



Caroline Emeny
Parish Clerk
T: 01986 798422
E: parishcouncil@occold.com

OCCOLD PARISH COUNCIL



c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON Monday 5th November 2018 in the Village Hall at 8.00pm

1. **Apologies and Approval of absences**
Present: Cllr Cripps, Cllr Davenport-Jones, Cllr Grange, Cllr Mullarkey, Cllr Owen (late arrival Cllr Hubner)
Apologies received and accepted for Cllr Chittock, Cllr Flack, Cllr Hull, and District Councillor Horn.
Also Present: County Councillor Stringer.
2. **To receive any Declarations of Interest and sign Declaration of Office re Vice-Chair**
There were no declarations of interest.
3. **To consider requests for dispensations**
No requests were submitted.
4. **To resolve that the minutes of the meeting held on Monday 8 October 2018 are a true and correct record**
The minutes of the meeting of the Parish Council held on Monday 8 Oct 2018 were approved and signed by the Chair.
5. **To receive Progress Reports for information from those minutes**
 - 5(1) Item 5(1) – 8.10.18: S I D – up to date report had been circulated by email earlier that day. The Parish Council is still awaiting further feedback from Suffolk Highways subsequent to the correspondence after the last meeting.
 - 5(2) Item 5(2) – 8.10.18: Blocked ditch – reported 12/9 to Suffolk Highways and further info provided to them re the exact location. Clerk has already chased this. Await outcome from SH, report no 221522
 - 5(3) Item 13 - 08.10.18: Change of February meeting date from 4/2/2019 confirmed to 11/2/2019.
6. **Public participation session (max 15 minutes) to include District and County Councillors Reports**
County Cllr Stringer's report was circulated prior to the meeting. See separate report.
Cllr Horn was unavailable. No members of the public were present.
7. **Correspondence for circulation, not elsewhere on the agenda** – There was no other correspondence to note that had not already been circulated by email.
8. **WW1 Centenary / Roll of Honour** – Preparations were well underway for the Roll of Honour / WW1 Centenary event taking place in the village hall on Friday 9th November. Cllr Davenport-Jones and the Clerk updated everyone on the arrangements so far. Clerk to purchase tea, milk, coffee and sugar. Cllr Grange produced the enlarged photos which she confirmed she is donating the cost of. Diss Express and Radio Suffolk have both been in contact. The Records Office in Ipswich would like a copy, agreed to sell at £10 plus Postage. Clerk to revert. All Councillors to try and make the event if possible, during the course of the afternoon. Barry Woods will do a book signing in the local pub on Saturday afternoon @ £2 per book, all monies from this to go the British Royal Legion. Once the event is finished and all books distributed, PC will determine how to split any profit / income. It was also agreed to put any surplus books on Ebay post event.
Action: Cllrs Hull, Hubner & Davenport-Jones to arrange between themselves re the actual laying of the Parish Council wreath on Remembrance Sunday.
9. **Planning Matters**
 - 9(1) There were no planning decisions to note
 - 9(2) There were no planning applications to consider
 - 9(3) There were no other planning matters that require urgent attention or for information



Caroline Emeny
Parish Clerk
T: 01986 798422
E: parishcouncil@occold.com

OCCOLD PARISH COUNCIL



c/o 2 Old School
Laxfield
Suffolk
IP13 8DL

10. General Data Protection Regulations (GDPR) – The clerk gave an update on GDPR – website still to manage re names and contacts – clerk to contact Dave Cox regarding her queries with this. The following policies were reviewed and adopted: Protocol for Public Participation (Note written Mar '15 but never adopted, now a revised version); Information available from Occold Parish Council –two documents and revised due to new ICO regs with agreed amendments. Still o/s to review at next meeting- Document and Electronic Data Retention Policy

11. Finance

11(1) The following payments were approved:

Amount	Payee	Details
£ 181.42	Caroline Emeny	Clerks remuneration
£ 48.65	Caroline Emeny	Clerks expenses incl flyers & spare key
£45.20	H M R C	PAYE
£25.00	British Royal Legion	Wreath for Remembrance Service

12. Streets Lights Update- all the new lights are now working. They will all go off at midnight within the next couple of days according to the contractor. Note some of the new lights are being inhibited by overgrown trees. Cllr Stringer confirmed we can ask the householder to trim the trees back. Technically if they are overhanging the highway, Suffolk Highways can trim them. The Chair is to talk to the relative householders to ask them to carry out this task. District Cllr Horn has agreed to allocate £500 from his budget towards the replacement costs for this project, **Action: Cllr Cripps to talk to householders**

13. Matters to be advised (at the Chairman's discretion)

The Chair had received 5 complaints re late collection of the Brown Bins by MSDC. Clerk to email District Cllr Horn regarding this.

The Chair signed the Clerks Appraisal which was carried out on 17th October. It was unanimously agreed to increase her rate to SCP26 from 1st April. Note this need to be reflected in the budget.

18. Date of Next Meeting: Monday 3rd December at 8pm in the Village Hall

The meeting closed at 9.00 pm