

Minutes of

CRETINGHAM, MONEWDEN AND HOO ANNUAL PARISH COUNCIL MEETING

Cretingham, Monewden and Hoo Parish Council held on
May 9, 2019 at 7.30pm in Monewden Village Hall

Present: Cllrs Brian Martin; David Defoe; Alan Peat; Maria Whelan; Alister Gourlay, Richard Chenery, Michael Oliver and Caroline Saxby (Acting Clerk)

Public: 1 member of public present

28. To elect Chairman – Cllr Alister Gourlay was proposed by Cllr Martin and Seconded by Cllr Defoe and was elected unanimously. Cllr Gourlay thanked the outgoing Chairman for all that he has done. He signed the Declaration of Acceptance of Office

28.1 To elect Vice Chair – Cllr Alan Peat was proposed by Cllr Chenery and Seconded by Cllr Defoe and was elected unanimously. Cllr Peat signed the Declaration of Acceptance of Office

28.2 Councillors to sign Declaration of Acceptance of Office – all other councillors signed their Declaration of Acceptance of Office

28.3. Apologies – Cllr Robin Vickery, Suffolk County Councillor

28.4. Declarations of Interest and to accept any dispensations - none

28.5 To consider confirming the Minutes of the Parish Council Meeting on 7th March 2019, plus the minutes from Parish Council Planning Meetings on October 20, 2018, April 8, 2019 and April 20, 2019 – the minutes were confirmed and signed

28.6 Councillor vacancy for Cretingham – there is a potential candidate for the vacancy but he could not meet on a Thursday. It was agreed that the Chairman would reapproach the candidate and offer that meetings could be held on a Tuesday which still suited the other councillors.

28.7 Public forum - to receive and note comments from members of the public present, through the Chairman only - none

28.8 Matters for debate

28.9 Register of interests – Clerk had registered all councillors and emails had been set out so that councillors could register their interests. It was noted by several councillors that the emails did not appear genuine. However councillors agreed to complete the Register of Interests within the 28 day time frame from being elected.

28.10 Update re audit and appointment of SALC as auditors – Clerk advised that previous audit firm no longer appeared to be in business and SALC had been approached to carry out the audit which was happening next week. The change in auditors was agreed. The fee will be higher than in the past as our income is higher this year. We will need to have another meeting to agree the audit once received.

28.11 To pass resolution to opt out of external audit – This was proposed by Cllr Peat and Seconded by Cllr Chenery and passed unanimously.

28.12 To elect Portfolio holders – these were elected as follows-

Highways - Cllr Defoe

Environment - Cllr Oliver

Planning - Cllr Martin

Finance - Cllr Peat

Services and Amenities – Cllr Whelan

Police/NHW - Cllr Chenery

28.13 To hear reports from:

SCC – See attached - This was read out by the Clerk. Chairman asked that Clerk respond to Cllr Vickery and advise that his report had been warmly received by the Council

East Suffolk District Council – None

CharityLand report – Clerk advised that bank statements had not been received. Cllr Martin had called Barclays to ensure that statements were sent to Clerk.

28.14 Changes to Planning Department at East Suffolk – Clerk advised the main changes to planning were that decisions had to be given to East Suffolk within 21 days meaning that Council would need to have additional meetings to discuss these. It was mentioned in the letter from East Suffolk that we may need to change our standing orders to comply with the new timeframes. Cllr Oliver proposed and Cllr Whelan seconded the motion that the council amend the standing orders to allow for 3 councillors to make up a quorum for planning meetings and this was agreed.

28.15 Planning applications and Notifications

To consider any planning applications received by the date of the meeting where reasonable and practical to do so

DC/19/1603/LBC - Poplar Farm, Cretingham - Conversion, renovation and change of use of redundant agricultural barns to from single residential dwelling and associated garaging and drainage.

It was agreed that there were no objections to this.

DC/19/1640/FUL Airfield Farm Cottage, – Two storey side extension and detached 4 car cartlodge

It was agreed that as there is an Agricultural Occupancy Clause on this cottage the planning application should be refused as the changes are not in keeping with an agricultural workers dwelling. However if the Agricultural Occupancy Clause was lifted any reapplication would be considered.

No other decisions made since last meeting

28.16 Bus shelter for Cretingham – Cllr Defoe had made enquiries and found that bus shelters were expensive and subject to many rules and regulations. It was agreed that the council would hold off on this for present.

28.17 Update on SID – Chairman has obtained quotations for a SID for Cretingham. The final figure will be in the region of £3,000 plus VAT. It was agreed that Chairman would speak to Suffolk Highways regarding the locations of the posts for the SID following the discussion at the Parish Meeting. Cllr Oliver will obtain a list of people willing to move the SID and recharge it. Clerk will again ask Cllr Vickery for a contribution. Final approval for purchase will hopefully be possible by the September meeting.

28.18 Replacement signs for villages – Chairman will follow up on costs for this.

28.19 Correspondence since last meeting circulated to Councillors *emailed

Better Broadbank Suffolk Adverts
Memories of Suffolk Coastal District Council
CAB – Thank you for £50 donation
NSPCC – Appeal letter
Each Appeal Letter
Rural Services Network email*
East Suffolk invitation to planning meeting*

28.20 Financial matters and payments due:

Precept received 18/4/19 £1,241.50

Second CIL payment received 30/4/19 £3,674.89

Bank Account balance as of 31/3 - £7,145.61 (before above receipts)

The following payments were approved -

SALC For Local Councils Explained publication - £17.49

SALC – Membership - £180.94

28.21 Reports – Clerk’s Report

Clerk has applied to HMRC to close PAYE scheme – can open new scheme when needed

Clerk will apply to HMRC for VAT refund

It was agreed that Cllrs Oliver, Whelan and Chenery would be sent on a councillor training course at SALC assuming available dates were convenient

Return of Election Expenses forms are needed by end of the month – Clerk to forward blank forms to those councillors who do not have them.

28.22 Items to go forward to next Agenda

SID

Monewden Airfield

Replacement Signs

Councillors Reports

The meeting closed at 9.00. The next meeting is at 7.30 on 12 September 2019

Signed

Dated