

**MINUTES OF KERSEY PARISH COUNCIL ORDINARY MEETING HELD ON
MONDAY 17 NOVEMBER 2014 IN KERSEY VILLAGE HALL AT 7.30 PM**

PRESENT

John Maltby – Chair, Veronica Partridge, Yvonne Martin, Giles Hollingworth, Ian Fidell, 6 members of the public and the Clerk – Sarah Partridge. Jenny Antill, Robert Lindsay, PCSO Coleman and PC Matt Paisley attended for part of the meeting.

129/14 APOLOGIES were received and accepted from John Hume.

130/14 CO-OPTION TO FILL THE VACANCY FOR ONE PARISH COUNCILLOR

There had been no applications received to fill the vacancy.

131/14 ACCEPT MEMBERS' DECLARATIONS OF INTEREST - None

132/14 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

133/14 REPORTS -*The meeting was adjourned to receive reports.*

a) Police – PCSO Coleman introduced PC Matt Paisley who is the police officer responsible for Hadleigh and 13 surrounding villages who works alongside PCSO Coleman. PCSO Coleman said that there had been no reported crimes since the last meeting on the 15 September. The only thing of note happening within Babergh at the moment is vehicle related crimes, items being stolen from vehicles, criminal damage and a couple of reports of the vehicle being stolen.

PCSO Coleman and PC Matt Paisley gave their apologies and left the meeting.

b) Suffolk County Councillor – Jenny Antill gave her report, which is appended to these minutes. Jenny then answered questions from the floor.

c) Babergh District Councillor – Robert gave his report which is appended to these minutes. Robert then answered questions and was thanked by a member of the public for his quick response to a concern she had raised.

The meeting was reconvened.

Jenny Antill gave her apologies and left the meeting.

134/14 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 15 September 2014 were signed and dated as being correct.

135/14 CLERK'S REPORT

The Clerk has contacted Highways about some of the potholes around the parish. Highways had also been contacted about the mud in the road down Cherry Hill; a team will come and clean the road. The slippery pavement outside 2 Church Hill Cottages was also discussed with Highways. The Parish Council has received notification that there will be road closures for BT works between Cox Hill, Boxford, Wickerstreet Green and Kersey Tye during December. The Chairman had discussed with the local farmer the concerns raised about the speed tractors drive through the village, the farmer will deal with this but would be happier if any future complaints are raised directly with him. The Clerk has been in contact with Babergh about the progress of converting to e-planning consultations, the software is now running with a few problems which are being ironed out. It is hoped to go live and therefore stop sending out paper copies of planning applications in the New Year. They are going to send us information about the minimum technical specification needed for a projector. The Clerk has a contact to follow up regarding access to funding for a projector and possibly a laptop for the Parish Council.

136/14 CORRESPONDENCE

All correspondence for the Parish Council had been circulated to Councillors. Councillors then discussed a couple of items from Babergh.

Babergh has produced a public consultation - Community Infrastructure Levy – Draft Charging Schedule; the consultation will be open from 10 November 2014 to 4pm 24 December 2014. The Community Infrastructure Levy (CIL) is a new charge which will allow Councils to raise funds from developers undertaking new building projects. Once adopted, it will replace existing Section 106 contributions that some developments currently make towards infrastructure provision. CIL charges will be based on the size, type and location of the development proposed. The money raised can be used to fund a wide range of infrastructure needs including transport schemes, schools, health and social care facilities, parks and open spaces. After some discussion Councillors felt they were happy with the proposed charging schedule and therefore did not wish to respond to the consultation.

Babergh and Mid Suffolk District Councils are undertaking a call for sites starting from Friday 24 October 2014 for a 6 week period until 5pm on Friday 5 December 2014. This process provides the opportunity to put forward land which has the potential for future development for residential, employment or retail use. Babergh are only seeking housing sites of strategic size (i.e. 2ha or more which are well related to towns or villages and are not isolated sites in the open countryside), which will be considered for inclusion in a Strategic Site Allocations Document which is under preparation. It is not appropriate to submit small sites into this process. These are not within the Councils scope for allocations and there are other policy frameworks for dealing with these such as the National Planning Policy Framework (NPPF) and up to date Core Strategy policies. Councillors did not wish to respond to this since there are not any appropriate sites in Kersey of this size.

Robert Lindsay gave his apologies and left the meeting

137/14 FINANCE

A copy of the accounts to date and a financial statement, showing bank balances and expenditure for approval were tabled by the Clerk; these are appended to the minutes. Payments were all approved. Councillors then reviewed actual spending against the budget, sheet appended to the minutes, which showed that spending was in line with the budget. In September the second half of precept (£3,302) had been received. Giles Hollingworth and the Clerk met on 22 October to go through the accounts and to discuss Giles' role as the Council's Financial Controller. Giles went through all the documentation and has checked and verified all the bank reconciliations to date. The Clerk reported that after many telephone calls and with the help of our business manager at Barclays the new bank mandate with updated signatories on the Barclays account has now been completed and the new arrangements are in place. To make up for the inconvenience caused our business manager has credited our account with £50. The signatories on the Ipswich Buildings Society account for the Millennium Book Fund need to be updated, it was agreed to appoint the same signatories as Barclays ie John Hume, John Maltby & Yvonne Martin, forms were then completed and signed.

