

**MINUTES OF KERSEY PARISH COUNCIL EXTRAORDINARY MEETING
HELD ON MONDAY 26 OCTOBER 2015
IN KERSEY VILLAGE HALL AT 7.30 PM**

PRESENT

John Hume – Chair, John Maltby, Veronica Partridge, Iqbal Alam, Yvonne Martin, Giles Hollingworth and Ian Fidell, 10 members of the public and the Clerk – Sarah Partridge.

124/15 APOLOGIES - None

125/15 ACCEPT MEMBERS' DECLARATIONS OF INTEREST - None

126/15 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

127/15 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14 September 2015 were signed and dated as being correct.

128/15 PLANNING APPLICATIONS

B/15/00973/LBC/SS Kersey Mill – Internal and external repairs. Babergh has granted listed building consent for these works.

B/15/01031/FHA/LJB & B/15/01032/LBC/LJB Manor Farm, Williams Green – Erection of single storey rear (infill) extension and insertion of glazed screen with French doors. Reopening of existing fireplace to take wood burning stove. Creation of inverted dormer and insertion of French doors and enlarged window to east elevation and new window to west elevation (Revised scheme to that approved under B/14/01633/FHA & B/14/01634/LBC) Babergh has granted permission for these works.

B/15/00735 Supreme Petfoods Ltd, Stone Street Farm, Stone Street – Application under section 73 of the Town and Country Planning Act (1990) to vary conditions attached to planning permission B/09/01402 – Variation of conditions 01 and 06 to allow operating hours in the hay and straw building to be without interruption from 7am on Mondays to 2pm on Saturdays. Babergh has granted permission for this variation.

Since publishing the agenda the Clerk had received two more planning applications which will be considered at the next meeting. B/15/01418 Woodbine Cottage – Erection of rear garden fence and B/15/01465 Kersey Mill- Erection of two storey detached building to provide 5 commercial units and 3 overnight accommodation units (to serve wedding venue). Site visits will be arranged for these applications.

B/15/01266 Boutells, The Street – Listed building consent – Erection of first floor extension over existing garage. Councillors had carried out a site visit. The meeting was adjourned to receive comments from members of the public but there were no comments. Councillors looked at the documentation and discussed the application. It was agreed that so long as the roof tile colour will be the same as the existing house then they fully support the application.

B/15/00731 Agricultural building adjacent Red House Farm, Wickerstreet Green - Notification under Part 3 of the Town and Country Planning (General Permitted Development (England) Order 2015 – Prior approval under class Q(a) change of use from agricultural building to dwelling house (C3), and for associated operations under class Q(b). *The meeting was adjourned to receive comments from members of the public.* A neighbour made a number of points about the application. The points he raised were that the building is not redundant – it has been used for storage of vintage cars since 2006. The application site is small and he has concerns that once permission has been granted there may be a subsequent request for more land to be included which would impact on wildlife. He commented that the Suffolk Wildlife Trust is concerned about the impact on the dormouse and great crested newt populations. The woodland surrounding the application site is an important corridor for the dormouse between Bowerhouse Tye and Groton

Wood. His final concern related drainage from the proposed dwelling and the impact on any potential flooding at the site. Although the neighbour supports the proposal for a dwelling on this site he believes it should not be granted under permitted development but with a full planning application which would have to give far more detail and should address all these concerns. There were no other comments. *The meeting was reconvened.*

Councillors looked at the documentation and discussed the application at length. The Council approved the change of use from agricultural building to dwelling house but there was not enough detail provided on the replacement building for Councillors to make a decision and the Council would prefer to see a full planning application.

B/15/00730 & B/15/00731 Red House Farm, Wickerstreet Green – Application for listed building consent – Erection of two storey rear extension and associated remodelling to rear elevation (following demolition of existing single storey rear extension) insertion of 2 additional window openings to match existing and minor layout alterations. As amplified by letter dated 12 August and amended elevations (received 29 September and schedule of repairs dated 30 June. Councillors looked at the amendments for this application and agreed that they still fully supported the application including the proposed amendments.

