

MINUTES OF KERSEY PARISH COUNCIL ANNUAL MEETING HELD ON MONDAY 13 MAY 2013 IN KERSEY VILLAGE HALL AT 7.30 PM

PRESENT

John Maltby – initially in the Chair, John Hume – new Chair, Yvonne Martin, Giles Hollingworth, Veronica Partridge, 8 members of the public, Jenny Antill (for part of the meeting) and the Clerk – Sarah Partridge

63/13 ELECTION OF CHAIRMAN

The Kersey Parish Council Standing Orders state ‘*Councillors who are willing to be elected to Chair the Parish Council for more than one year may only be elected as Parish Council Chairman for up to 3 successive years, after which there must be a break of 1 year before they can be considered for election to the chair again.*’

John Hume was proposed, seconded and elected as Chair of the Council, this will be his first year as chair; a Declaration of Acceptance of Office of Chairperson was completed and signed. John thanked Andrew Cumming for his work as Chair of the Parish Council over the past three years. John thanked everyone for attending the meeting and said he welcomed public involvement in Parish Council activities. He said that he felt there was a need to get interest in Parish Council activities from younger people. John hoped the Parish Council will combine the best of heritage and modernity while keeping the cost of running the Parish Council down and welcomed the public to attend meetings.

64/13 ELECTION OF VICE CHAIRMAN

John Maltby was proposed, seconded and re-elected as Vice Chairman.

Councillors were reminded of the need to update their Register of Interests forms if necessary.

The Parish Council had received the resignation of Andrew Cumming as a Parish Councillor on 13 May 2013. The Clerk will advertise the vacancy and contact Babergh.

65/13 APOLOGIES were received and accepted from John Robinson. Apologies were also received from PCSO Amanda Coleman and Natalie Blyth our Internal Auditor. Jenny Antill our new Suffolk County Councillor gave her apologies that she would be arriving late.

66/13 ACCEPT MEMBERS DECLARATION OF INTEREST - None

67/13 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

68/13 OTHER APPOINTMENTS

The following appointments were made and confirmed

- a) **Footpath Working Group** – John Maltby, John Robinson & John Hume
- b) **KCPC Working Group** – Giles Hollingworth
- c) **Millennium Book Fund** – all councillors
- d) **SALC** – John Maltby
- e) **Neighbourhood Watch** – Giles Hollingworth
- f) **Tree Warden** – vacancy
- g) **Village Hall** – John Maltby & Veronica Partridge
- h) **Kersey Playing Field Association** – (Ex-officio, Chair of the PC) John Hume

Long Term Appointments

- a) **Franey & Rand Charities** – Mrs Nora Ryde (4 year term ending May 2016)
- b) **Nightingale Trust** – Jill Harbinson (4 year term ends May 2017) and
Norah Orriss (4 year term ends May 2015)

The membership of the Working Groups of Kersey Parish Council were all confirmed as below:

Footpath Working Group:

Councillors: John Maltby (Chairman of Working Group), John Robinson & John Hume

Volunteers: Rob Wheeler, Jill Line, Natalie Blyth and Ian Hattrick

Land Owner representatives: Clive Arthey & Sarah Partridge

KCPC Working Group:

Councillor: Giles Hollingworth

Members: Jonathan Marsh (Chairman of Working Group), Linda Newbigging (Secretary), Adam Potter, Pascoe Gibbons, Ian Fidell and Mark Pertwee

Diamond Jubilee Working Group

It was agreed to dissolve the Diamond Jubilee Working Group following the successful event last summer. It had already been agreed that the surplus of £211.56 in the Diamond Jubilee Working Group Account will be put towards the Jubilee Steps as a permanent memorial. Minute ref 136/12

The position of Tree Warden is vacant; there was a discussion about the role and responsibilities of a Tree Warden. There was also a discussion about which trees in Kersey are public and who takes responsibility for them, the Clerk will investigate.

69/13 REPORTS - The meeting was adjourned to receive reports.

a) **Police** – PCSO Coleman sent the following report. There have been two reported crimes since the meeting on the 11 March 2013. **BURGLARY** – Other Building. Cherry Hill, 01/04/13 – 02/04/13. Sometime overnight unknown persons have gained entry to the school building by removing a window and once inside have stolen the laptops and tablets. **On-going**. (4 persons have been arrested in connection with school related burglaries)

BURGLARY – Other Building. The Green, 13/04/13 – 15/04/13. Sometime during the above dates unknown persons have attempted to gain entry into a large detached garage no entry gained and nothing stolen. Finalised (no further lines of enquiry).