138/14 TO RECEIVE A REPORT FROM THE INTERNAL AUDITOR FOR HER INTERIM INTERNAL AUDIT

An interim internal audit by Natalie Blyth our Internal Auditor was carried out on 2 October where everything was found to be in order, her report was tabled.

139/14 PLANNING APPLICATIONS

B/14/00950/FHA Shepherds Cottage, The Tye – Erection of 2 storey rear extension. Insertion of first floor side window. This application has been withdrawn and will not be determined by Babergh.

B/14/01085/FHA The Keep, Priory Hill – Retention of porch canopy. Babergh has granted permission for this development.

B/14/00941/LBC 2 & 4 Ancient Houses, The Street – Application for Listed Building Consent – Re-roofing single storey rear outbuildings at 2 & 4 and replacement of plasterboard wall at no 2. Babergh has granted listed building consent for this application.

B/14/01160/FHA Three Stones, uplands – Erection of detached garage and store. This application was received just after the last Parish Council meeting. There had been a previous application for this development, granted a few years ago which had lapsed. The current application was very similar, the main difference being the rotation by 90 degrees of the building. The Clerk had liaised with the Chairman and then all Councillors, it was agreed that in this instance an extraordinary Parish Council meeting would not be called to discuss this application. The Clerk responded to Babergh that although the Parish Council had not met to discuss the application individual Parish Councillors were in support of the application. Babergh has now granted permission for the development. No further applications to consider had been received.

140/14 KCPC WORKING GROUP

Jonathan Marsh had sent a report – Following the annual inspection by RoSPA, their report has been received and circulated. This grades the whole playing field and playarea as medium risk; this rating reflects the risk rating for all equipment at the field. There are a few action points which need attention; generally the working group was already aware of these issues. A maintenance day was held to tidy up the playarea before the winter. A quarterly inspection of the playarea and other equipment will be carried out this month. Linda Newbigging has been secretary for the working group for many years and now wishes to step down; a new volunteer is needed, anyone interested should contact Jonathan Marsh or Linda.

141/14 FOOTPATH WORKING GROUP

- a) General Report - John Maltby reported no problems with the footpath network in Kersey. Some paths may still receive a further cut by volunteers if necessary.
- b) To discuss reprinting the footpath map – Following a stock take there are only 180 maps left in stock so the Parish Council will need to consider reprinting the map in the spring next year. Distribution of these maps had been more than originally anticipated, 720 maps have been used in 2 years.

142/14 TO DISCUSS PROGRESS WITH THE PARISH PLAN REVIEW

A meeting of the review group was held in September, the Clerk is in the process of producing a new updated Action Plan based on the discussions at the meeting.

143/14 TO DISCUSS PROGRESS ON WRITING A COMMUNITY EMERGENCY PLAN

A draft of the Community Emergency Plan has been circulated to all Councillors and the Clerk for their comments, John Hume is now incorporating the suggested changes and trying to finalise the plan.

144/14 TO DISCUSS PROGRESS WITH THE PROJECT TO IMPROVE THE FOOTPATH LINKS BETWEEN THE CENTRE OF THE VILLAGE AND VALE LANE INCLUDING THE PROPOSED JUBILEE STEPS

Giles Hollingworth reported that he and the Clerk had met with a Highways officer to discuss the proposed Jubilee Steps and to get his advice. Following these discussions he asked for a detailed sketch showing a cross-section of the proposed construction for the steps which has been emailed to him. Once we have received approval from Highways that our proposal is sound then more quotes will be sought. In light of the concerns being raised at the moment with Highways about the dangers for pedestrians walking down Cherry Hill who are forced to walk in the middle of the road due to the muddy edges it is important the Parish Council continues to work on this project. Until Jubilee Steps are completed there is no safe alternative route into the village for pedestrians. No work has been done on plans to improve the footpath links at the other end of the route from Vale Lane to the entrance of Church Walk.

145/14 AGREE DATES FOR ORDINARY PARISH COUNCIL MEETINGS FOR 2015

The following dates were agreed for Ordinary Parish Council meetings in 2015, they will be on a Monday evening at 7.30pm in the village hall. (The figure in brackets is the number of weeks since the previous meeting.) If additional meetings are needed because there is something which needs discussing before the next ordinary meeting then an extraordinary meeting will be called.

