

Minutes of the Meeting of Wilby Parish Council at Wilby School on Wednesday 6th March 2019 at 7.30pm

Attendees: Cllr Ian Williamson (Chair), Cllr Karen Collins, Cllr Robin Cross, Cllr Richard Woolgrove. District Councillor Julie Flatman, Footpath Warden Alison Walls, Clerk Julie Collett

Chairman Cllr Williamson began the meeting with the Parish Council observing a period of reflection in memory of David Holliday, a former Vice-Chairman and Councillor of many years standing.

- 30.19 To consider accepting apologies for absence** Apologies accepted from Cllr Steve Lee
- 31.19 To approve and sign the minutes of the council meeting on 9th January 2019 & 12th February 2019.**
Minutes were unanimously agreed and signed as correct.
- 32.19 To record declarations of interest from members in any item to be discussed** Cllr Robin Cross declared a pecuniary interest in item 35.19(ii).
- 33.19 To consider dispensation from members in any item to be discussed** None
- Public Forum**
- (i) Parishioner's questions or comments No parishioners
 - (ii) To receive reports from the District & County Councillors District Councillor Julie Flatman apologised for non-attendance at the previous meeting. Mid Suffolk DC are investing in a visitor's centre to include a café and toilets and Needham Lake, however the project still has to go to planning. The District Council are also investing in a variety of properties to increase their funds. They are taking advice from a professional body. The cycling tour is again travelling through the area with the final route to be announced soon. Mid Suffolk DC still have grants for small businesses available, up to £15,000. The District Council has invested in two PCSOs, and is liaising closely with them. County Councillor Guy McGregor sent apologies as was attending two other meetings. However, Cllr McGregor has agreed the sum of £500 for the Neighbourhood Plan.
 - (iii) To receive a report from the Footpath Warden. Alison Walls reported that the sleeper bridges are in the process of being replaced with new wider bridges. The owner of Rookery Farm has put markers for the footpath across the field, hoping that this will be re-instated soon. The bridleway signage is also due to be replaced.
 - (iv) To receive a report from the Tree Warden Apologies received from Julian Roughton. Nothing to report except Julian has recently given advice to a landowner enquiring about pollarding an oak tree.
- 34.19 To receive an update on outstanding actions from last meeting:**
- (i) Headwall The hall committee have reported this again and clerk now has reference numbers to monitor responses.
 - (ii) Road repairs Cllrs Lee & Cross Cllrs Lee & Cross will look at this as soon as possible.
 - (iii) Footpath Map Cllr Collins has written to 21 residents whose properties are shown on the OS map. Three residents have declined to have their properties included on the Wilby Map. The properties are now ready to be photographed.
- 35.19 To consider new & outstanding planning applications, including consultation responses.**
- (i) Planning Permission Granted DC/18/05501 Russell Green Cottage Change of Use** Noted
 - (ii) Planning Application DC/19/00707 The Old Forge, Erection of Garden Building** The Council fully supported this application
 - (iii) Discharge of Condition 6 Town Farm DC/19/00502** Noted
 - (iv) Discharge of condition 7 Town Farm DC/19/00580** Noted
- 36.19 Progress Report Neighbourhood Plan** There have been two VG meetings (one of which the consultant attended) and two meetings with Cllr Lee, Stuart Banks and the consultant attending. The VG is working hard towards producing the next public event on 23 and 25 March. This is an extra event in the statutory consultation process which will take the responses from the last consultation event to produce and explain policy ideas which the community can then express their opinion upon. The purpose is to ensure the widest possible engagement before preparing the draft plan for consultation.
- 37.19 To receive updated accounts** Accounts received and noted

38.19 Finance

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|------------------------|---------------------|-----------------|
| Current Account | Bank Balance | £3450.21 |
| Reserve Account | Bank balance | £9116.26 |

Balances noted

39.19 To approve the Account Payments

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|--------------------------------|--------------------------|---------------|
| (i) Wilby Village Hall | Hire for meetings | £80.00 |
| (ii) Wilby Village Hall | NP Hall Hire | £90.00 |
| (iii) K Collins | Footpath Map | £23.98 |
| (iv) J Collett | Clerk Expenses | £58.76 |

All payments agreed

40.19 To approve the Account Receipts
None

41.19 To consider the correspondence received.

- (i) Suffolk Constabulary SNT Newsletter
- (ii) Confirmation from MSDC re precept
- (iii) Suffolk Age Uk
- (iv) Citizens Advice
- (v) Suffolk Accident Rescue Service
- (vi) East Anglian Air Ambulance
- (vii) Home Start

Correspondence noted

42.19 To adopt the GDPR Risk Assessment. Following amendments, the council agreed to adopt this policy.

43.19 To review the Risk Management Document. The council agree to adopt this policy.

44.19 To appoint the internal auditor. The council unanimously agree to appoint Heelis & Lodge as the internal auditor.

45.19 To review the internal control. The Council agree the internal control is adequate for council requirements.

46.19 To carry out the Financial Control check. Random checks were carried out to agree the audit trail and all found to be in order.

47.19 To re-adopt the Suffolk Local Code of Conduct The Council agreed to re-adopt the Code of Conduct.

48.19 To consider the purchase of an overhead projector. Cllr Woolgrove reported that the village hall committee are looking to update facilities in the hall including a new TV screen. The council agree to defer making a decision on the overhead projector until such time as the hall updated its facilities. District Councillor confirmed that funds from the Locality Budget would be available from 1st April.

49.19 To agree the format for the Annual Parish Meeting. The Council agree to keep the format as in recent years. The clerk to invite the various groups to give a report. The final item will be an update on the Neighbourhood Plan.

50.19 To receive and discuss items from Parish Councillors Cllr Collins reported that she had received a letter from Neighbour Next Door. The council confirmed this is nothing to do with the Parish Council or the Neighbourhood Plan. Cllr Woolgrove confirmed that he would not be standing for councillor again in the forthcoming elections for personal reasons. The Chairman expressed his thanks to Cllr Woolgrove for his input to the Neighbourhood Plan and the Council. Cllr Williamson confirmed that the Wilby.org.uk email is now working with all the councillors. The Parish Council missed the last edition of the newsletter so this months report will cover details from the last meeting as well.

51.19 To receive items for the next Agenda

- CIL Return
- End of year accounts

52.19 Date and time of the next meeting: Wilby Parish Council meeting 15th May 2019 7-30pm and the Annual Parish Meeting of Wilby on 8th May 2019 at 7pm, both at Coronation Hall Wilby.

53.19 Meeting Closed 9-01pm

Minutes signed as correct.

Chairman _____ Date _____

