

MINUTES

of the Meeting of Occold Parish Council held at 8pm on Monday 5th March 2018 in the Village Hall.

Present: Mr K Chittock, Mr C Cripps, Mr S Hubner, Mr B Hull, Mr R Mullarkey, Mr R Owen

The Chair opened the meeting by thanking Mr Hull and Mr Owen and their families for all the work they had done in the past week clearing roads around Occold during the heavy snow

1. Apologies and Declarations of Interest

Apologies had been received from Mrs Grange

2. Reports from County Councillor, District Councillor, Community Police Officer

2(1) County Councillor report

County Councillor Andrew Stringer gave his report to the meeting. See Appendix

3. Minutes of the previous Meeting held on Monday 5th February 2018, which had previously been circulated to Councillors, were approved

4. Matters Arising

4(1) Item 4(1) 5.2.18: VAS

The Clerk reported that she had added the VAS to both the insurance policy and the Register of Assets. An appeal for volunteers to look after it had been made on the website but no-one had yet come forward. A piece is to appear in the issue of Oracle due out later in the month. The VAS had been successfully moved to one of the locations in Mill Road after the last meeting and this had been easier than expected. It seemed to be activated at an appropriate distance, so it seems that the settings are OK, just that careful placement of the device onto the pole is needed. At some point the data that has been collected needs to be downloaded. This could be done onto the new Parish Council laptop once it had been purchased (see Item 4(4) below)

4(2) Item 4(2) 5.2.18: Community Speedwatch

Mr Flack was not present at the meeting so there was no progress to report

4(3) Item 4(3) 5.2.18: Thorndon Wash

A site meeting had been held with an engineer from Suffolk County Council, Cllr Andrew Stringer and a couple of Parish Councillors. There had been a productive discussion of the issues and possible solutions to the flooding. Work was being scheduled to address the problem. It seems that there is a pipe deeper than the one that has been previously rodded/jetted, and also problems on the Environment Agency pumping station site which needs a ditch clearing out

4(4) Item 4(4) 5.2.18: Data Protection Regulations

Both SALC (using the DPO Centre) and LCPAS were offering a Data Protection Officer service, the one via SALC being slightly cheaper at £280 for the first year and £120 for the second year (cf £300 per year). It was not felt necessary to make an immediate decision, there is still some negotiation around whether and to what extent Parish Councils will be expected to be compliant. SALC have advised that as long as moves are being made to work towards compliance the May 2018 deadline is not absolute. Meanwhile NALC had produced a GDPR Toolkit to help Parish Councils to put correct procedures in place and the Clerk had recently forwarded this to all councillors

Mr Cripps had visited 121 Computers in Diss and had been recommended an ACER laptop at a cost of £379 including Bullguard Anti-Virus protection and Windows 10. It was agreed to go ahead with purchase

4(5) Item 4(5) 5.2.18: Clerk's vacancy

Mr Cripps and Mr Hull had interviewed and offered the post to Caroline Emeny who was present at the meeting to meet councillors and observe. A contract of employment was needed; the Clerk had provided the Chair with a model version from SALC on which to base it. This needs to be in place by the end of the month. It was agreed that the new Clerk should be paid for 180 hours per year on SCP20 initially, and progress to be reviewed at an appraisal before the end of the year so that pay levels are finalised before the next budget meeting in January 2019. As Ms Emeny lives out of the village it was agreed that any additional meetings for planning applications or other matters, which had previously been held at the Clerk's home,

could be held at the Chair's house

4(6) Item 4(6) 5.2.18: Ditches in village

Although the Clerk had posted an item on website she apologised that she had not got around to writing and delivering a letter to all households along The Street/Church Street about the responsibilities of keeping watercourses flowing freely. It was agreed that a comprehensive article should be placed in the next Oracle, which is due for publication by the end of the month

There was currently flooding on the B1077 outside the cottages on Eye Road. Mr Hull offered to speak with the householders there to see if the problem could be sorted out

4(7) Item 10(2) 5.2.18: Highways Community Self Help survey

The Clerk was instructed to respond that the Parish Council was not interested in taking on responsibility for extra tasks

