

STOWLANGTOFT PARISH COUNCIL MEETING

ANNUAL GENERAL MEETING

MONDAY 15 MAY 2018 AT 7.30 PM
THE MEETING ROOM, ST GEORGE'S ROAD

Present: Cllrs D D'Lima (Chair), I Cassidy and J Catchpole. Mrs A Bryant (clerk) was also in attendance. Members of the public also attended.

9 **Election and appointment of Chairman for 2018/2019**

Cllr J Catchpole proposed that Cllr D'Lima continue as Chairman for 2018 - 2019. Cllr Cassidy seconded the motion, which was carried unanimously. Cllr D'Lima then signed the Declaration of Acceptance of Office.

Cllr D'Lima suggested that as various Councillors were absent, the appointment of a Vice Chairman would be deferred to the July 2018 meeting.

10 **Apologies for absence:** Apologies for absence were received from Cllrs Godfrey, Mrs Godfrey, Kaines and J Orlopp, County Cllr Mrs Storey and District Cllr Barker.

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 Cassidy proposed that the minutes of the meeting dated 19 March 2018 be approved. Cllr Catchpole seconded the motion and it was carried unanimously.

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

Minute 105: Enforcement Action: Cllr D'Lima stated that the issue had been resolved. The development had been undertaken under Permitted Development Rights and a clear pane window had been replaced with frosted glass.

Minute 105: Elmswell Parish Council A1088 discussion: Cllr D'Lima stated that he had not received any feedback from District Cllr Barker.

Minute 110: Cleansing Grant: The Clerk advised that MSDC did not have a policy document regarding street cleaning and that if the Parish Council wished to increase the hours covered by the grant then an application, outlining why, would need to be submitted. MSDC would consider this as part of the 2019-2020 budget discussions.

Minute 112: Church View pot hole: Cllr D'Lima informed those present that the pot hole had been repaired.

Minute 114: Litter Pick: The rearranged litter pick had been successful with approximately 30 bags of litter collected. Cllr D'Lima thanked all those involved.

14 **County Councillors Report:** County Cllr Mrs Storey had not submitted a report.

15 **District Councillor's Report:** District Cllr Barker had not submitted a report.

16 **Police Report:** The Police report had been covered at the Annual Parish Meeting.

17 **Speed Reactive Sign Procurement**

Cllr D'Lima advised that since the last Parish Council meeting in March, Cllr Godfrey had contacted the Chair to request agreement to obtain quotations and then to proceed with the best overall package. All Cllrs had been contacted and agreed for Cllr Godfrey to proceed.

In Cllr Godfrey's absence, Cllr D'Lima stated that the lowest quotation would be progressed with two signs being purchased out of the Parish Council's reserves and funding from County Cllr Mrs Storey's locality budget. He added that solar powered signs were favoured even though they were more expensive to buy initially. **It was agreed that Cllr Godfrey would update the Parish Council further at the meeting on 16 July 2018.**

18 **Clerk's report:**

The Clerk advised that a Parish Cllr from Pakenham had contacted her regarding the motorbikes which used the pit in between Pakenham and Stowlangtoft. He had advised that the majority of bikes caused no problem at all, however recently the noise levels had increased. The Clerk stated that Pakenham Parish Council would write to the landowner and she had agreed to raise the issue at the meeting, especially in light of the landowners attendance. The landowner was present and noted the concerns.

The Clerk informed the Parish Council that GDPR came into force on 25 May 2018, however the requirement for Parish Councils to have a Data Protection Officer had been removed. The Clerk stated that other requirements of the Regulation still needed to be adhered to.

19 **St George's Church:**

The Parish Council noted that a large event would be needed to provide the necessary funds for the Church. However, it was likely that a fireworks event in a neighbouring village was unlikely to go ahead as any funds raised would have to be split. Those present were informed that the Church would be kept looking neat and tidy but outside businesses and members of the village.

Concern was again raised regarding the look and location of the yellow family church signs. Cllr D'Lima explained that concern had been raised that the signs would become a permanent feature and requested that perhaps they were only put out nearer the event and then taken down again.

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. The Parish Council noted that, as part of the Annual Governance and Accountability Return, a new element for 2017 – 2018 required the Parish Council to exempt itself from a limited assurance review based on gross income or gross expenditure not exceeding £25,000. All Cllrs were in agreement that the Parish Council could be exempted.

Adoption of accounts for 2017 – 2018: The 2017 – 2018 accounts had been returned by the internal auditor with positive comments and one minor change regarding the CAS invoice. Cllr Cassidy proposed the adoption of the accounts; seconded by Cllr J Catchpole 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. All those present unanimously supported the risk assessments.

Insurance: The Clerk advised that the renewal had come through from BHIB Limited. BHIB had had the Parish Council's insurance details passed to them from Aon who no longer insured Parish Councils. The premium was agreed.

Councillors agreed the financial report and the cheques were signed.

21 **Planning matters:**

Approved: DC/18/00546 – 2 Primrose Cottages, Kiln Lane.

22 **Highway matters:**

Cllr D'Lima stated that the pot hole in Bull Road towards Pakenham had been repaired. He reminded all present to report pot holes using the online reporting tool.

23 **Correspondence:** The Clerk had no correspondence to circulate.

24 **Councillors' Forum:**

Toad Relocation: Cllr Cassidy stated that approximately 1000 toads had been rescued and relocated near Primrose Cottage. It had been as successful as previous years.

Bottle Bank Open Area: Cllr D'Lima explained that he had been contacted by a resident of George Road, who had questioned who owned the land adjacent to the bottle banks. The resident stated that MSDC cut the grass, however he wondered whether some fruit trees could be planted by parishioners. **Cllr D'Lima agreed to contact District Cllr Barker to obtain approval and would report back at the meeting on 16 July 2018.**

25 **Public Forum:**

Telephone Box: A Parishioner commented that the glass in the telephone box had been broken. He had cleared it away but questioned who owned it. Cllr D'Lima stated that the Parish Council had not adopted the telephone box and therefore requested that the Clerk inform BT of the damage.

Dog Bins: A Parishioner advised that the dog bins had been overflowing recently and requested whether they could be emptied more often. **It was agreed that the Clerk would contact MSDC regarding the frequency of the emptying.**

Stowlangtoft Charity: A Parishioner informed those present that there was a small amount of money from the Coal Charity which her husband and her were responsible for administering, however the purpose of the charity money had become defunct over the years and she wished to relinquish her responsibilities. She explained that she the Charity to be wound up, the money had to be transferred to another similar Charity. **Those present agreed to think of worthy causes where the money could be transferred to and also to try and find a replacement Administrator for the Charity.**

26 **Date of next meeting:** Monday 16 July 2018 at 7.15 pm in the Meeting Room, St George's Road.

The meeting concluded at 8.09 pm.

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Chairman