

**Minutes of the Meeting of Wilby Parish Council at Coronation Hall on Wednesday, 1<sup>st</sup> March 2017 at 7.30pm.**

**Attendees:** Cllrs Ian Williamson (Chair), David Holliday (Vice-Chair), Ian Taylor, Cllr Julie Flatman (DC), 2 Residents and Julie Collett (Clerk).

**23.17 To consider accepting apologies for absence** No apologies received

**24.17 To approve and sign the minutes of the council meeting on 11<sup>th</sup> January 2017** Minutes approved and signed as correct.

**25.17 To record declarations of interest from members in any item to be discussed** Cllr Taylor declared a non-pecuniary interest in item no 42.17.

**26.17 To consider dispensation from members in any item to be discussed** None received

**27.17 To accept the resignation of Cllr Todd Strehlow.** Cllr Strehlow had emailed his intentions of resigning due to moving from the area. Cllr Strehlow has now failed to show at three meetings so therefore the council accepted this as resignation from the council.

**28.17 To update the progress of co-option of a new Parish Councillor** The interested potential councillor was unable to attend this meeting. Councillors are looking to finding other candidates as well. There are currently 3 vacancies.

**Public Forum**

(i) Parishioner's questions or comments No comments

(ii) District & County Councillors' reports County Councillor not in attendance. Cllr Flatman reported that a very small percentage rise of 1.64% would be seen in the District Councils part of council tax, this amounts to £1.74 pa on Band A & £5.22 pa on Band D. Mid Suffolk offices are moving to Endeavour House in Ipswich, possibly in the Autumn. Portfolio holders will have more responsibility, but will be accountable for their actions. However, decisions will still be scrutinised before going to council. Portfolio holders' positions could be changed annually. Paddock House has been purchased for housing. NHS are holding an amnesty for return of equipment across Norfolk & Suffolk. Ward boundaries were being reviewed by the Boundary Commission. Cllr Flatman reported a new service "Volunteer Suffolk" which is now live on the website. Organisations can register on Volunteer Suffolk and publicise their opportunities.

(iii) To receive the Footpath Warden's report No Footpath Warden

(iv) To receive a report from the Tree Warden No Tree Warden

**29.17 To receive an update on outstanding actions from last meeting:**

(i) Wilby Road Angel Bends Repairs Works have been ordered, but no completion date received

(ii) Footpaths 1, 10 & 20 Response received "Awaiting update from our Public rights of Way Team".

(iii) Marker posts at Russell Green Awaiting response from highway technician

(iv) Headwall Cllr Taylor Nothing Recd Cllr Taylor will chase

**30.17 To consider new & outstanding planning applications, including consultation responses**

(i) Planning application 0607/17 Jackdaw Cottage, Brundish Road, Erection of porch. The council supported this application.

**31.17 To consider the correspondence received.**

(i) Letter from The Pension Regulator

(ii) Suffolk Accident Rescue Services Donation request

(iii) Confirmation of Insurance

(iv) Eye & District Volunteer Centre

(v) Letter from Suffolk Age UK Donation request.

(vi) Email from Mid Suffolk confirming receipt of Precept.

Correspondence noted

**32.17 To update on the defibrillator and to consider the VETS system.** The awareness seminar was well supported with 17 residents attending. Council discussed the "VETS" Village Emergency Telephone System. The system is free for the 1<sup>st</sup> year, apart from a £45 programme admin fee. In principle council supported the establishment of the system. Email will be sent by the Clerk to those who attended the seminar to identify interest in becoming a VETS volunteer.

**33.17 To consider & update the purchase of a SID.** The poles are due to be installed very soon. When this is completed a legal agreement will be entered into with Suffolk County Council and the device obtained. Cllrs Williamson & Holliday had visited Westcotec and Cllr Holliday provided the council with information and

pictures of their SID and briefed council on its relative merits compared to an alternative Radarlux model.. Cllr Holiday proposed to purchase the Westcotec device at a cost of £2925 + VAT. Cllr Williamson seconded and the council voted unanimously in favour. Extra costs would be padlocks & speed aware signs that can be put up when the device is moved. £1700 has already been put aside in the budget, £1000 received from County Councillor Guy McGregor, the balance would be met from the underspend in the current financial year's accounts.

