

## Ilketshall St. Andrew Parish Council

Minutes of the meeting of 3 June 2019 held at the Parish Hall, 7.30 p.m.

### **1. Welcome.**

The 5 Parish Councillors (Gerald Godfrey (GG), Andy Spinks (AS), Chris Bromley (CB), Jacqui Harrison (JH) and Rod Apps (RA) were all present, along with one member of the public (Mark Godfrey).

### **2. Apologies for absence.**

There were no apologies for absence.

### **3. Minutes.**

The Minutes of the meeting of 3 June 2019 were accepted.

### **4. Matters Arising.**

It was confirmed that regular weekly checking of the equipment in the play area was being undertaken.

It was confirmed that East Suffolk District Council had been advised of the change to Parish Clerk.

RA undertook to write letters of thanks to go to Mike Croft and Anne Law in recognition of their years of service to the Parish Council.

### **5. Confirmation of acceptance as Councillor.**

All Councillors are required to sign, and have witnessed, a Confirmation of acceptance as Councillor. Previously-prepared pro-formas were circulated, signed, and witnessed by all Councillors except for Jacqui Harrison, for whom the pro-forma had been inadvertently been omitted. This will be corrected at the next meeting of the Parish Council.

### **6. Register of Interests.**

RA reminded Councillors that they needed to complete the on-line Register of Interests.

Some Councillors had experienced problems in completing and submitting their Register of Interests. RA undertook to investigate.

[Action: RA]

### **7. Data Protection.**

RA had commenced the switch of registration as the Data Protection Controller and Jacqui Harrison as the Data Protection Officer. A fee was payable to the Data Protection Office of £40 before the end of June. Given that it was unlikely that the change in signatories to the Parish Council bank accounts would have been completed by that time, Rod Apps undertook to pay this fee and to obtain reimbursement from the Parish Council in due course.

Rod Apps undertook to look at earlier documentation to see if relevant information regarding, for example, a Data Protection Policy for the Parish Council could be found.

### **8. Finances.**

Rod Apps confirmed that a start had been made on changing the correspondence address, and the signatories, to the Parish Council bank accounts.

It was noted that a payment from the LMC recorded in earlier Minutes for \$845 should have read £815.

It was noted that a cheque constituting payment to Westcotec for £129.00 by the end of the 2018-2019 financial year should be recorded as a Parish Council debt for the current financial year.

The Annual Governance and Accountability Return Part 2 for 2019/2019 had been received. It was noted that pages 5 and 6 of this form should be displayed from 5 June

## **9. Planning applications**

1. Moat Farmhouse DC/19/1931/LBC. The Parish Council considered this application and concluded that there were no reasons for raising any objections to what was being proposed. The Parish Council commended the intention to restore features of the house to what applied at the time of its listing.

2. Great Common Farm DC/19/20181/FUL Given that Gerald Godfrey was an interested party in relation to this proposal, he withdrew for the duration of the discussion. Mark Godfrey provided a rationale for the proposal, which constitutes a silage clamp, and answered a number of queries from Councillors. The Parish Council concluded that there were no reasons for raising any objections to what was being proposed.

Rod Apps undertook to make the appropriate responses for both applications to East Suffolk District Council.

[Action: RA]

## **10. Parish Council website.**

There was a fairly extensive discussion around the possibility of the Parish Council having a website. RA noted that there is an increasing expectation that Parish Councils should have a website, since it provides an up-to-date means of distributing information and is in line with the Localism Act. RA circulated a summary of a commercial offer from an organisation specialising in producing and maintaining websites for Parish Councils (parishcouncilwebsites.org), with charges starting from £400 and £100 annually. Councillors noted that this was quite a lot of money for a small parish, and discussed whether alternative means of disseminating information might continue to be appropriate. It was agreed that the issue of a Parish Council website should be an item for discussion at the Annual Parish Meeting scheduled for 1 July, and also that RA should investigate the possibility of collaborating with the Land Management Company (which is also considering the possibility of a website) in order to share costs. RA would also consult with SALC to see if that would provide any suggestions for appropriate website provision. It was also noted that there were a number of individuals within the village who might be able to help with the creation of a website, along with small businesses in the area.

[Action: GG, RA]

## **11. Vehicle-activated speed sign.**

There was some uncertainty about the arrangements and responsibilities (with Ringsfield and Weston Parish Council) for the VAS, and RA undertook to clarify the arrangements and to move towards the periodic siting of the sign on Top Road.

A draft User and Maintenance Agreement (with Ringsfield and Weston Parish Council) was discussed. It was agreed that this was appropriate and was therefore signed by GG as Chair. The Parish Council agreed that an outstanding amount of £84.08 would be paid to Ringsfield and Weston Parish Council, which constituted ISA's remaining obligations, including insurance for the sign.

[Action: RA]

## **12. Notice Board on Holden's Common**

It was noted that the notice board on Holden's Common had been pushed over. RA had been alerted to this earlier, and according to one account it seems that it was the result of vandalism, in that the glass had been broken on one occasion, the board had been bent over on another occasion, and finally had been broken off. RA had recovered the notice board prior to the meeting.

RA undertook to source some Perspex or other appropriate material (rather than glass) and appropriate posts. The intention would then be to secure some angle iron into the ground using some concrete, and to then secure the posts to the angle iron.

[Action: RA]

### **13. New Parish Council e-mail address.**

It was noted that, following Mike Croft's resignation as Parish Clerk, there had needed to be a change to the Parish Council e-mail address since the previous one was linked to Mike Croft's personal e-mail address. The new Parish Council e-mail address is:

[isaparishcouncil@gmail.com](mailto:isaparishcouncil@gmail.com)

### **14. Land Management Company Annual Management Plan**

Copies of the Land Management Company's Annual Management Plan were circulated to Councillors. Following a discussion of the Plan, it was agreed that the following feedback should be provided to the Land Management Company:

The element of the plan relating to hedges should be more specific with respect to both the nature and the timing of the proposed work. It was noted that hedges should not be cut until the end of March (to maximise the availability of fruit for wildlife over the winter) and should not be cut in the autumn. Cutting every two years should involve cutting half of any particular area of hedge one year, and the other half the following year, rather than the whole of the hedge every alternate year.

RA undertook to provide the feedback to the LMC.

[Action: RA]

### **15. Any other business**

CB provided some information relating to Phoenix Bird of Prey Rescue, and specifically to a request that they should come to the village to give a talk about their work, which includes the rehabilitation of owls that they rescue. Phoenix would also investigate the possibility of releasing rehabilitated owls on the Commons. The Parish Council agreed that this would be an appropriate event, and suggested that the autumn would probably now be the most suitable time for such an event. CB was asked to convey the results of the discussion back to Carol Bromley, who was the primary contact with Phoenix.

[Action: CB]

It was noted that the agenda for the Annual Parish Meeting scheduled for Monday 1 July should include a Report from the Chair on last year's activities undertaken by the Parish Council, along with a discussion of possible actions and initiatives for the current year.

### **16. Date of next meeting, including Annual Parish Meeting**

The next meeting would be held on Monday 1 July, 7.30 p.m.

The Annual Parish Meeting would also be held on Monday 1 July, at 7.00 p.m. Rod Apps agreed to investigate whether this could be publicised via the Village Newsletter.

[Action: RA]