

Minutes of the Meeting of Wilby Parish Council at Coronation Hall on Monday 15th January 2018 at 7.30pm.

Attendees: Cllrs Ian Williamson, Steve Lee, Ian Taylor, Richard Woolgrove, District Councillor Julie Flatman, Clerk Julie Collett & 2 residents.

- 1.18 To consider accepting apologies for absence** Apologies accepted from David Holliday.
- 2.18 To approve and sign the minutes of the council meeting on 1st November 2017 & 8th November 2017.** Minutes were unanimously agreed as correct.
- 3.18 To record declarations of interest from members in any item to be discussed** Nothing declared.
- 4.18 To consider dispensation from members in any item to be discussed** None

Public Forum

- (i) Parishioner's questions or comments – A resident reported that Worlingworth/Horham Road is badly frost damaged and has many potholes. Also, the drains outside 14 Church Close continuously flood, and the sewage system in Church Close is still causing problems with blockages. The residents were advised to contact Essex & Suffolk Water with regard to the sewage problems. The frost damage would be reported to Highways.
- (ii) District & County Councillors' reports District Councillor Julie Flatman updated the council on the proposed merger of Mid Suffolk & Babergh. Both councils are already working closely together on most aspects, which makes good monetary sense. As some Babergh councillors were opposed possibly it could take up to two years before anything is finalised. Cllr Flatman has also sent a copy of her full Cabinet report from December 2017. This has been circulated to the Councillors and also posted on the website.
- Apologies received from County Councillor Guy MacGregor. However, an email was received highlighting 4 points: SCC will not be continuing the Mobile Library Service; SCC is out to consultation on the provision of Home/School Transport; There will be a minimum 2% increase in the Council tax from SCC for 2018/19; Performance of the Highway Service & the provision of high speed Broadband is still causing concern.
- (iii) To received the Footpath Warden's report No footpath warden
- (iv) To receive a report from the Tree Warden Julian Roughton sends apologies but confirms that he has met with SCC and is hopeful that consent will soon be granted for new trees along the first stretch of London City Road.

5.18 To receive an update on outstanding actions from last meeting:

- (i) London City Road ref 175308 The Drainage Team have stated that the ditch doesn't appear to be a Highway Asset, and no blockage was located. Some discrepancy over the pipes checked, so clerk will follow up for confirmation.
- (ii) Footpath 8 ref 4197981 No further update
- (iii) Footpath 1 ref 4243768 No further update
- (iv) Footpath 16/17 ref 4297630 No further update

6.18 To consider new & outstanding planning applications, including consultation responses

- (i) Planning Permission granted ref DC/17/04771 Manor Farm Barn
- (ii) Refusal of discharge of conditions 4 & 5 re Application 3154/15 Church Farm
- Responses noted.

7.18 To update on the Neighbourhood Plan Good progress is being made with the Neighbourhood Plan. There has been regular contact with the District Council Planning staff, a key milestone has been reached in that the Application to Designate a NP Area (ie the parish boundary) has been approved by BMSDC, the volunteer group of residents has met to discuss and agree working methods, and an open event has been arranged for Saturday 10 February 2018 in the Village Hall to brief residents on progress and to enable everyone to have his/her say on such issues as future housing development, amenities, transport, the environment etc. to inform the preparation of the Neighbourhood Plan.

8.18 To consider the correspondence received.

- (i) The Local Councillor
 - (ii) Mid Suffolk DC confirmation of receipt of the application to designate the whole of the parish as a Neighbourhood Plan Area.
 - (iii) Eye & District Volunteer Centre CIO
 - (iv) Notification of external auditor appointment 2017/18
 - (v) Mid Suffolk DC Advice of Council Tax Bases
 - (vi) Letter from Westcotec re a potential fault with the SID
 - (vii) Suffolk Legal
- Correspondence noted.

9.18 To review the internal financial controls. Council agreed to record items checked. All other aspects of internal controls were found to be adequate for council requirements.

10.18 To present the minutes of the Finance Working Group The council accepted the minutes from the FWG.

11.18 To consider and agree the budget for 2018/19. Discussion took place regarding the budget for the financial year 2018/19. Proposal from Cllr Williamson to adopt the budget as presented, seconded by Cllr Woolgrove. Vote 2 in favour 2 against, Chairs casting vote in favour so motion carried.

12.18 To agree the precept for 2018/19. Proposal to retain the budget at £3500 by Cllr Woolgrove & 2nd by Cllr Williamson. 2 in favour & 2 against. Counter proposal by Cllr Lee to increase the precept to £4000 due to the increased burden of £500 relating to the GDPR. seconded by Cllr Taylor. 2 in favour & 2 against. Casting vote from Chair Cllr Williamson in favour of retaining the precept at £3500 and not increasing to £4000. Precept forms were duly signed.

13.18 To consider sending a response to the consultation on the formation of one council merging Mid Suffolk and Babergh. The proposed creation of a single District Council was fully supported by the Parish Council since this was the logical end point of the current fully integrated joint working under a single Chief Executive and reflected majority public opinion in Mid Suffolk as expressed in the 2011 referendum.

14.18 To agree the actions required to comply with the General Data Protection Regulations The Chair & Clerk gave a brief introduction on the General Data Protection Regulation that comes into force on 25th May 2018. It will require a review of all the data that is held and an introduction of new processes and procedures to ensure conformance. A Data Protection Officer must be appointed and cannot be a Councillor or a Clerk. SALC are working with a company (DPO) to provide the training and to check the conformance. This will be in the region of £280 for year 1 and £120 for the second year. The council agree to invite SALC to include Wilby PC in appointing the recommended DPO.

15.18 To review the Publications Scheme. The Chair & Clerk will look at revising this document.

16.18 To review the Risk Assessment. The Chair & Clerk will look at revising this document.

17.18 To adopt the Suffolk Local Code of Conduct. The Council unanimously agreed to adopt the Suffolk Local Code of Conduct.

18.18 To receive updated accounts for the current year. Accounts were noted by the council.

19.18 Finance

Current Account	Bank balance	£1163.48
Reserve Account	Bank balance	£7659.42

Balances noted

20.18 To approve the Account Payments

(i) J Collett	Salary	£338.11
(ii) J Collett	Expenses	£85.77
(iii) Information Commissioner		£35
(iv) Wilby Village Hall	Hire	£100
(v) St Mary's Church	Donation	£100
(vi) Citizens Advice Bureau	Donation	£50
(vii) East Anglian Air Ambulance	Donation	£50
(viii) Eye & District Vol Centre	Donation	£20
(ix) Suffolk Accident Rescue Service	Donation	£15
(x) SALC	Training	£90

(xi) SALC Payroll Service £21.60

Payments were approved by the council.

21.18 To approve the Account Receipts

(i) Interest £0.92

Receipt noted by the council.

22.18 To consider changing the dates of the APM & PC Meeting in May. Due to booked holidays the council agreed to changing the May meeting dates. The Annual meeting of the Parish Council will take place on 2nd May and the Annual Parish Meeting will take place on the 9th May. Clerk will amend dates on the website.

23.18 To receive and discuss items from Parish Councillors

No items from the Parish Councillors.

24.18 To receive items for the next Agenda

- To review the Publications Scheme
- To review the Risk Assessment
- To review Records Management policy

25.18 Date and time of the next meeting: Wednesday 7th March 2018 7-30pm in Coronation Hall.

26.18 Meeting Closed 22-00pm

Signed as a true record.

Chairman _____ Date _____