

# Stonham Aspal Parish Council

## Draft Minutes of the Council Meeting held on Tuesday 19 June 2018 at 7.30pm at the Village Hall, Stonham Aspal

**Present:** Cllr Peter Emberson (Incoming Chair), Cllr Ian Wright (Vice-Chair), Cllr Malcolm Leith, Cllr Josephine Mitson, Cllr Jean Timms and Cllr Charles Tydeman

**Attendance:** Simon Ashton (Parish Clerk) and two Members of the Public

1. **The Outgoing Chair Introduces the Election of a Chair up to the AGM in May 2019 and the Signing of the Declaration of the Chair's Acceptance**  
Cllr Emberson confirmed that he would stand for election as Chair. There were no other contenders declared by the Members present, or in advance by any of those not present. Members then voted in Cllr Emberson's favour who was then appointed as Chair until the Annual General Meeting in May 2019. Cllr Emberson signed the Declaration of the Chair's Acceptance.
2. **Apologies and Approval of Absences**  
Apologies were received from Cllr Rob Stevenson and his absence was approved.
3. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**  
There were no interests declared by any of the Members.
4. **Approval of Minutes of the Previous Meeting on 15 May 2018**  
Minutes of the previous meeting of the Parish Council on 15 May 2018 were received and approved as a true record and signed by the Chair.
5. **Contributions by Members of the Public**  
Reference was made to the supply of loose sand located on the Pound which had been moved around over time and which needed either to be contained or completely removed by Suffolk County Council. There was also the consideration of the status of either a village or settlement and the relevance of Stonham Barns potentially providing some facilities.
6. **Consideration of Planning Applications and Decision Notices**
  - (a) MSDC DC/18/01817: Application Received (Comments Due 20 June 2018)  
Mill Green Farm, Debenham Road, Stonham Aspal, IP14 6BZ  
Members agreed that they did not object to this planning application.
  - (b) MSDC DC/18/02137: Application Received (Comments Due 20 June 2018)  
Fir Tree House, The Street, Stonham Aspal, IP14 6AL  
Members agreed to object to this planning application with the consideration of the views of those residents in attendance at the meeting.

A combination of the planned location of the building, much nearer and too close to the boundary with the adjoining neighbour, and its height, will render the neighbour's property to be overlooked through the over-sized windows. The size and new height is viewed to be imposing which will have an impact on the neighbour's privacy and its location will inhibit maintenance of the fence.

- (c) MSDC DC/17/05963: Application Granted (15 May 2018)  
Kennylands, Thornbush Lane, Stonham Aspal, IP14 5DX  
Members noted the outcome of this planning application.

**7. Finance**

(a) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£351.01) and HMRC for his first quarter's income tax (£14.00), Roger Stannard for maintenance of the Recreation Ground (£35.00) and Information Commissioner for the annual registration fee to June 2019 (£40.00). Approval of these payments was proposed by Cllr Tydeman, seconded by Cllr Mitson and agreed by Members.

(b) Approval of a change to the Parish Clerk's Salary Scale (SCP20) from 20 September 2018 was proposed by Cllr Leith, seconded by Cllr Mitson and agreed by Members.

**8. Governance**

(a) Members agreed to hold the Council's routine meeting on 17 July 2018 from 7.00pm to 7.30pm. It was confirmed that a least two Members and the Parish Clerk would be unable to attend proceedings that evening.

(b) Members agreed to hold an additional meeting on 17 July 2018 at 7.30pm to include a discussion on the previous Stonham Barns hybrid planning application with the MSDC Chief Executive supported by an inclusion in the magazine to invite questions from residents. A discussion on the development of a neighbourhood plan with the MSDC Planning for Growth Team's Business Support Officer would also take place at this meeting.

**9. Matters for Consideration at the Meeting on 18 September 2018**

(a) Review of (i) Income & Budget ii) Expenditure & Budget to 31 August 2018

(b) Review & Approval of the Council's Bank Reconciliation to 31 August 2018

(c) Confirmation of the Receipt of VAT Refund Claim to 31 March 2018 (£1,025.84)

(d) Review of Compliance of Transparency Code & Web Site Requirements 2017/18

(e) Review of Conclusion of External Audit & Noticeboard Requirements 2017/18

(f) Review of Internal Audit Report 2017/18 Response & Action Plan

(g) Review & Approval of the Council's Annual Insurance Cover & Asset Register Checks

(h) Review & Approval of the Parish Council's Annual Risk Assessment 2018/19

(i) Review & Approval of the Parish Council's Internal Control Statement 2018/19

**10. Dates of the Next Meetings**

(a) 17 July 2018 (7.00pm) (Agenda Items & Supporting Documents Received by 9 July 2018)

(b) 18 September 2018 (Agenda Items & Documents Received by 10 September 2018)

(c) 16 October 2018 (Urgent Items Only)

(d) The meeting finished at 8.35pm.

Simon Ashton, Parish Clerk  
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10 July 2018