129/15 TO RECEIVE A REPORT FROM THE CLERK'S JOB APPRAISAL AND SALARY REVIEW

John Hume read out his report, appended. It was agreed the Clerk would remain on salary scale SCP27 and would be paid the agreed National Joint Council for Local Government Services (NJC) rate for this scale. It was agreed to increase the Clerk's Working From Home allowance from £3/week to £4/week from 1 November 2015.

130/15 TO DISCUSS THE PURCHASE OF A LAPTOP COMPUTER FOR USE BY THE PARISH CLERK

Councillors discussed the recommendation made by John Hume in his report for the Clerk's job appraisal that the Parish Council should purchase a laptop computer for use by the Clerk for Council business. At present the Clerk uses her own personal computer for Council business. In order for the Council to comply with the new Transparency Code the Council should have the independent ability to upload data to the internet, also the Parish Council will need to have a laptop when e-planning comes into force so that planning application information can be displayed at meetings. It was agreed that a laptop computer should be purchased along with a keyboard and mouse; this would make using the laptop for long periods of time more comfortable, easier and efficient. It was also agreed to purchase some Microsoft Office software, this would be purchased for the life of the machine as this would be more cost effective than paying an annual subscription. *Power: LGA 1972 Sch 12 para 10(2)b and LGA 1972 s145* It was agreed that the Clerk could spend up to £500 plus VAT on a laptop computer and related items so the best deal can be purchased on the day. It is hoped that the cost of the laptop can be recovered via the Transparency Fund, the Parish Council will have to pay for software at approx £100. This could be paid for partly from the Clerk's expenses budget with the balance from the contingencies budget. If the Transparency Fund application is not successful then the Parish Council will have to cover the cost of the laptop, using funds in the fixed asset reserve with the balance coming from either the contingencies budget or from general reserves, unless there is a surplus in any of the other budget headings at the end of the year.

131/15 TO APPROVE THE TRANSPARENCY FUND APPLICATION FORM

There is a compensation fund to help with the burden of complying with the new Transparency Code to which the Council can apply for funding. The Clerk had partly completed the Transparency Fund application, copy of the draft appended. The Clerk had been keeping a record of hours spent on Transparency Code work, the Council has been compliant since 1 April 2015 when the code came into force. The Clerk explained some of the items on the application form. The Council agreed that the Clerk could fill in the final information, relating to the purchase of a

laptop once this had been purchased and approved the application which would be submitted to SALC before the next deadline on 13 November. The Clerk will present the final application form at the next meeting. Councillors also agreed in principle that if the application was successful any funding received for additional hours worked by The Clerk for Transparency Code work would be passed on to her since she had worked more than her contracted hours due to this additional burden.

132/15 ANY OTHER BUSINESS

An item of correspondence had been circulated to Councillors relating to the case for the Right of Appeal in the Planning Process. It was suggested that if Councillors supported this they could sign the petition as individuals and the email could be circulated to any other interested parties.

Councillors again discussed the problem of parking near the school, which it had been noted had been appalling lately, with vehicles parked right on the junction. The Clerk had emailed the police recently but would email again to seek further support.

The outcome of the Parish consultation about speed limits, the Jubilee Steps and Vale Lane footpath link and the telephone kiosk would be discussed at the next meeting on 16 November. The Chairman thanked those who had already responded.

Councillors were reminded that a planning training session has been arranged for Monday 23 November at 6.30pm in the village hall.

The meeting was adjourned for 'Parish Time' but there were no points raised.

There being no further business the meeting closed at 8.35pm.

Appended to these minutes are 2 sheets:

Report from the Clerk's Job Appraisal and Salary Review

Draft Transparency Fund Application

APPRAISAL 2015 FOR SARAH PARTRIDGE, CLERK TO KERSEY PARISH COUNCIL

This appraisal is based on my meeting with Sarah on 14 October 2015 and on feedback from other Councillors.

1. PERFORMANCE.

Sarah has been Clerk to Kersey Parish Council since 2003 and her experience continues to be invaluable in what has been another successful year.

