

STOWLANGTOFT PARISH COUNCIL MEETING

ANNUAL GENERAL MEETING

**MONDAY 15 MAY 2017 AT 7.30 PM
THE MEETING ROOM, ST GEORGE'S ROAD**

Present: Cllrs D D'Lima (Chair), J Catchpole, H Godfrey, J Godfrey, N Kaines and J Orlopp, District Councillor R Barker and County Councillor Mrs J Storey. Mrs A Bryant (clerk) was also in attendance. Members of the public also attended.

9 **Election and appointment of Chairman for 2017/2018**

Cllr Kaines proposed that Cllr D'Lima continue as Chairman for 2017 - 2018. Cllr J Godfrey seconded the motion, which was carried unanimously. Cllr D'Lima then signed the Declaration of Acceptance of Office.

Cllr D'Lima suggested that Cllr Orlopp continue as Vice Chairman for 2017 – 2018, which received unanimous support. Cllr Orlopp then signed the Declaration of Acceptance of Office.

10 **Apologies for absence:** No apologies for absence were received.

11 **Declaration of interest:** No declarations of interest were declared.

12 **Minutes of the last meeting:** The Chairman summarised the minutes for the benefit of members of the public who had not read them. Cllr Kaines proposed that the minutes of the meeting dated 20 March 2017 be approved. Cllr Catchpole seconded the motion and it was carried unanimously.

Cllr Kaines sought clarification regarding minutes 10 (page 4) that the cameras referred to were Vehicle Activated Signs (VAS) and not a normal camera. Cllr D'Lima clarified that the surplus budget had been identified for purchasing VAS.

13 **Matters arising from the last meeting:**

Speed Gates, Kiln Lane: Cllr D'Lima advised that following discussions with the Suffolk Highways, agreement had been given to locate the speed gates in the proposed locations. He added that Suffolk Highways had stated that funding from them was not available. Cllr D'Lima questioned County Cllr Storey whether her locality budget could assist with the installation of the four gates in Kiln Lane.

County Cllr Storey replied that assistance from her locality budget had been given to speed gates in the past at an approximate cost of £400 but she was unsure if that was an installed cost or just the providing the gates. She confirmed that she would provide locality funding towards the Kiln Lane gates.

The Parish Council agreed that the Suffolk County Council approved gates be investigated further and that County Cllr Storey provide Cllr D'Lima with the necessary information to progress the locality budget application for the Kiln Lane speed gates and an update be given at the next Parish Council meeting on 17 July 2017.

A1088 road sign: Cllr J Godfrey queried whether the damaged rotting sign had been removed from the A1088. Cllr D'Lima stated that it was unlikely to be removed and would just rot away.

Vehicle Activated Signs (VAS): Cllr D'Lima requested funding from County Cllr Storey's locality budget to assist with the installation of VAS. He added that Cllr H Godfrey had submitted the necessary paperwork. County Cllr Storey agreed to provide funding from her locality budget and noted that she had the paperwork previously submitted.

Cllr H Godfrey stated that the Parish Council would need to be aware of the level of funding to be awarded prior to purchasing the VAS so the Parish Council were aware of the level of reserves to be committed.

The Parish Council agreed that Cllr H Godfrey and County Cllr Storey would liaise outside of the meeting regarding funding levels and report back on 17 July 2017.

Open Space Survey: Cllr Catchpole informed that the questionnaire had been completed and returned. The Clerk requested a copy of the questionnaire for her records.

Church View: Cllr D'Lima advised that the pot hole had been reported and a representative from Suffolk Highways had visited site, however the report back was that the hole is not large enough at present to warrant repair.

A1088 layby: Cllr D'Lima stated that he had spoken to District Cllr Barker regarding litter signage in the layby. **District Cllr Barker stated that signs were available and he would email examples through to Cllr D'Lima.**

Common Room/Managers Office: Stephanie Osbourne had been contacted but had heard nothing back. **District Cllr Barker agreed to check the current position next time he visited the offices.**

14 **County Councillors Report:** County Cllr Storey had submitted her report to the Annual Parish meeting and had nothing to add.

15 **District Councillor's Report:** District Cllr Barker had submitted his report to the Annual Parish meeting and had nothing to add.

(County Cllr Storey and District Cllr Barker left the meeting at 7.50 pm)

16 **Police Report:**
The report available on the website covers 22 wards in the Stowmarket area and is dated April 2017.

"There were 794 incidents received and 342 investigations recorded.

You said:

1. Protect vulnerable young people reported missing.
2. Reassure in Stowmarket following serious incidents.
3. Concern of drug use and anti-social behaviour.

We did:

1. To protect those who go missing we work with partner agencies, families, carers and friends to develop a Fast Action Response Plan. These are updated and held on file. We utilise media to appeal for witnesses and sightings of missing persons.
2. Reassurance foot patrols and mobile patrols have been conducted daily. Have also reported via social media and the Suffolk Police Webpage the results of investigations.
3. High profile patrols have been conducted in areas of identified concern. Multi agency meetings are being held to discuss solution-focused approaches.

<i>Figures for March:</i>	Burglary Dwelling	9	Robbery	3
	Violence with Injury	21	Serious Sexual Offences	9
	Drug Trafficking	2	Anti-Social Behaviour	23

Point of contact for your Safer Neighbourhood Team: Sergeant 1692 Martin

Tel: 101

Email: Stowmarket.snt@suffolk.pnn.police.uk

17 **Speed Reactive Sign Procurement**

Cllr D'Lima noted the encouraging comments from County Cllr Storey. Will wait to see how much funding is available and discuss and agree progress at the next meeting.