12 January (8)	Parish Council
9 March (8)	Parish Council
13 April (5)	Annual Parish Meeting + short Parish Council
11 May (4)	Parish Council Annual Meeting
13 July (9)	Parish Council
14 September (9)	Parish Council
16 November (9)	Parish Council

146/14 TO RECEIVE A REPORT FROM THE CLERK'S JOB APPRAISAL AND SALARY REVIEW

A report written by John Hume from the Clerk's appraisal meeting was tabled. John Hume and the Clerk had met for the appraisal in November. The Parish Council is very happy with the work of the Clerk. The Clerk will continue to attend networking sessions at SALC and training on an ad-hoc basis. It was agreed that a general refresher training course on the roles and responsibilities of Parish Councillors would be helpful, the Clerk has been asked to investigate this. It was noted that for the last few years, the Clerk had worked more than her contractual hours of 23.8 hours per month. It was therefore resolved to increase her hours to 26 per month with immediate effect. This will result in approximately a £320.00 per annum increase to her salary. Depending on any national pay awards any overspend in the budget for the Clerk's Salary can be covered by the budget for audit which was not required this year. It was agreed the Working at Home Allowance will remain at £156.00 per annum. Provision will also have to be made by the Parish Council for a suitable personal computer, especially when the planning process becomes electronic.

147/14 BUDGET AND PRECEPT 2015/2016 - DISCUSS BUDGET AND SET PROVISIONAL PRECEPT

Councillors all had a copy of the proposed budget, copy appended and a sheet showing budget projections over the next 4 years, this 4 year projection shows that assuming there are no major changes to the Parish Council spending then the precept can be kept at a similar level, with perhaps small increases to keep up with inflation. Babergh has written to the Parish Council regarding the Council Tax Support Grant to be paid, last year the Parish Council received £471, this year due to a recalculation the grant was £129.25, reducing amounts will be paid in the future, reducing by 1/3 each year, the grant in 15/16 will be £86.17, in 16/17 £43.08 and nil in 17/18. This grant is in addition to the precept requested by the Parish Council. Babergh have, yet again, not heard anything from the government regarding possible capping or referendum criteria for Parish/Town Councils for 2015/16. Babergh are due to notify Parish Councils of the Tax Base for 2015/16 in November. Councillors discussed the budget and agreed to increase the donation to St Mary's Church to £400 which would help towards costs for the churchyard £245, newsletter £110 and clock £45. A question was asked about what contingencies are spent on, the Clerk confirmed that this is for unplanned expenses such as fixed asset repairs or replacement. Councillors agreed that they wished to keep the Parish element of Council Tax at the same level, until the tax base has been announced this cannot be calculated. Councillors therefore agreed they did not wish to set the precept until the tax base for the coming year has been confirmed by Babergh, so the budget was provisionally agreed and will be confirmed at the meeting in January when all the relevant information is available.

Provisional budget for 2015/2016:

Administration	£ 544.00
Clerks Salary	£ 3,845.00
Training/Meetings	£ 250.00
Street Lighting	£ 210.00
CAS Suffolk Insurance	£ 480.00
Glebe Insurance	£ 50.00
Hedge Cut - The Glebe	£ 83.00
Playground Safety Inspection	£ 85.00
Dog Litter Bin emptying charge	£ 43.00
St Mary's Church	£ 400.00
Chairman's Allowance	£ -
Election costs	£ 25.00
Church Walk future maintenance	£ 130.00
Footpath Map printing reserve	£ 75.00
Contingencies:	£ 300.00
Taxbase fluctuation fund	£ 84.00
	£ 6,604.00

148/14 TRAINING

Information about training courses is regularly circulated to all Councillors. As agreed in the Clerk's appraisal the Clerk will contact SALC about a possible refresher training course for Councillors, to be held in Kersey.

149/14 REPORTS FROM MEETINGS

John Hume and Sarah Partridge attended the Babergh Parish Liaison meeting on 6 November; the report was read and is appended.

150/14 FORTHCOMING MEETINGS

1 December Babergh/SALC Area meeting – John Maltby will attend.

151/14 ANY OTHER BUSINESS

A Councillor asked whether the Clerk could investigate whether one of the telegraph poles in the Street near The Splash could be removed by combining the equipment onto one pole. There are 2 poles right next to each other. One has electricity cables and the other has the street light attached to it.

The meeting was adjourned for 'Parish Time'

A suggestion was made that when looking for contractors for the Jubilee Steps local companies could be considered.

A concern was raised about the small hawthorn tree in Vale Lane, after the recent wet windy weather it has become very wobbly and may fall onto passing pedestrians or vehicles. The Clerk will contact Highways.

The meeting was informed that The Glebe Trustees have locked the gate to the playing field to allow the grass to recover following several vehicles parking on the field and making the gateway rather muddy.

The meeting was informed that following the concern raised about the slippery pavement outside no 2 Church Hill Cottages in September, no repairs have happened yet; the Clerk confirmed that Highways had been informed about this, she will follow this up again.

The meeting was reconvened.

There being no further business the meeting closed at 9.03 pm.

Appended to these minutes are 8 sheets:

SCC report from Jenny Antill
Babergh report from Robert Lindsay
Kersey Parish Council Receipts and Payments to date (2 sheets)
Kersey Parish Council Finance sheet for 17 November 2014
Kersey Parish Council Budget to 31 March 2015 and proposed budget for 2015/16
Kersey Parish Council 4 year budget projections
Notes from the Parish Liaison Meeting on 6 November 2014