5. Correspondence

5(1) Correspondence for circulation - information from Revitalise charity; *Clerks & Councils Direct* March 2018; *SNT Newsletter Eye* February 2018; SALC Minutes of Dec 2017 Mid Suffolk North meeting; SALC CEO Report to area meetings March 2018

5(2) The offer for sale of the land at the end of Church Street with outline planning permission for 6 dwellings had been generating discussion in the village recently. Councillors noted that the type of housing proposed in the outline plans does not correspond with the needs identified in the Local Housing Needs Survey carried out by the Parish Council last year. There is nothing to be done at present. If and when the land is sold the new owners will have to apply for detailed planning before any development can take place; at this stage it will be possible to assess whether the proposed development meets the village's needs and make representations to the Planning Authority accordingly

5(3) The Clerk passed on information about Fly a Flag or Commonwealth Day on 12th March to Mr Mullarkey for the school's attention

6. Public Footpaths

6(1) The two damaged footpath signs had been reported to SCC. Mr Hull reported that the one on the B1077 at The Bottles had been repaired as had the one at Church Farm, but the Gosling Hall one was still lying on the ground. The Clerk offered to report it again

7. Planning Matters

7(1) Application DC/17/06022 Occold Village Hall: Erection of side extension. It was noted that permission had been granted.

8. Meetings and Training

8(1) SALC Mid Suffolk North meeting Wednesday 7th March 7-9pm at Fressingfield
Nobody was able to attend

8(2) Suffolk Tree Warden Network Spring Forum and AGM Saturday 14th April 10am-4.30pm at the Red Feather Club Denham. Mr Hubner offered to look at the information and would consider attending if he was free

8(3) An invitation had been received from Eye Town Council for the Chairman and a guest to attend the Mayor's Parade on 24th June. Mr Cripps did not wish to attend

9. Finance

9(1) Audit

- a) Review of Risk Assessment

The Risk Assessment was reviewed and considered to be satisfactory in its current form

- b) Review of effectiveness of Internal Audit

Councillors were satisfied that the internal audit was of sufficient scope to cover all risk areas. As internal auditor Mrs Crisp was sufficiently independent and objective, and suitably competent to carry out the

internal audit. The Parish Council was happy that the roles of members, the Clerk as RFO and the internal auditor were understood. The internal audit takes place annually and is reported to the Parish Council before submission of the Annual Return each year

9(2) Submitted for payment:-

Clerk's salary for 6 months to end of March 2018 of £1179.30

(180 hours at SCP28 = £12.975 is £2335.50.

The 6 months from April to Sept 2017 were paid at 2016 rate of £12.847

ie £1156.20)

Approved

Invoice from SCC for Street Lighting supply and maintenance for period 1/4/17 to 31/3/18
£578.62+ £115.72VAT = £694.34

Approved

Invoice from Scott Regan Window Cleaning for bus shelter cleaning in February £25

Approved

A cheque for £379 to 121 Computers for new laptop was also authorised (see Item 4(4) above)

9(3) The donations to be made to Church and Chapel from 2017/18 budget of £1300 were discussed. It was agreed to make the same donations as last year, that is £750 to St Michaels and £550 to Jubilee Baptist Church

9(4) A request from Occold PCC for reimbursement of grass-cutting costs of £595 in the cemetery for 2017 was considered and approved

9(5) It was noted that £1000 Locality Grant from Cllr Glen Horn towards VAS purchase had been received

9(6) Acknowledgment had been received from Macmillan for recent donation

9(7) It was noted that an appeal for donation had been received from Revitalise. Clerk to send usual acknowledgment

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

10(1) The Clerk reported that she had been informed by Mid Suffolk District Council that the vacancy caused by Mrs Noller's resignation could now be filled by co-option as a bye-election had not been requested

10(2) Barry Woods had been in touch with the Clerk about the Occold Roll of Honour booklet that he is producing for the centenary of the 1918 Armistice. He asked if the Chair could write a foreword and the Rector a dedication to those Killed in Action for inclusion in the publication

The Clerk had also been sent information about an event being planned in Suffolk for poppies to be laid on all the memorials in Suffolk by primary school children on November 8th at 11am

11. Date of next meeting is Monday 9th April 2018 at 8pm in the Village Hall.

Meeting closed 9.50pm