

BENHALL & STERNFIELD PARISH COUNCIL

Draft minutes of the Benhall & Sternfield Parish Council, held on Thursday, 13 July 2017,
7.00pm in Benhall ex Service Men's Club.

Present:– Cllr Hilary Graham – Chairman, Cllr Riven Brace – Vice Chairman, Cllr Donald McGregor, Cllr Sue Nicholson,
Cllr Jo Pemberton, Cllr Kevin Marsh, Cllr Katie Carr-Tansley & Cllr David Secret.
In Attendance: 2 members of the public, SCDC John Fisher and the Clerk.

OPEN FORUM

Cllr John Fisher SCDC informed that the Council is now operating out of the new offices at Melton. Small electrical items can be recycled in a bin at Saxmundham,

Cllr Philip Dunnet SCDC – The Clerk has emailed his report to all.

Cllr Andrew Reid SCC - The Clerk has emailed his report to all, however some Councillors are unable to open the attachment. Clerk to inform him.

1. **APOLOGIES FOR ABSENCE.** Cllr Chris Durrant & SCDC Philip Dunnett.

2. **DECLARATION OF INTERESTS.** None.

3. **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 11 MAY 2017 - To consider the approval.**

These were approved by all, proposed Cllr Brace, seconded Cllr Nicholson, signed by the Chairman.

4. MATTERS ARISING FROM THE MINUTES AND ACTION POINTS.

1.13 – Group of councillors have been to look at how many posts are needed to replace along the grass verge, by the Rectory. SCC Highways will need to be contacted to ask for permission to install posts and to agree on the edge of the highway. Alternatively could bank up the area with a substantial amount of soil and grass over and then ask residents not to park there, this option would not need to be negotiated with Highways. Therefore the 2nd option was agreed by all, proposed Cllr Nicholson seconded Councillor Brace.

a. Emergency Planning. Cllr Marsh reported that the Emergency Plan is being worked on. Suggest that the school could be used as a central meeting point in an emergency. Important contact numbers could be on fridge magnets. Cllr Pemberton informed that a resident in the village has just qualified as a community responder and can use a defibrillator. If the village had a defibrillator then any member of the public could use it as it is very easy to use and has clear instructions. The Chairman informed that a defibrillator costs between £1400/2200.00 and could be paid for out of CIL money. Cllr Carr-Tansley to research how long the life of a defibrillator is expected to be? To consider the purchase at the next PC meeting.

b. Social Media. Cllr Pemberton reported that a village link is now live on Facebook and Twitter feed and is looking popular. She encouraged all village events and what's happening to be posted.

c. Flag Pole. A thank you has been received from the flower show committee for the new flag pole. However the Chairman informed that the Parish Council is unable to pay for it out of CIL money as it is not covered, but to pay out of PC funds instead. In future when considering a donation out of CIL money the PC to research if it is possible in the first instance.

d. SPLG. Clerk to request minutes of the SPLG meeting for this year and pass onto Cllr Secret.

5. SITING OF POSTS FOR VEHICLE ACTIVATED SIGNS.

Cllr Secret informed that SCC Highways agree to the site on Church Hill, Sternfield for 2 posts as it is a 30mph location, however do not approve the main road in Benhall as it is 40mph. Westatec has quoted £3045 plus VAT for one VAS which could be shared between the 2 posts in Sternfield. Before Highways are asked to go ahead and install the 2 posts, the Clerk to ask SCC Andrew Reid, SCDC Dunnett and Fisher for financial support.

6. PLANNING APPLICATIONS a. Update on applications

Cllr Nicholson reported on new planning applications since 11May; Benhall – Hawthorns, new access onto highway. White Arch park want to build 13 garages for the residential homes. Silver Lace Green – Prior notification for redundant agricultural building into a residential dwelling. Hopkins Homes has started the application process for 225 homes on land on the left hand side approaching Saxmundham from Benhall. Parish Council has put comments forward to SCDC, suggest to see an environmental impact report and the issue of access onto the main road.

7. FINANCE a. Statement of Accounts.

Bank balances as at 13 July 2017, HSBC £2,685.35, Ipswich Building Society £16,746.80.

Cllr McGregor read out the Internal Auditors Report for the Parish Council to adopt and accept the recommendations.

Standing orders will be reviewed during the year to adopt the update of public contracts regulations.

Clerk to number each page of the minute book, and Chairman must initial each page of the minutes when signing approved minutes.

The Parish Council approves and adopts the recommendations in the full report, proposed Cllr Carr-Tansley seconded Cllr Pemberton.