There was a concern expressed by Councillors of under reporting of crimes in the village, there were known thefts which have not been reported to the police.

b) **Suffolk County Councillor** – delayed until later in the meeting

c) **Babergh District Councillor** – no report

The meeting was reconvened

70/13 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8 April 2013 were signed and dated as being correct.

71/13 CLERK'S REPORT

The Clerk has been in contact with SCC highways, most of the potholes have been filled for a quick temporary repair. Over the coming months the roads will be surveyed and further more permanent repairs will be carried out as necessary. SCC highways are continuing to investigate the drainage problem near Ailsa Cottage on The Green. They are continuing to monitor the new road surface near The Splash but it is hoped that since the loose chippings have been swept up and no more chippings are coming away from the surface that it is now OK.

Bryn Hurren will be carrying out the repair to the Oak sign over the coming weeks.

The Clerk has contacted BT Open Reach about the wire stanchion which is lying beside the telegraph pole near the entrance to the school.

The Clerk hopes to find time to work on the Guide to Kersey booklet over the next couple of months.

72/13 CORRESPONDENCE

a) Suffolk Flood Risk Management Partnership has sent out a summary of their strategy and an information booklet titled 'What to do before, during and after a flood'. Copies of this booklet can be ordered from the partnership at floods@suffolk.gov.uk. A copy will be available to view in the Parish Council box in the Church. A note will also be put in the newsletter.

73/13 FINANCE

a) It was confirmed that the Clerk, Sarah Partridge, would continue as the Responsible Financial Officer, Natalie Blyth was reappointed as Internal Auditor. The appointment of a Councillor as the Council's Financial Controller, who will take a particular interest in the Parish Council finances was deferred to the next meeting.

b) The Terms of Reference for Internal Audit and Annual Internal Audit Plan were approved and adopted by Councillors, copy appended to these minutes.

c) Councillors had all seen a copy of the Financial Regulations and it was resolved to adopt these without any amendments.

d) Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2013, these were considered and it was resolved to approve and sign these; a copy of the accounts are appended to these minutes.

e) The notice to advise electors of their rights to see the Parish Council accounts will be displayed on the notice board shortly. Natalie Blyth will complete her internal audit of the accounts in the next couple of months and complete section 4 of the external audit papers. Section 1 and 2 on the Annual Return for the Year Ending 31 March 2013 were reviewed and it was resolved to approve this document, it was duly signed by the Chairman and the Clerk.

f) A financial statement was tabled by the Clerk, which is appended to these minutes. Payments were all agreed. In April 50% of the precept, £3187.50 and the Parish Council Tax Grant of £471.00, were received from Babergh.

74/13 PLANNING APPLICATIONS

B/12/00211/LBC Little Manor, Church Hill

This application has gone to appeal and will be decided by the Planning Inspectorate. The Planning Inspectorate file is complete and a planning inspector now needs to carry out a site visit, no date had been set for a visit as of 13 May 2013. The Planning Inspectorate guarantee to make a decision on this appeal by 10 June 2013.

B/13/00499/LBC Manor Farm, Williams Green – Application for listed building consent – Erection of part two-storey, part single-storey rear extension and first floor side extension. Creation of bay window in east elevation (revised scheme to listed building consent B/12/01308/LBC). Councillors looked at the plans and documentation, following discussion agreed to fully support the application.

75/13 KCPC WORKING GROUP

A report was received from Jonathan Marsh; this is appended to the minutes.

76/13 FOOTPATH WORKING GROUP

John Maltby reported that all the paths are walkable at present. Due to the late growth this year nothing needs mowing yet but the mower has been serviced and is ready to go. The next Footpath working group meeting is on 24 June in the village hall.

77/13 TO DISCUSS WAYS TO IMPROVE THE SCRUFFY APPEARANCE OF SOME PARTS OF THE VILLAGE AND THE FOOTPATH LINKS BETWEEN THE CENTRE OF THE VILLAGE AND VALE LANE INCLUDING THE PROPOSED JUBILEE STEPS

Giles Hollingworth reported that SCC had not been very forthcoming with funding information, Kevin Verlander the Rights of Way officer said there was not much funding available and the Parish Council should research other sources of funding such as the school and our County Councillor. The headteacher at Kersey School has been contacted and they do not have any funding in their budget to put towards this project but they could perhaps raise funds within school by holding a sponsored event. It was thought Community Action Suffolk may be able to suggest other possible funding sources. Giles has investigated other cheaper options for surfacing the steps rather than the rubber chipping surface which would cost approx. £5,000. Two surface options have been identified:

A honeycomb plastic mat can be laid and this is filled with stones, this surface would be hardwearing but would need maintaining. Approx cost £1,800 for materials.

