

Minutes of the Meeting of Wilby Parish Council at Wilby Village Hall on Wednesday 26th September 2018 at 7.30pm.

Attendees: Cllr Ian Williamson, Cllr Steve Lee, Cllr Karen Collins, Cllr Robin Cross, Cllr Richard Woolgrove, District Councillor Julie Flatman, County Councillor Guy McGregor & Parish Clerk Julie Collett No residents attended

120.18 To consider accepting apologies for absence No apologies

121.18 To approve and sign the minutes of the council meeting on 11th July 2018. Minutes were agreed as correct.

122.18 To record declarations of interest from members in any item to be discussed Cllrs Lee, Collins & Cross declared a non-pecuniary interest in items relating to the Neighbourhood Plan.

123.18 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 that there were funds available in the locality budget for the pictorial footpath map. Details confirmed regarding the boundary review, that Cllr Flatman's area would now include Brundish and Tannington. Stowmarket are to hold a Lullaby Concert for schools on the 26th October. Details would be sent to Wilby School. The closing date for Stars in your Eyes was 28th September. Mid Suffolk DC have purchased the foyer in Stowmarket and are planning to convert it to temporary accommodation for families waiting to be housed. County Councillor Guy McGregor expressed his dis-satisfaction to Mary Evans at how the Highways department operating from the Halesworth depot was handling the County's problems. The failure of Northamptonshire CC to control their budget has brought fear to Suffolk CC. There is talk of merging Social Care & the NHS financially (difficult given budgets come from Local and Central Government respectively) despite different sources, and policing and schooling services under threat due to budget cuts.

(iii) To receive the Footpath Warden's report Cllr Collins confirmed that Footpath 20 has now been cut. The Clerk has written again to the owner again to confirm where the footpath goes from & to. This will need to be checked again when crops start to grow. An email from a resident has reported problems with signposts on footpath numbers 15, 16 & 17. Email to be sent to clerk to report problems to Highways.

(iv) To receive a report from the Tree Warden Julian Roughton reported that tree shelters to protect the young oak seedlings along London City Road are now in place. A further number of young trees it is hoped will be planted later in the year.

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

(i) Lighting in the BT kiosk Cllr Cross has now replaced the tubes and starters. Lighting is effective at the moment. Suggest LED when it next needs replacement.

(ii) Reply to Highways Cllr Lee suggest identifying all the problems within the Parish and write back to Highways with the details. He will circulate proposals for councillors to inspect roads in the parish. Cllr McGregor will request a map of all the adopted roads in Wilby and arrange for it to be sent to the Clerk. Concern also raised regarding the numerous road closures and diversions.

(iii) Council Vacancy Noted

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

(i) DC/18/01672 Oak Farm Wilby Green, Discharge of Condition accepted Noted.

126.18 To update on the Neighbourhood Plan

(i) To accept the resignation of NHP Co-Ordinator Richard Woolgrove Thanks were expressed to Cllr Woolgrove and council accepted his resignation.

(ii) To appoint a new HNP Co-Ordinator. Stuart Banks has been nominated and all councillors were in favour. The Consultant has met with the group (Her formal appointment is subject to the relevant funding being obtained.) Tasks have been allocated to the group and Cllr Collins is monitoring the NHP Co-ordinators to ensure everything is reported and dealt with correctly.

127.18 To consider and adopt the Memorandum of Understanding between Mid Suffolk District Council & Wilby Parish Council relating to the Neighbourhood Plan. The council unanimously agreed to adopt.

128.18 To review the annual Insurance. The insurance was adequate for Council's requirements.

- 129.18 To review & update the Standing Orders.** The council agreed to adopt the revised standing orders.
- 130.18 To review the Financial Regulations.** This will be reviewed at the next meeting.
- 131.18 To review and update the Asset Register.** The council agreed to adopt the revised asset register.
- 132.18 To review the Clerks contract and salary.** The clerk left the room while Councillors discussed the clerk's salary. Councillors expressed their total satisfaction with and thanked the Clerk for her service to the Council and community. Councillors accordingly unanimously agreed to increase the Clerk's salary to SCP 10 and to increase the number of hours worked from 12 to 16 per month, both with effect from 1st October 2018. Clerk to inform SALC
- 133.18 To consider a common email address for councillors and approve the annual fee if required.** Cllr Cross has received quotes for the purchase of a domain name ie wilbypc.org.uk and a number of email addresses. Cllr Cross to clarify further details, but Councillors agreed in principle to adopt such separate arrangements for council correspondence by email.. Update next meeting.
- 134.18 To consider appointing new signatories to the bank account.** The council agreed to appoint all councillors as signatories.
- 135.18 To consider the correspondence received.**
- (i) Suffolk Police re PCSO's
 - (ii) Local Government Boundary Commission
 - (iii) Clerk & Councils Direct
 - (iv) St Elizabeth Hospice- Open Gardens
 - (v) MSDC Gambling Act
 - (vi) Email re Parish Map
 - (vii) Letter from Post Office re Scam Mail
- Correspondence Noted.
- 136.18 To review the GDPR Risk Assessment. Review again at next meeting.**
- 137.18 To adopt the following policies for GDPR:**
- (i) Councillor Privacy Notice
 - (ii) Neighbourhood Plan Privacy Notice
 - (iii) Information Protection Policy
 - (iv) Social Media and Electronic Communication Policy
- Council adopted all policies.
- 138.18 To approve the payment of an additional 5 hours to the clerk due to additional work for GDPR.**
Council unanimously agreed. Clerk to advise SALC
- 139.18 To consider the purchase of a Footpath map.** Cllr Collins has looked at a design by Graham Redelsperger. Cost of £190 for 2 maps. More details to follow next meeting.
- 140.18 Finance**
- | | | |
|------------------------|---------------------|------------------|
| Current Account | Bank Balance | £1582.39 |
| Reserve Account | Bank balance | £11312.14 |
- 141.18 To approve the Account Payments**
- | | | |
|--|------------------------------|----------------|
| (i) J Collett | Expenses | £75.79 |
| (ii) Norwich Office Supplies | Filing Cabinet | £60.00 |
| (iii) Community Heartbeat Trust | VETS Set up & Fee | £145.00 |
| (iv) Community Heartbeat Trust | Year 2 Fee | £126.00 |
| (v) Business Services at CAS | Insurance Premium | £189.95 |
| (vi) J Collett | Salary | £500.21 |
- All payments approved by council
- 142.18 To approve the Account Receipts**
- | | | |
|------------------|---|-----------------|
| (i) VAT | Repayment Received 26th July 2018 | £57.34 |
| (ii) MSDC | Precept | £2102.50 |
- Receipts noted.
- 143.18 To receive updated accounts** Noted
- 144.18 To receive and discuss items from Parish Councillors**

- Future planning applications would benefit from display on the hall screen. Cllr Woolgrove will speak to Ian Taylor from the village hall for permission to use the projector and screen.
- Require an additional meeting to discuss the budget. Possible dates either 14th or 21st November.
- The data from the SID can be downloaded and analysed. Cllr Woolgrove to look into it.

145.18 To receive items for the next Agenda

- Wilby PC support for Wilby Village Hall – further detail to be provided in advance of consideration
- Budget 2019/20
- Financial Regulations
- GDPR Risk Assessment

146.18 Date and time of the next meeting: Wilby Parish Council meeting 7th November 2018 7-30pm.

147.18 Meeting Closed 10-15pm.

Minutes agreed as correct.

Chair _____ Date _____

DRAFT