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OCCOLD PARISH COUNCIL



c/o 2 Old School
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DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON

Monday 4th March 2019 in the Village Hall at 8.00pm

1. Apologies and Approval of absences

Present: Cllr Chittock, Cllr Cripps, Cllr Davenport-Jones, Cllr Grange, Cllr Hubner, Cllr Mullarkey and Cllr Owen.

Apologies received and accepted for Cllr Flack and Cllr Hull.

Also Present for some of the meeting: County Councillor Stringer. No members of the public were present.

2. To receive any Declarations of Interest and consider requests for dispensations

2.1 Members were reminded of their obligations under the Suffolk Code of Conduct.

2.2 Cllr Hubner declared an interest in item 10.2 under financial matters other.

3. Public participation session (max 15 minutes) to include District and County Councillors Reports

3.1 County Cllr Stringer went through his report having previously been circulated prior to the meeting. See separate appendix. He explained that the report was already out of date as several events had taken place that day as follows: - A Director of Public Health was being co-funded through two sources; £44M being borrowed for spending on special needs education with the remit to keep children in Suffolk wherever possible, not to attend placements outside the county. He emphasised that any parents struggling with the changes in the school travel policy should contact him direct. (Note on our website under News)

Cllr Hull asked for a question to be submitted in his absence as follows: What would he or the Green Party cut/ reduce instead of the proposed cuts. His reply was no cuts, increase income through various means including building houses and thereby rental income.

4. Minutes of the Previous Meeting

4.1 The minutes of the meeting held on 11 February 2019 were approved and signed by the Chair.

4.2 There were no matters arising not elsewhere on the agenda.

5. **Footpaths** – to note report sent to all 27/2 and any actions. It was confirmed the landowner had been spoken to in regard to FP16 where the path was not very visible and may need re-demarcation. The wardens confirmed that they are reporting all the issues through the correct channels to the Area Footpath Officer. They will keep us abreast of any developments or problems.

6. Suffolk Highways, Speeding and Road Related Issues

6.1 SID report, update on any correspondence;- SID report was circulated prior to the meeting. The Clerk advised she had chased Paul Gant, Community Engineer with Suffolk Highways twice since our last meeting for a response following his site visit to Occold on 25 January. County Cllr Stringer confirmed he could expedite a response on our behalf. Clerk to email him with the details. County Cllr Stringer confirmed he had spoken with his contact regarding the 20mph zones / limits and had received confirmation that the 20mph marked areas in Occold were enforceable. They are marked red on white signs which mean enforceable, whereas black on white signs mean advisory. It was agreed that we need an officer to pace the village roads and advise exactly why the 20mph limit cannot be enforced and what stipulations are hindering it.

Action: Clerk to provide County Cllr Stringer with Paul Gant info, and to ask him to confirm his findings in writing to us. To arrange for an officer to do a site visit

6.2 Any other road related issues -The pothole near Cedars Close had been reported on the Highways Reporting Tool, report no. 00234375. Additional pothole to be reported about ½ mile down Clint Road coming from Eye, near Clint FAR, Clerk to action. **Action:** Clerk reported to Highway 6/3/19 no. 00235471

7. **Election Nomination papers** – all papers were handed in to the clerk for review prior to delivering by hand to Eye the following week.

8. Planning



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- 8.1 There were no planning applications to review.
8.2 The following determinations was noted:

Ref	Location	Details
DC/19/00175	Hampton House, Church St.	Planning consent granted for first floor extension

- 8.3 Any other planning matters that require urgent attention or for information
The Clerk confirmed that DC/19/00350 – 6 Old Rectory Gardens – tree works had been approved.

- 9 **General Governance including General Data Protection Regulations (GDPR) – Update by clerk.**
Policy o/s: Document and Electronic Data Retention Policy and website review. Clerk confirmed these will be done before year end. Review and approval of slight amends to the Financial Regulations and Risk Assessment policies. Clerk confirmed the audit procedure changed las year whereby an external audit is no longer carried out by a large outside firm appointed by the Government for small parishes with an income of less than £25K. However, it means that the work they performed must be carried out locally. The Clerk proposed using Trevor Brown as our auditor who carries out audits for SALC and many other parishes. He will ensure we are acting within the rules and regulations with a proper audit including documentation. He has agreed a special price of £35 plus shared mileage. It was unanimously agreed to use Mr Brown for audit purposes. A letter of thanks to be sent to the previous auditor with explanation. Clerk to check insurance policy is up to date with agreed values as per the Register of Assets. **Action: Clerk**

10 Financial Matters

- 10.1 The following payments were approved:

Amount	Payee	Details
£181.42	Caroline Emeny	Clerks remuneration
£45.20	H M R C	PAYE
£54.38	Caroline Emeny	Clerks expenses incl postage & anti virus renewal
£12.00	ORAC	Village hall hire 19 Feb 2019
£25.00	Scott Regan Window Cleaning	Bus shelter cleaning
£313.34	Suffolk County Council	Street light annual bill (payable in accordance with item 6.4 Financial Regs

- 10.2 There were no receipts to note. Letter of thanks had been received from St Elizabeth Hospice and ReVitalise for our donations made last month.

It was noted that we had allocated and minuted approval of £1300 in the 2018/2019 budget (Minutes 8/1/18 item 9) but that this had not yet been allocated from this year's accounts. It cannot be carried forward. It was agreed that as it had been properly recorded, payment could be made. A cheque for £750 payable to Occold Rector and Churchwardens, and a cheque for £550 payable to Jubilee Baptist Church were issued.

- 11 **Street Lights update-** Invoice has been expedited and is expected shortly. Next years bill should show a marked reduction as the new lights were only installed in December.
Action: Energy bill to be compared against last year's for accuracy. Clerk to send details to County Cllr Stringer so he can allocate the £1000 promised from his locality budget
- 12 **Neighbourhood Plan (NP) update –** following the talk given on 19th February it was agreed that we hold off making any decisions until the Joint Local Plan is issued in the summer which will show if we are earmarked for any future development. It was agreed that we need to protect the village and may have to begin a NP quite soon thereafter.
- 13 **Correspondence –** There was no correspondence to note.
- 14 **Matters for information -** There were no urgent matters brought by the Chairman, Councillors or Clerk.
- 15 **Date of next meeting –** Monday 1st April 2019, 8pm Occold Village Hall.

The meeting closed at 09.20 pm