To lay a layer of type 1 aggregate then a thin layer of concrete and then a tar base into which small stones are rolled, similar to some driveways. Approx cost £2098 for materials.

It is hoped that labour for this project will come from volunteers in the village. It was agreed that a small fundraising group should be set up to start getting some money raised for the project, this should then help encourage other potential funders and to help if funding is only offered on a match funding basis.

Jenny Antill joined the meeting.

Veronica agreed to lead the fundraising group. Giles will get more accurate financial information about the various surface options.

Councillors discussed the option for a footpath along the verge from Vale Lane round to opposite the entrance to Church Walk, it was agreed an urban pavement was not suitable but a flat grass verge which could be walked on would offer a safe walking route around this dangerous corner. The Clerk will discuss this with SCC highways.

Councillors then discussed some of the scruffy areas of the Parish, in particular who is responsible for the grass bank outside River House, and the footpath up Priory Hill where the hedge is very overgrown. John Hume will contact the owners to see if the hedge can be cut back.

The Chair then welcomed Jenny Antill, our new Suffolk County Councillor to the meeting and congratulated her on her recent election.

78/13 REPORT -The meeting was adjourned to receive a report from Jenny Antill.

Jenny introduced herself to the Parish Council and members of the public present; she thanked Councillors for offering her a warm welcome. Jenny said she is committed to working hard for all residents and the Parish Council to get things done and will do her best to move things forward. It is early days for the new County Council; the finances are tight and in the face of cuts to government grants there will continue to be pressure on funding. The previous council pledged to freeze council tax for the next 4 years but this will not be easy to achieve, it is hoped to make savings by cutting bureaucracy, efficient working and cutting backroom staff. It is not an easy time to be elected to Suffolk County Council. As Jeremy Pembroke has done in the past Jenny hoped to be able to support community projects with her locality budget funding as and when appropriate. Jenny hoped to attend all Parish Council meetings but with many parishes in her division she may not always be able to attend, in her absence would send a written report and would always be happy to discuss matters with Councillors outside meetings. She looks forward to working with the Parish Council. Questions were answered from the floor. Jenny gave her apologies for the meeting on 8 July 2013.

Jenny then gave her apologies and left the meeting.

The meeting was reconvened

79/13 PARISH PLAN – TO DISCUSS HOW THE CURRENT PLAN WILL BE UPDATED AND BY WHOM

The original Parish Plan was completed in 2008 and an action plan written to cover the period from 2008 to 2013. Some of the action points have been achieved and others investigated and there was found to be no support for the initiatives. The Action Plan now needs updating to reflect the current needs of the parish. It was agreed that this task should be completed by members of the community rather than the Parish Council as had been the case for the original plan. The Clerk will contact Community Action Suffolk (previously Suffolk ACRE) who supported the task of undertaking the original plan to find out what needed to be done and what other villages in our situation are doing. It was agreed that it was important to know what we wanted to achieve before spending too much time on the task. John Hume will ask Alan Line the previous Chair of the community Parish Plan steering group whether he would like to lead the update.

80/13 TRAINING

Councillors are regularly informed of training opportunities and the annual training plan from SALC would be circulated round councillors.

81/13 REPORTS FROM MEETINGS

No other meetings had been attended.

82/13 FORTHCOMING MEETINGS

3 June SALC/Babergh Area Meeting 7pm, John Maltby to attend.

24 June Kersey Footpath Working Group meeting 7.30pm in the village hall.

83/13 ANY OTHER BUSINESS

SCC highways have received a request asking for brown tourist road signs to promote The Bell Inn to be added to the finger posts at the bottom and top of Mill Lane. Councillors agreed that they would support this request as long as the signs did not obscure visibility for drivers at the road junctions.

The meeting was adjourned for 'Parish Time'

It was commented that it was important the Parish Plan update was run outside the control of the Parish Council so as to avoid bias. Completing the original plan was a long process and took a lot of work so the action plan needs to be realistic.

It was commented that the increase in number of holiday let homes in the village may have affected the needs of the parish.

Areas of the village which it was felt were scruffy and needed attention were the area near The Splash and Cherry Hill where the road edges are muddy and make the road narrower. The Clerk will contact Babergh.

A resident in Vale Lane requested that a grit heap is placed near the car park in Vale Lane so that the paths beside the bungalows can be gritted in icy conditions. The Clerk will contact highways. The meeting was reconvened.

There being no further business the meeting closed at 9.30pm.

Appended to these minutes are 6 sheets:

Terms of Reference for Internal Audit and Annual Internal Audit Plan (2 sheets)
Kersey Parish Council Accounts for the Year Ending 31 March 2013 (2 sheets)
Kersey Parish Council Finance Sheet for 13 May 2013
KCPC Report