

BENHALL & STERNFIELD PARISH COUNCIL

Draft minutes of the Benhall & Sternfield Parish Council, held on Thursday, 9 November 2017,
7.00pm in Benhall ex Service Men's Club.

Present:– Cllr Hilary Graham – Chairman, Cllr Riven Brace – Vice Chairman, Cllr Chris Durrant, Cllr Donald McGregor, Cllr Mark Jefferies, Cllr Kevin Marsh, Cllr David Secret, Cllr Sue Nicholson & Cllr Jo Pemberton.
In Attendance: 1 member of the public, SCDC John Fisher, Carol Durrant RFO and the Clerk.

OPEN FORUM

The Clerk has circulated the reports received from SCC Andrew Reid and SCDC Philip Dunnett. SCDC John Fisher informed that the merger between SCDC & Waveney will be going ahead (this will affect the brown waste bin policy and also car parks). The planning department are analysing the call for sites (Issues & Options) and a formal consultation will follow on after the analysis. Universal Credit will be rolled out in June 2018.

The Parish Council had been asked by SCDC if it wished to refer the planning application for the 9 houses behind Forge Close.

1. **APOLOGIES FOR ABSENCE.** Cllr Katie Carr-Tansley, SCC Andrew Reid & SCDC Philip Dunnett.

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

3. **MINUTES OF THE LAST MEETING HELD ON 14 SEPTEMBER 2017 - To consider the approval.**

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

4. **MATTERS ARISING FROM THE MINUTES AND ACTION POINTS.**

1.4a Cllr Marsh is still waiting for BT to strip out the telephone box to prepare it for a defibrillator. He has also contacted Suffolk Police who give away defibrillators free of charge.

2.4b The Clerk to chase up a response from SCC David Chenery regarding the SIDs application. Once this has been received Cllr Secret will get formal quotes for the SIDs.

3.5 The Clerk has invited Emily Swift – Benhall Estate to the Parish Council meeting again, but she declined. Will invite her to the next PC meeting.

Matters arising a. Reform of Data Protection Legislation. The Clerk informed that she had attended a seminar today regarding the new legislation due to come into force May 2018. SALC will be sending out information and costs for the services of a Data Protection Officer.

5. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 18 OCTOBER 2017 – To consider approval**

After amending the mis-spelling of Cllr McGregor's name the minutes were approved by all, proposed Cllr McGregor, seconded Cllr Nicholson, signed by the Chairman.

6. **MATTERS ARISING FROM THE MINUTES**

Cllr Nicholson informed that the Parish Council have responded to SCDC and also completed the documentation for the Local Plan Review – Issues & Options.

7. **PLANNING APPLICATIONS a. Update on applications since the last Parish Council meeting.**

1 application received for Sternfield. Benhall, reserved matters for the 9 houses behind Forge Close, the planning officer has looked at the internal square area measurements and also the issues of parking. However there is sufficient parking. No attempt to bring the footpath through The Beeches, but footpath will be to the side of Forge Close. Gardens will back onto Forge Close. A screen will be placed on the balcony of one of the properties. Cllr Nicholson will chase the outcome of the listed barns at Benhall Place, Low Street.

8. **FINANCE a. Statement of Accounts.**

Cllr McGregor reported the bank balances as at 8 November 2017, HSBC £222.51, Ipswich Building Society £20,634.30. The Clerk has transferred £2,000 from the Ipswich Building Society into the HSBC. He read out the list of receipts and payments since the last meeting.

Cllr Marsh informed that he had carried out a 6 month internal audit on the accounts and all was spot on, well done to the RFO.

Cllr Durrant informed that he has updated the Asset Register, as it included items which the PC no longer has. He also clarified with SCDC and SCC that the bus shelters and grit bins belong to them. He has added on location areas of each item on the register. All -items on the register are the responsibility of the PC and should be insured. When renewing the insurance next year will need to inform them of the amended register as this may reduce the premium.

The RFO Carol Durrant reported that there is still £3840.00 CIL money available, the PC needs to plan how the money should be spent within the next 4/5 years. She summarised expenditure to date against the budget for the first 9 months of the year and advised that the Finance Group will be putting together the budget for the next financial year. She asked for any budget requests to be received by 24 November so that she can draw up a draft. No money has been spent out of the current budget on training apart from the Clerk attending the Data Protection course today. She encouraged the councillors to take a look on the SALC website to see what training is on offer. The Parish Council will be required to approve the next year's precept budget at the January meeting. Financial and Standing Orders along with Risk Assessment to be reviewed at the next PC meeting.

The Chairman thanked the RFO for all her work.