Chairmans initials

b. Report from Finance Sub-Committee and Review of Financial Regulation 11.1 (H)

Cllr McGregor reported that the finance sub committee has met and reviewed the above. It was decided that the existing threshold (£100) at which three estimates for work are required, is too low and should be increased.11.1 (h) of the Financial Regulations should therefore be amended to read: -

“When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.”

Proposed Cllr Carr-Tansley, seconded Cllr Brace, the Clerk will amend the financial regulations accordingly.

c. Data Protection Registration. Cllr McGregor has carried out the registration and it has been paid for.

d. To Review the Clerks salary. The finance sub committee to carry out the review.

e. Clerk – Invoices to pay. Expenses £142.18, salary £556.25, proposed Cllr Nicholson seconded Cllr Carr-Tansley.

8. REPORTS FROM PARISH REPRESENTATIVES

The Wadd - Cllr Katie Carr-Tansley. Turners have cut the dry part of the Wadd and Green, £264.00, payment was proposed Cllr Pemberton, seconded Cllr Brace. Unable to sell the 3 bales of hay at present. She has booked the probation service to rake the damp part of the Wadd and this will be done on 2 dates.

Village Green – (Cllr Chris Durrant) Cllr Carr-Tansley informed that the orchard group has contacted the Estate to plant 2 trees, however this will be put on hold for the time being as the Estate wants to see a 5 year plan.

She also reported that she has taken 4 volumes of minute books dating from 1947 to 1980s to be stored at the Ipswich Records office.

Cllr Durrant has informed that the “No Parking signs on the Green are old and out of date and need replacing, cost £40 each sign. It was agreed that this should be done and to ensure the correct wording.

The Chairman informed that the Parish Council no longer has a village handyman. Alternate handyman needed, Cllr McGregor to contact a possible candidate and to ask him if he would also maintain the cemetery. The Chairman, Cllrs McGregor & Durrant may have to meet to consider applicants.

An email has been received from the Estate which the Chairman has responded to as follows; The Parish Council did not realise that they thought the PC was responsible regarding the Japanese Knotweed, but will cooperate and help. The Parish Council does not consider itself to be financially liable.

Vehicles have continued to park on the triangle when visiting the play area, the PC does allow this and it works well. If needed parking is also allowed at the Benhall Club.

The proposed multi sports pitch is nothing to do with the PC, but is to do with Benhall Club. The PC was asked by Sarah Shinnie at SCDC for its opinion.

Trees - Cllr Riven Brace. Nothing to report.

Cemetery - Cllr Donald McGregor informed that new signs have been erected referring to the cemetery regulations.

Police Liaison, Neighbourhood Watch, Parish Website - Cllr Chris Durrant. None.

Emergency Scheme - Cllr Jo Pemberton & Cllr Kevin Marsh. Dealt with.

Benhall Club - Cllr Mark Jeffries. None

Sizewell Parish Liaison Group (SPLG). Cllr Secret to report once the minutes of the meetings have been forward to him.

SALC – Cllr Secret attended a recent meeting, civil parking, enforcements to come in next year.

Transport - Mrs Angela Nicholls. Changes have been made to the no 64 Suffolkonboard bus service which runs from Aldeburgh to Ipswich. Time tables can be accessed from the internet, suffolkonboard . Those without computers can get copies of the new time table from the public library. There are some changes on Martlesham Park and Ride. Our local bus the 521 from Aldeburgh to Halesworth remains unchanged.

9. CORRESPONDENCE a. Roadworks/Repairs – Net Work Assurance.

Clerk to register on roadworks.org for notification of road works in the area.

b. Benhall School Report. Clerk to forward to the Councillors.

10. ANY OTHER BUSINESS. a. Village Newsletter.

Cllr Nicholson has some ideas and has prepared a template for a non benefice, village newsletter (not a parish council newsletter). To be distributed with the Ebb n Flow. Information for the newsletter would need to be acquired from Benhall and Low Street and she is happy to do so, Chairman happy to edit. Cllr Pemberton happy to input information also. Leiston Press could carry out the printing or photocopy, is it within the PC budget?

11. DATE OF NEXT Thursday 14 September, 7.00pm. Meeting ended at 8.35pm

List of Action Points:

a/p 1.4 Clerk to request SPLG minutes for this year.

a/p 2.5 Clerk to ask SCC Reid, SCDC Dunnett and Fisher for financial support towards a VAS.

a/p 3.7d The finance sub committee to review the Clerks salary

a/p 4.8 Cllr Durrant to renew the “No Parking” signs on the village green.

a/p 5.8 Cllr McGregor to contact a new village handyman.

Signed (Chairman)

Date

Chairmans initials