Sarah is well organised, efficient and diligent. She has good local knowledge and is well versed in governance matters. She provides advice to the Council in a logical, calm, confident and direct but good natured way.

She presents agendas, minutes and financial matters and updates to the Kersey website in a timely and accurate fashion.

2. DEVELOPMENT.

Sarah's development plan includes finalising the Parish Plan Review and assisting in the completion of the Emergency Plan. She will also network with other Clerks, and attend relevant meetings of local government associations on an ad-hoc basis.

Sarah agrees that Councillors are responding more quickly to correspondence but would welcome further improvement.

3. REWARD.

Sarah is on the upper level hourly rate of SCP 27 (£12.317), the agreed National Joint Council for Local Government Services (NJC) rate valid until March 2016. Her contractual hours of work are 26 per month but these have been exceeded because of the demands of the Transparency Code workload.

I propose, subject to approval by the Council, that Sarah's Working At Home Allowance is increased from £3.00 to £4.00 per week. I also recommend that the Council provide a new PC for Council business. It is likely this will cost c£400.00 which should be reimbursed by the SALC Transparency Fund.

4. SUMMARY.

Kersey Parish Council is extremely fortunate to have a Clerk of such high calibre. Personally and on behalf of the Parish Council, I thank her for her continued support to our community.

John Hume, Chairman, Kersey Parish Council.

19 October 2015.

Transparency Fund for Smaller Authorities - Funding Application Form

to be completed in conjunction with the Guidance notes for the Transparency Fund application form

Question	Answer	Already purchased
1. What is the name of the council?	Kersey	
2. Which County Association area is the Council in.	Suffolk	
3. Is the council's turnover less than £25k? (n.b. see Guidance notes for details on turnover)	Yes	
4. Does the council have access to the internet?	Yes	
<i>If the answer is NO - What will it cost to set up an internet connection?</i>		
5. Set up cost		
6. Yearly cost	£52	Yes
7. Does the council currently have access to a computer?	No	
<i>If the answer is NO.</i>		
8. Which computer does the council expect to buy?	FILL IN	Yes
9. Cost - (Excluding VAT)	FILL IN	
10. Does the council currently have access to a device capable of scanning?	Yes	
<i>If the answer is NO.</i>		
11. Which scanning device does the council expect to buy?		
12. Cost (Excluding VAT)		
Web presence		
13. Does the council currently have a website or have access to another website to which it can upload the necessary documents?	Yes	
14. If the council is using another organisation's website which involves a cost, please provide details of the cost per annum. (Excluding VAT)		
<i>If the council does not currently have access to a website to which it can upload the documents, please answer the next questions.</i>		
15. Website - Set up costs (Excluding VAT) & Go Live month & year		
16. Website - annual costs (Excluding VAT)		
Training		
17. Is any training needed?	Yes	
<i>If the answer is yes</i>		
18. Description	Clerk - Transparency Code, finance & web design	
19. Cost (Excluding VAT)	£311.35	Yes
Staffing		
Set up costs		
20. Hours	15 hours	
21. Hourly rate (Gross)	£12.317	Yes
Monthly costs - for months up to and including March 2016		
22. Hours	1hr 20 mins/month (16 hours in total)	
23. Hourly rate (Gross)	£12.317	
24. If the council believes it needs to access funding for other items which are not covered by this form, please give concise details of these requirements, the reasons and costs involved here. Please note - if the council chooses to use this box your application may take longer to process and we do not guarantee that we will meet the dates in the attached timetable.		
Total amount requested		FILL IN
Authorisation		
25. Please confirm that this document has been approved by the council.		Yes/No
Finance Details.		
Account name	Kersey Parish Council	
Address	Hadleigh, Ipswich Branch, PO Box 3, 1 Princes Street, Ipswich IP1 1PB	
Sort Code - six digits	20-44-51	
Account Number - eight digits	30147435	
FOR COUNTY ASSOCIATION / ADA USE ONLY - Date received		
FOR NALC OFFICE USE ONLY - Date received		