- 34.17 To review the Internal Audit and appoint Internal Auditor** The council were happy with the internal auditor and agreed to re-appoint Heelis & Lodge.
- 35.17 To review Internal Control** This was reviewed and found to be adequate for council needs.
- 36.17 To review the Financial Regulations** These were reviewed and found to be adequate for council needs.
- 37.17 To review the Risk Assessment** This was reviewed and amended to include the defibrillator.
- 38.17 To update the Asset Register** The asset register was updated to include the defibrillator and BT kiosk.
- 39.17 To renew data protection.** This was renewed. Cllr Williamson will look at the data protection policy over time to see whether it merited improvement.
- 40.17 To update on the Wilby Rix Oil Syndicate.** The Wilby syndicate has now been set up and will start to accrue funds from orders taken from 1<sup>st</sup> April 2017. Rix will contribute 0.04p per litre purchased. 17 people are now in the syndicate and council has encouraged others to join. Council agreed to hold funds received in a restricted fund for community projects.
- 41.17 To ratify the Clerk's salary increase wef 1<sup>st</sup> April 2017.** Council were very happy to ratify this increase. Clerk to advise SALC
- 42.17 To consider contributing to the cost of Free Wi-Fi available at the Village hall.**  
The meeting was suspended to allow Alison Taylor Chair of the Village Hall Committee to address the council. The Committee are looking for a long-term plan for ongoing maintenance of the car park. They are looking for some financial support from the council as the car park is used by many people in the village not just hall users. The main user of the car park is the school who were looking at a contribution towards its upkeep. The free wifi had been installed in the hall.  
The meeting was re-convened. Council agreed to take this forward to the next meeting in order to discuss ways in which they could support the Hall Committee.
- 43.17 To consider an additional signatory to the account.** Council agreed that Cllr Ian Taylor would become the 3<sup>rd</sup> signatory on the account. Papers would be duly completed.
- 44.17 To received updated accounts for the current year.**
- 45.17 Finance**
- |                 |              |          |
|-----------------|--------------|----------|
| Current Account | Bank balance | £1391.76 |
| Reserve Account | Bank balance | £7976.30 |
- Balances were noted
- 46.17 To approve the Account Payments**
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|--------------------------------------|---------|
| (i) J Collett                        | £65.40  |
| (ii) Eye & District Volunteer Centre | £20.00  |
| (iii) Business services at CAS       | £13.29  |
| (iv)Information Commissioners Office | £35.00  |
| (v)Pearce & Kemp                     | £187.06 |
| (vi)Suffolk Accident Rescue Service  | £15.00  |
| (vii)Citizens Advice Bureau          | £50.00  |
| (viii)East Anglian Air Ambulance     | £50.00  |
- All payments were approved by the council.
- 47.17 To approve the Account Receipts**
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| (i) Laxfield First Responders | £155.00 |
|-------------------------------|---------|
- All receipts were noted by the council.
- 48.17 To receive and discuss items from Parish Councillors** Cllr Taylor reported that he has been using a website "Streetlife" to advertise events that are happening in the local area. This has now been taken over by a new website "Next Door". Cllr Williamson confirmed that he is willing to stand for election as Chair for a further year. The arrangements for the Annual Parish Meeting were discussed and agreed.

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

- Co-option
- End of year accounts
- Update SID
- Update VETS
- Village Hall request for financial support

**50.17 Date and time of the next meetings: Annual Parish Meeting 3<sup>rd</sup> May 2017 7pm & Parish Council Annual Meeting Wednesday 10<sup>th</sup> May 2017 at 7-30pm.**

**51.17 Meeting Closed 9-48pm**

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