

LOUND PARISH COUNCIL

PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held at Lound Village Hall
on Monday 5th February 2018 at 7.30 pm.

(Subject to amendment until signed by the Chairman at the next meeting)

Present: Louis Smith, Peter Larcombe, Keith Robinson,
Paul Strowlger, James Reeder and Gayle Welsh.

Jill Brown — Clerk

There was one member of the public present.

The Chair welcomed those present and introduced the meeting by advising those present of the location of the Fire exits.

1. Welcome & Apologies

Apologies from Paul Ashdown and Judith Hobbs.

Resignation - Louis announced that Marina Patterson has resigned as a Parish Councillor. Louis will write to Marina thanking her for her time with the council.

2. Declaration of Interest - Declaration of any pecuniary or other interest with regard to items on the agenda. There were none.

3. Minutes of The Last Meeting and Matters Arising –

Peter proposed acceptance of the minutes for 4th December 2017 and this was seconded by Louis and agreed by those present.

Matters arising –

Allotment arrears - there has been no response to the letter that was sent to an allotment tenant regarding arrears owing. A further letter will be sent requesting these arrears and stating that the tenancy will be withdrawn if the arrears are not paid within a prescribed timeframe.

Fences on Earth Lane - an email was sent to WDC regarding the fences on Earth lane which were in a bad state of repair due to wear and tear. WDC agreed that this would be dealt with as part of their maintenance work. This work has since commenced. Paul Ashdown was thanked for his help with this matter.

Signed Chairman, Clerk, Date.....

Proposed playground – Louis has asked the village hall committee about the proposed children’s playground on the village green. The village hall committee are happy for this to go ahead and to provide the physical space, funding and support, but do not wish to run the scheme. A flyer will be circulated around the village asking for volunteers to manage this project. Keith said that it is possible that SCC would also help with some funding towards this scheme.

4. Public Forum – The proposed closing of the records office in Lowestoft and the removal of all records to a new storage facility in Ipswich was discussed. It was decided that the chairman will send an email on behalf of the Parish Council requesting that this does not go ahead. There is currently an online petition to this effect and the councillors agreed that they will sign this as individuals. The petition can be accessed at:
<https://www.change.org/p/save-our-record-office-don-t-steal-our-heritage>

5. Updates –

Police and Speedwatch – Jill (clerk) will sign up to Police Connect to ensure that relevant news items continue to be received.

Lound Website – The website is in the process of being moved across to a new online platform, which will make it more accessible to mobile phones and tablets. Louis continues to keep this updated.

Webcam – Miles is putting together a document which will be submitted to the police to request their feedback. The first phase would involve a camera overlooking the green with the aim of deterring antisocial behavior and the first camera would cost in the region of £233. Miles will send proposal to Inspector Liz Casey to request feedback.

Neighbourhood Planning – The steering group are in the process of putting together a plan based on the feedback received from last year’s consultation document which was distributed to residents. Photographs are still needed to accompany the plan. It is hoped that this plan will be finalised to tie in with Waveney District Councils Local Plan which will be reviewed in the summer and finalised in the autumn.

Graham Norse (planning consultant) is on board with this to ensure that the end product is a professional and legally accurate document.

Sign for The Mardle – Gayle is still looking into acquiring a metal sign for The Mardle regarding food given to the ducks. It was agreed that the sign would be educational rather than authoritative and would explain why bread is not a good food for ducks and the preferred alternatives.

6. Report from District and County Councillors

James said that there will be a full Suffolk County Council meeting this Thursday, during which the budget would be discussed. These discussions will include increases in Council Tax and the raising of a precept for Adult Social Care. These increases will be staggered over the next 3 years and the final amounts will be agreed at Thursdays meeting.

There will also be a discussion regarding free school transport and the Council are likely to cut back their expenditure in this area to fulfil only their statutory obligations.

Signed Chairman, Clerk, Date.....

7. Correspondence

- An email has been received from the New Council Programme Team at Suffolk Coastal and Waveney District Councils regarding changes to the boundaries of the Council Wards. They have requested the input of the Parish Councillors by 19th February 2018.
- An email has been received from Economic Services requesting feedback on the draft East Suffolk Growth Strategy by 10th February 2018.
- An email was received from the chairman of Suffolk Neighbourhood Watch Association requesting a donation of £50 as a contribution to help them sustain the support of Neighbourhood Watch across the county. This was declined by the council.
- An invitation was received from Lowestoft Town Council to a meeting on 28th February to discuss the impact of the District Local Plan. Louis and Miles agreed that they will attend.

8. Review of Asset Register, Risk Assessment and Standing Orders

- Asset Register – This was reviewed and agreed by councillors.
- Risk Assessment – Louis asked for a volunteer to review the Financial Risk Assessment. Paul agreed to do this and he will confer with Louis. The Financial Risk Assessment will be presented at the next meeting for approval.
- Lound Parish Standing Orders – These to be amended by Louis and presented at the next Parish Council meeting for approval.

8. Review Allotment Agreement and Allotment Rents.

The Allotment Agreement was reviewed. It was agreed that Louis will reword the agreement to include the stipulation that the allotments are for the purpose of growing produce only and not to be used to dispose of waste or for the storage of items that have come from elsewhere. The agreements should be re-signed on an annual basis.

10. Planning Applications

A planning Application was received from Suffolk Coastal and Waveney District Council Ref: DC/17/5204/FUL. There was no objection to this application and an email will be sent accordingly.

11. Accounts

There was a review of Income and Expenditure and all was agreed to be in order. The bank reconciliation was reviewed and found to be in order.

Business Bonus Account.	Balance at 31 st January 2018	£3,804.20
Community Account	Balance at 31 st January 2018	£3845.14

Signed Chairman, Clerk, Date.....

Progress on Online Banking

Louis and Judith now have online access to the bank account and Gayle will also be set up for this. Online payments must be authorized by two of the three signatories.

Louis stated that there must be an internal auditor whose role is to ensure that all the correct processes are in place. He has proposed that Judith take up this role and this was agreed by the Parish Council.

Payments to authorize –

External Audit Fee - £30 – this was paid by cheque on 27/12/2017

Clerk’s salary January - £102.63 - this was paid by direct bank transfer

Clerk’s salary February - £102.43 – this will be paid by direct bank transfer at the end of February

Inland Revenue - £70 (approx.) –this is not due until March

Graham Norse (Planning Consultant) - £350 – this was paid by direct bank transfer

All payments were agreed and authorized by the Parish Council.

12. Scheduled meetings for 2018

The next meeting will be on 9th April and thereafter as follows:

25 May (Parish Annual Meeting), 4th June, 6th August, 1st October, 3rd December.

13. Councillors Forum

A discussion took place regarding the AGM in May and Louis suggested that there is a different format to the meeting this year. It was decided that there would be a more informal approach to generate more public interest and that there could be visual display boards around the Village Hall and a glass of wine offered.

Date for Litter Pick was decided as 17th March 2018 at 9.30am.

Date for Mardle Tidy was decided as 24th March 2018 at 9.30am.

The meeting closed at 9.45 pm.