Cllr H Godfrey stated that Pakenham have recently installed posts but have gone down the option of a loan camera. He did not think that would be suitable for Stowlangtoft.

Cllr D'Lima suggested that, if the Parish Council were in agreement, that once County Cllr Storey had replied regarding funding, that the survey can be progressed before the next meeting regarding the location of the posts for the moveable camera. Cllr H Godfrey added that there are various requirements which need to be reached for the location of the posts.

All those present were in agreement.

- 18 **Clerk's report:** The Clerk advised that the Village of the Year Competition had been launched with a closing date of 14 May. However, having emailed the application round to Councillors it had been decided that Stowlangtoft would not enter this year.

There is a Parish Liaison meeting on 27 June 2017 at MSDC Offices. The Clerk agreed to attend in lieu of any other representative. **The Clerk to would book herself a place.**

- 19 **St George's Church:** Cllr D'Lima stated that the financial situation regarding the Church had been discussed at the Annual Parish Meeting, however he asked if any Councillors present had any suggestions for fund raising.

Cllr Kaines stated that consideration is being given to speak to Tostock Parish Council regarding a combined fireworks event. He added that a combined event could also be held with Pakenham Parish Council, however the level of fund raising reach would need to be shared amongst Parishes. He confirmed that he would be visiting the recreation ground in Pakenham on 21 May 2017 to investigate further.

Cllr Kaines confirmed that he had spoken to Essex Pyrotechniques regarding the purchase of fireworks as in previous years. They were happy with either 4 November or 28 October.

Cllr J Godfrey queried whether there were services held in the Church. Cllr Kaines stated that some high profile services such as Christmas and Easter were held but very few others.

Cllr Catchpole queried whether the Church could be taken over by the Historic Churches Trust although Cllr J Godfrey did not think that was possible.

Cllr H Godfrey stated that perhaps the Parish Council could offer more funding and also members of the public living in the village could be approached.

Cllr Kaines advised that if the Church were too close to services perhaps some additional facilities such as a kitchen and toilet facilities could be installed which would then make it a more attractive location for other type events.

The Parish Council agreed that St George's Church should be an agenda item for 17 July 2017 to provide an update.

20 **Finance Report:**

Annual Governance Statement and Audit: The Chairman and Councillors considered the Annual Governance Statement and agreed that the Chairman should sign it as being correct.

Adoption of accounts for 2016 – 2017: The 2016 – 2017 accounts have been returned by the internal auditor with positive comments. Cllr D'Lima proposed the adoption of the accounts; seconded by Cllr Orlopp and the adoption was carried unanimously.

Risk Assessments: Councillors reviewed the risks for which the Parish Council were responsible and agreed that the measures taken to minimise these risks were adequate. Cllr J Godfrey suggested that the risk assessment regarding the bus shelters for anybody should be amended. She stated that the vegetation limiting access would not occur as it was a concrete base. Therefore, she proposed that the frequency be reduced to a 1. **All those present unanimously supported the amendment.**

Insurance: The Clerk advised that the renewal had come through. There had been a minor increase. It was agreed unanimously to continue with Aon.

Councillors agreed the financial report and the cheques were signed.

Following the meeting, Cllr Kaines contacted the Clerk and highlighted that an invoice for Mr Pearson for street cleaning had been received and a cheque should have been signed at the meeting. Via email, all Councillors agreed that a cheque for £93.60 would be raised and signed by two signatories.

21 **Planning matters:**

Approved: 0993/17 – 2 The Bungalows, The Street, IP31 3JX

22 **Highway matters:**

Cllr Catchpole informed the meeting that some emergency works to the fire hydrant had been undertaken in Kiln Lane.

23 **Correspondence:** The Clerk circulated two copies of the Local Government Newsletter.

24 **Councillors' Forum:**

Automatic Enrolment: Cllr D'Lima stated that the Pensions Regulator were responsible for ensuring any employer had met the legal requirements of automatic enrolment under the Pensions Act 2008. As the Parish Council employed the Clerk we needed to meet the requirements. He advised that the Clerk had been written to outlining that a scheme had not been implemented as the earning threshold was over £192 per week. Following on

from the letter, a declaration had been completed online meaning Stowlangtoft Parish Council had met the requirements.

Clay Shoot: Cllr D'Lima advised that Andrew Johnson, a Parishioner, wished to inform the Village that there would be a clay pigeon shoot on their land over the Bank Holiday weekend (27 - 29 May 2017). The shoot would be held in and around the large wood to the south of the Stowlangtoft – Hunston road. He would be placing temporary signage on the roads in the village and apologises in advance if villagers notice any additional traffic or hear shooting over the weekend. He added that, assuming the event was successful, he had pledged to make a donation to Stowlangtoft church funds.

25 **Public Forum:** The Parishioners advised that 1000 toads had been rescued in Kiln Lane by 8 volunteers and that the Suffolk Wildlife Trust were interested in the site.

26 **Date of next meeting:** Monday 17 July 2017 at 7.15 pm in the Meeting Room, St George's Road.

The meeting concluded at 8.37 pm.

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Chairman

Date: