

**Minutes of the Meeting of Wilby Parish Council at Wilby Coronation Hall on Monday 26<sup>th</sup> March 2018 at 7.30pm.**

**Attendees: Cllr Ian Williamson, Cllr Ian Taylor, Cllr Richard Woolgrove, District Cllr Julie Flatman, 2 members of the public and Julie Collett Parish Clerk.**

- 34.18 To consider accepting apologies for absence** Apologies were received from Cllr Steve Lee due to personal reasons and accepted by the council.
- 35.18 To approve and sign the minutes of the council meeting on 15<sup>th</sup> January 2018 & 29<sup>th</sup> January 2018.** Minutes of both meetings were unanimously accepted as correct.
- 36.18 To record declarations of interest from members in any item to be discussed** None received
- 37.18 To consider dispensation from members in any item to be discussed** None received

**Public Forum**

- (i) Parishioner's questions or comments No comments
- (ii) District & County Councillors' reports District Cllr Julie Flatman gave details of how the locality budget for 2017/18 was spent. Confirmation had been received that Suffolk had secured the Lady's Tour De Britain. Route includes Laxfield & Stradbroke. An event in the evening is being planned at Stradbroke to include bbq & fun bikes. Cllr Flatman will contact Wilby school to see if they want to be involved. The Boundary Commission review of ward boundaries is subject to a further round of consultation. Recommendations now include Tannington & Brundish being included with Wilby, Stradbroke & Laxfield. The Local Dementia Alliance is holding an awareness week in Stowmarket from 19<sup>th</sup> – 27<sup>th</sup> May. Updates are now due relating to CIL payments. The latest phone survey on the merger of Mid Suffolk & Babergh returned the following results: Mid Suffolk 69% in favour, Babergh 49% in favour. Babergh will now go to referendum.
- (iii) To received the Footpath Warden's report No footpath warden
- (iv) To receive a report from the Tree Warden Apologies received from Tree Warden
- 39.18 To receive an update on outstanding actions from last meeting:**
- (i) London City Road ref 175308/191574 The blockage has been flushed through. However, Highways recommend a new pipe and to move the drainage to the lower part of the kerb. Clerk will follow up.
- (ii) Footpath 8 ref 4197981 Footpath sign should have been replaced. Cllrs to confirm.
- (iii) Footpath 1 ref 4243768 Footpath sign should have been replaced. Cllrs to confirm.
- (iv) Footpath 16/17 ref 4297630 Footpath sign should have been replaced. Cllrs to confirm.
- (v) Pothole 189887 Repaired
- (vi) Pothole 189888 Repaired
- (vii) Prospect House to Rookery Farm ref 191874 Repaired, but not satisfactory. Council agreed in the light of the many potholes to write to Highways to express concern over the poor state of the roads.
- 40.18 To consider new & outstanding planning applications, including consultation responses**
- (i) Russell Green Cottage App No DC/17/05587 Planning Permission Granted
- (ii) Discharge of conditions application 3154/15 No 4 & 5. Conditions satisfied.
- Noted
- 41.18 To update on the Neighbourhood Plan** Cllr Woolgrove will email the actions spreadsheet round to the councillors. A meeting with Paul Bryant the planning officer from Mid Suffolk is planned. Another member of the group is looking at potential consultants. A list has now been drawn up of items that require incorporation in the Neighbourhood Plan. Notification has been received of two land bids (sites for potential development) from residents within the Parish. The public meeting held in February was a great success, with a lot of interest shown.
- 42.18 To consider the correspondence received.**
- (i) Suffolk Accident Rescue Service
- (ii) Eye & District Volunteer Centre CIO
- (iii) Certificate of Registration from ICO
- (iv) Confirmation of Receipt of Wilby's Precept request.
- (v) Designation of Laxfield & Fressingfield Neighbourhood Plan Area
- (vi) East Anglian Air Ambulance

Noted.

- 43.18 To appoint the internal auditor.** Cllrs agreed to re-appoint Heather Heelis of Heelis & Lodge.
- 44.18 Update on the GDPR** The clerk reported that new email forms would be sent out to all members on the circulation list to incorporate necessary details. DPO have contacted the clerk requesting confirmation that Wilby wish to proceed with DPO. The GDPR Toolkit has now been received from NALC, and the clerk is working through the Action Plan.
- 45.18 To review the Publications Scheme.** The Council agreed to adopt the revised schedule.
- 46.18 To review the Risk Assessment.** The council reviewed this policy and agreed to add the SID to the list of assets. Following this amendment, the council agreed to adopt the policy.
- 47.18 To review the Records Management Policy.** This is adequate for council's requirements and will be updated in line with GDPR.
- 48.18 To decide the format of the Annual Parish Meeting.** Council agreed to follow the same format as in the previous couple of years with an additional presentation of the Neighbourhood Plan.
- 49.18 To brief the council on the new Audit regulations.** The clerk has attended a briefing on the new audit regulations. The external auditor is now LFK Littlejohn, but Wilby can probably agree to exemption for external audit as the council's turnover is under £25,000 per annum. This will be agreed at the next meeting following review of the end of year accounts.
- 50.18 To consider any applications received for a new Councillor.** Two residents have expressed interest in becoming councillors. Both attended the meeting and were requested to forward a resume of themselves to the clerk. Procedure for co-option was explained to them.
- 51.18 To follow up on CIL payments from the new development on London City Road.** Clerk has received a response from the Infrastructure team advising that S106 funds from the Church Close Development had still not been received. No details received regarding the new build on London City Road. Clerk will chase and request further details re the Church Close Development.
- 52.18 To consider supporting a government/ church initiative to improve mobile signal coverage** A government scheme has been developed whereby mobile phone companies can enter into a contract to provide phone masts on Churches in exchange for a rental payment. Council was in full agreement that was an idea to be pursued. The Chairman has written to the Vicar and Council now agree that the clerk will write to the PCC stating the Council's strong support for this venture and encouraging them to take early action to secure its implementation.
- 53.18 To confirm renewal of councillors Register of Interests.** All Councillor interests except one have been updated.
- 54.18 To consider a request from Neighbourhood Watch in Suffolk for a one-off donation of £50.** The Council agreed that as there was no Neighbourhood Watch in Wilby, no donation would be made.
- 55.18 To complete the financial control check.** A check of various cheques and procedures was carried out and all found to be in order.
- 56.18 To receive updated accounts for the current year.** Accounts noted
- 57.18 Finance**
- |                        |                     |                 |
|------------------------|---------------------|-----------------|
| <b>Current Account</b> | <b>Bank Balance</b> | <b>£1453.74</b> |
| <b>Reserve Account</b> | <b>Bank balance</b> | <b>£6659.42</b> |
- 58.18 To approve the Account Payments**
- |                     |                 |               |
|---------------------|-----------------|---------------|
| <b>(i)J Collett</b> | <b>Expenses</b> | <b>£67.62</b> |
|---------------------|-----------------|---------------|
- Payment approved.
- 59.18 To approve the Account Receipts**
- |                                  |                |
|----------------------------------|----------------|
| <b>(i) JR Rix &amp; Sons Ltd</b> | <b>£145.74</b> |
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- Receipts noted. This sum will be placed into the restricted reserves – Community Fund.
- 60.18 To receive and discuss items from Parish Councillors.** Cllr Ian Taylor gave details of the successful lottery bid of £10,000 to landscape and reshape the pond. Any advice or input regarding plants for the pond would be appreciated. Cllr Williamson reminded councillors that at the next meeting a Chairman & Vice-Chairman (following the resignation of Cllr David Holliday) will need to be elected.
- 61.18 To receive items for the next Agenda**
- Defibrillator Spares

*Wilby Parish Council*

- Grit Bins
- End of Year Accounts

**62.18 Date and time of the next meeting: An Extraordinary meeting will be held on Tuesday 3<sup>rd</sup> April at 7-30pm. The Annual meeting of the Parish Council Wednesday 2<sup>nd</sup> May 2018 7-30pm in Coronation Hall and Annual Parish Meeting of Wilby 9<sup>th</sup> May 2018 at 7pm.**

**63.18 Meeting Closed 9.35pm**

Chairman \_\_\_\_\_ Date \_\_\_\_\_