerk

17. To receive a report on the allotments and take any necessary action including discussing ideas for the upkeep of the surrounding area.

Cllrs had a site meeting prior to this meeting. The Clerk was asked to contact SJH Landscapes to quote to clear the area beside plot 23 of weeds and weed trees and cut back overhanging trees. It was agreed to try and find someone to run sheep on the area at no charge but they must keep the fencing in good order. Letters to two allotment holders will be sent asking them to remove weeds within 2 weeks and start full cultivation.

Action: the Clerk.

18. To discuss the burger van trading in the Conservation Area and take any necessary action.

The Clerk and Mrs Parker have met with the owner and advised him that he cannot park in the church layby or the car park and that it was preferred if he were not in Rectory Lane. He was asked to move to Old Stowmarket Road as there is a pavement there so it is safer for his customers. The Clerk has contacted MSDC Licensing, Planning and SCC Highways and there is very little that can be done. Environmental Health are aware that he is trading and will carry out regular checks to ensure food safety and hygiene regulations are adhered to.

19. To discuss evidence of noise nuisance along the A14 and take any necessary action. Deferred to June meeting.

20. To discuss a request for an additional dog litter bin near Cow Fair and take any necessary action.

Orbit Housing has offered to purchase a bin if WPC pays for emptying. This was unanimously agreed. It will be situated on the reverse of the post which already has a litter bin.

Action: the Clerk

21. To discuss odd jobs required around the village and take any necessary action. Deferred to June meeting.

22. To consider a Parish Council notice board in the Pump Garden and take any necessary action. Deferred to June meeting.

23. To consider an Emergency Plan for Woolpit and take any necessary action. Deferred to June meeting.

24. To consider a request for a memorial bench and take any necessary action.

This request has been received from the family of the late Yvonne Barker who live in America. The only suitable site would be on the grass area where Briar Hill meets Bury Road. The Clerk will ask the family how much they are prepared to pay and discuss with SCC as they are responsible for the grass area before taking the matter further.

Action: the Clerk

25. To discuss the removal of the litter bin in Lady's Well and take any necessary action. Deferred to June meeting.

26. To discuss the need for an additional area of turf by the side of the Millennium Garden and take any necessary action.

As the laurel hedge has been cut down at the neighbouring property, an additional strip of turf is required to keep the area in good order and stop weeds growing. It was agreed that the Clerk get a quote from SJH Landscapes for the work.

Action: the Clerk

27. To consider the need for a directional fingerpost to Woolpit Sports Field and take any necessary action. Deferred to June meeting.

28. To discuss an inspection of the Lock Up and take any necessary action. Deferred to June meeting.

29. To receive an update on the redevelopment of unity housing in Steeles Road. Deferred to June meeting.

30. To receive a report from the Litter Picker.

A lot of polystyrene boxes are being found on the field probably from purchases from the burger van. It was agreed that this needs to be monitored and if necessary action taken.

31. To receive a report from the Village Hall and Playing Field Committee.

In the absence of Mr Hardiman, no report was available.

32. Date and time of the next Parish Council meeting – Monday 16 June 2014 at 7.30 p.m. in Woolpit Institute. Noted.

The meeting closed at 10.05 p.m.

Signed.....

Dated.....