

Stonham Aspal Parish Council

Approved Minutes of the Council Meeting held on Tuesday 18 July 2017 at 7.30pm at the Church, The Street, Stonham Aspal

Present: Cllr Malcolm Leith (Chair), Cllr Peter Emberson, Cllr Josephine Mitson, Cllr Rob Stevenson and Cllr Jean Timms

Attendance: Simon Ashton (Parish Clerk) and one Member of the Public

1. Apologies and Approval of Absences

Apologies were received from Cllr Wright. Cllr Tydeman did not attend the meeting.

2. Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no interests declared by any of the Members.

3. Approval of Minutes of the Previous Meeting on 20 June 2017

Minutes of the meeting of the Parish Council on 20 June 2017 were received, subject to an amendment at 7a) to amend the comment to refer to a potential application for a change of use in the future by the nearby building, approved as a true record and signed by the Chair.

4. Reports by the District Councillor & County Councillor

Cllr Morley did not attend the meeting to present her district council report. Cllr Hicks did not attend the meeting to present his county council report.

5. Contributions by Members of the Public

- (a) An overgrown hedge had been hindering use of the footpath along the north side of The Street in the east of the village which could be addressed by talking to the resident.
- (b) A survey of the footpath along The Street from The Ten Bells (west) to Tanglewood (east) could address its current weathered condition.

6. Consideration of Planning Applications & Decision Notices

- (a) A request for an updated position on the Stonham Barns planning application had been submitted to the Planning Officer but a response had not been received. The Parish Clerk agreed to follow up this matter in the hope of updating Members at the next meeting.
- (b) A request had been received from a parishioner to include details of significant planning applications in the village magazine. Members agreed that the identification of such cases was subject to a personal interpretation of significant and that their subsequent inclusion would probably conflict with related comment due dates. Members agreed for the Parish Clerk to include details of cases considered at meetings in the next edition of the magazine making reference to more information available on the MSDC online planning database and the agendas of future meetings available on the Parish Council's web site.

7. Finance

- (a) The cash book, income, expenditure and budget to the end of June 2017 were reviewed by Members and noted.
- (b) Approval of the bank reconciliation of activity to the end of June 2017 was proposed by Cllr Stevenson, seconded by Cllr Timms and approved by Members.
- (c) The Parish Clerk presented SALC's response to the Internal Audit Report 2016/17 Action Plan to Members for their information.
- (d) The Parish Clerk presented the queries received from BDO prior to the issue of its External Audit Report which identified the lack of an update to the asset register following the replacement of Recreation Ground play equipment. The Parish Clerk agreed to provide a response and Members agreed for the level of insurance cover to be increased.
- (e) The Parish Clerk confirmed that the Exercise of Public Rights of Access to Final Accounts 2016/17 had concluded on 14 July 2017 and that no queries had been received from BDO.
- (f) The Parish Clerk confirmed that £152.47 had been received on 7 July 2017 relating to a refund of VAT on payments made during the period from October 2016 to March 2017.
- (g) The Parish Clerk confirmed that an outcome on the additional Transparency Code funding application for £233.95 was still awaited.
- (h) Costs indicated by MSDC Electoral Services of £10/elector for a generic Parish Council election were presented to Members for their information by the Parish Clerk.
- (i) Approval of the change in the Parish Clerk's Salary Scale to SCP16 on 20 September 2017 was proposed by Cllr Timms, seconded by Cllr Stevenson and approved by Members.
- (j) Payments were authorised in favour of the Parish Clerk's wages (£388.55) and office and personal expenses (£51.15). Approval of these payments was proposed by Cllr Stevenson, seconded by Cllr Timms and approved by Members.

8. Governance

The Parish Clerk presented the new NALC's Good Councillor's Guide to Finance and Transparency 2017 for the attention of Members for their information.

9. Highways

- (a) Members noted that SCC Highways had provided a response to confirm that there were no plans to introduce a 20-mph speed limit in Mill Green.
- (b) Members noted that work to attend to the broken footpath sign on Debenham Road had been allocated by SCC Highways.
- (c) The Recreation Ground Committee Member (RGCM) presented a draft version of a letter to be sent by the Parish Council to the residents affected by the proposed walkway along the A1120. Members agreed to the sending out of the letters by the Parish Clerk subject to clarification of the particular dimensions being requested from Cllr Hicks, County Councillor, by the RGCM.

10. Recreation Ground

- (a) The RGCM confirmed that the grass had been cut at the Recreation Ground on 13 July 2017. The Parish Clerk agreed to seek clarification on the nature and frequency of the grass cutting service being received from MSDC and the timing of the next occasion.
- (b) The Parish Clerk presented the two signs to be displayed at the Recreation Ground to Members for their information.

(c) A response had been received from SALC regarding the concerns previously raised by members of potential unruly behaviour at the Recreation Ground. The advice of seeking the assistance of the Police in the event of any anti-social behaviour and some background information on Community Protection Notices were noted by Members.

11. Neighbourhood Plan

Cllr Emberson confirmed that the key points of the development of a Neighbourhood Plan would be summarised in the September 2017 edition of the Community Council's magazine and any interested parishioners would be invited to attend the meeting in October 2017 at which time any final decisions regarding the development of a plan could be made.

12. Matters for Future Consideration

There were no other matters raised for future consideration. The meeting finished at 8.45pm.

13. Dates of the Next Meetings

(a) 19 September 2017 (Village Hall)

(b) 17 October 2017

(c) 21 November 2017

Simon Ashton, Parish Clerk

sapc.clerk@yahoo.co.uk

19 September 2017