Chairmans initials

- b. **Leiston Press – Invoices to pay**, newsletter printing 2 x £34.00
- c. **Clerk – Invoices to pay** £616.45 & £27.50
- d. **Responsible Finance Officer** – Invoice to pay £87.50

The above invoices were approved for payment, proposed Cllr Brace seconded Cllr Pemberton.

9. REPORTS FROM PARISH REPRESENTATIVES

The Wadd - Cllr Katie Carr-Tansley. In her absence the chairman read out her report as follows;

Posts need replacing round the corner of the Wadd opposite the Homestead and the Greensleeves terrace and parallel to the track.

The Probation Service cut back the vegetation so the gaps can be clearly seen.

Cllr Brace felt that the posts had already been looked at and it was decided that it was too complicated to warrant replacing the posts. As the parking problem seems to have gone away it was agreed by all that no further action will be taken at this time.

Village Green – Cllr Chris Durrant will install the new parking signs and would like some help. One to be installed in the first instance, for approval as the signs are quite prominent. Report back at the next PC meeting. Grass at the Village Green and Cemetery have been cut.

Trees - Cllr Riven Brace. Nothing to report.

Cemetery - Cllr Donald McGregor informed that the gate posts leading into the church yard have been replaced as they were rotten and one had collapsed. Public footpath sign needs to be replaced, he will ask SCC to do this.

Police Liaison, Neighbourhood Watch, Parish Website - Cllr Chris Durrant. Website will look slightly different in the new year as it will have new features and graphics.

Emergency Scheme - Cllr Jo Pemberton & Cllr Kevin Marsh, has received the last few updates from people who can offer equipment in the event of an emergency. Cllr Pemberton has been in touch with a first responder who lives in the village and has experience to use a defibrillator. Suggests fridge magnets with contact details of responders. She has posted the Local Plan Review on the Facebook and Twitter pages and has had 419 views.

Benhall Club - Cllr Mark Jeffries. Nothing to report.

SALC – Cllr Secret, attended the last meeting, in 2019 the district council to take over parking controls. 5 parish councils are piloting a scheme to maintain their own footpaths.

10. CORRESPONDENCE a. Oil Club. The oil club has launched a club for Benhall Green and the surrounding area. For more info or to join visit www.oil-club.co.uk.

11. ANY OTHER BUSINESS. a. Welcome Letters. Cllr Nicholson informed that she has recently sent out 3 welcome letters to new residents.

b. Newsletter. Cllr Nicholson informed that nobody has come forward to produce a January newsletter, so there will not be one published. She will produce a newsletter for February.

c. Footpaths. The pavement running along the main road by the vegetable shop is badly overgrown.

The footpath/cut through from Coronation row to The Green is also overgrown, as it is a well walked path the village grass cutter will be asked to keep it clear and tidy. (This footpath may well be owned by The Estate).

It has been reported to the Parish Council that the footpath which passes across a field from Low Street to Stratford St Andrew needs cutting as it is very overgrown. Most likely it has become overgrown as a sign has been placed at the footpath “Bull in Field”. Such a sign should not have been placed and this has been reported to SCC, if no response by next meeting PC to follow up.

Cllr McGregor – Resignation.

Cllr McGregor stated that he wished to stand down from the council. He had very much enjoyed his four and half years as a councillor during which time he had learned a great deal about the parish and made many friends. He stated that he was willing to continue to manage the parish cemetery until such time as a successor had been identified subject to the council authorising him to act for it in matters relating to the cemetery. This was agreed. Cllr McGregor recommended that his successor should complete the one-day course run periodically by the Institute of Crematorium and Cemetery Management as it was important to be familiar with the legal obligations that attach to burial authorities. This was also agreed but it was noted that no courses are scheduled in the near future.

Cllr Jeffries also offered to assist with the cemetery. Dr Graham thanked Cllr Jeffries and expressed appreciation of his offer.

Clerk to be responsible for registering the Parish Council for Data Protection.

Cllr McGregor will not need to be replaced on the planning committee as there are still 4 councillors who remain.

Finance is under control with the RFO, but she may need help from another member.

12. DATE OF NEXT MEETING. Thursday 11 January 2018, 7.00pm. Meeting ended at 8.35pm

List of Action Points:

a/p 1.4 The Clerk to chase up a response from SCC David Chenery regarding the SIDs application

a/p 2.7 Cllr Nicholson will chase the outcome of the listed barns at Benhall Place, Low Street.

a/p 3.11 Clerk to contact SCDC to advertise Cllr McGregor’s resignation.

Signed (Chairman) Date

Chairmans initials