

Minutes of the Meeting of Wilby Parish Council at Wilby Primary School on Wednesday 11<sup>th</sup> July 2018 at 7.30pm.

**Attendees: Cllr Ian Williamson, Cllr Steve Lee, Cllr Karen Collins, Cllr Robin Cross, District Councillor Julie Flatman & Parish Clerk Julie Collett**      **No residents attended**

- 97.18 To consider accepting apologies for absence** Apologies accepted from Cllr Richard Woolgrove
- 98.18 To approve and sign the minutes of the council meeting on 2<sup>nd</sup> May 2018.** Minutes were agreed as correct.
- 99.18 To record declarations of interest from members in any item to be discussed** None Received
- 100.18 To consider dispensation from members in any item to be discussed** None
- Public Forum**
- (i) Parishioner's questions or comments No residents
  - (ii) District & County Councillors' reports Cllr Flatman reported on the Ladies Cycle Tour and the successful celebrations arranged in Wilby. Cllr Flatman also advised that the Active & Wellbeing programme is now being rolled out. Finally, confirmation that Mid Suffolk has now secured its five-year land supply. No report received from Cllr Guy McGregor.
  - (iii) To receive the Footpath Warden's report Cllr Collins reported that she had been advised by a resident that footpath 20 had not been re-instated. The Clerk will write requesting this is done. Cllr Collins had also contacted Stradbroke PC for details regarding their pictorial footpath map. Will update at next meeting.
  - (iv) To receive a report from the Tree Warden No report.
- 101.18 To receive an update on outstanding actions from last meeting:**
- (i) London City Road ref 175308/191574 Unable to take any further action
  - (ii) Grit Bins – Church Close This road is not adopted, so the DC would not service any grit bins in this area. Resident contacted to speak to Orwell directly.
- 102.18 To consider new & outstanding planning applications, including consultation responses**
- (i) Foals Green Cottage DC/18/01544 Planning Permission Granted
  - (ii) Russell Lodge DC/18/01142 Planning Permission Granted
  - (iii) Oak Farm DC/18/01672 Listed Building Consent Granted
- Noted
- 103.18 To update on the Neighbourhood Plan** Cllr Lee reported that Andrea Long, from Compass Planning had been chosen as the Neighbourhood Plan Consultant. At the inception meeting two officers representing MSDC met Cllrs R Woolgrove and S Lee. As the process is already underway and numerous other meetings have been attended it mostly confirmed the process we are already aware of. It seems there will not now be a specific "critical friend" appointed by the DC to support those preparing the plan but an officer should be available if we need help.
- 104.18 To consider the correspondence received.**
- (i) Confirmation of CAS Membership
  - (ii) Letter of resignation from Cllr Ian Taylor.
- Noted. Clerk to advise mid Suffolk and arrange the vacancy notice.
- 105.18 To receive the Internal Audit Report.** The clerk reported 1 recommendation from the internal audit re the Clerks P60.
- 106.18 To confirm the submission of the external audit report.** The clerk reported confirmation of receipt of the Exemption Certificate before the deadline.
- 107.18 To approve the clerk's salary increase in line with NALC SCP 18** Proposed Cllr Williamson, seconded Cllr Lee and all in favour to fully support the increase. Clerk to advise SALC.
- 108.18 To consider the payment of 15 additional hours to the clerk relating to GDPR.** The clerk advised the council of the work completed so far. Cllr Williamson proposed payment for the additional hours and Cllr Lee seconded. All in favour. Clerk to advise SALC.
- 109.18 To receive details of the CIL receipt relating to Cowslip Barn** Noted
- 110.18 To receive details of the S106 funds from Church Close Development.** Mid Suffolk have supplied details if the funds now received. The clerk will advise the Village Hall Committee of the sums set aside for them
- 111.18 To adopt the following policies for GDPR:**

**(i) Privacy Policies**

1. Privacy Policy
2. Employee Privacy Policy
3. Email Contact Privacy Policy

**(ii) Data & Information Security Policy**

The Council unanimously agreed to adopt these policies.

**112.18 Finance**

<b>Current Account</b>	<b>Bank Balance</b>	<b>£582.39</b>
<b>Reserve Account</b>	<b>Bank balance</b>	<b>£10152.30</b>

Balances noted

**113.18 To approve the Account Payments**

<b>(i) J Collett</b>	<b>Expenses</b>	<b>£94.20</b>
<b>(ii) J Collett</b>	<b>Salary</b>	<b>£338.11</b>
<b>(iii) Wilby Village Hall APM Refreshments</b>		<b>£27.50</b>

All payments were unanimously agreed

**114.18 To approve the Account Receipts**

<b>(i) Interest</b>	<b>£1.69</b>
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Receipt noted

**115.18 To receive updated accounts** Accounts noted

**116.18 To receive and discuss items from Parish Councillors**

- Cllr Cross confirmed that he had now taken over the duties of care for the Defibrillator. A new account with the CHT requires setting up. Cllr Cross will also check the lighting in the kiosk.
- A reply had been received from Highways to the Council's letter. Cllr Lee will draft a reply before the next meeting.
- Cllr Lee will write the article with details of this meeting for the Parish Magazine.

**117.18 To receive items for the next Agenda**

- GDPR
- Consider common email address for councillors.
- Insurance review
- Clerk's annual review
- Review the Standing Orders & Financial Regulations

**118.18 Date and time of the next meeting: Wilby Parish Council meeting 5<sup>th</sup> September 2018 7-30pm.**

**119.18 Meeting Closed 9.15pm**

Minutes signed as correct

Chair \_\_\_\_\_ Date \_\_\_\_\_

