

Minutes of the Meeting of the Parish Council of
Cretingham, Monewden & Hoo
held in the Village Hall, Monewden 20 January 2016

Present: Brian Martin; Alister Gourlay; Richard Chenery; David Defoe; Alan Peat; George Ralli; Caroline Saxby; Shasha Toptani

In attendance: Carol Smy (Clerk)

No members of the public attended. No items were brought to the attention of the Parish Council in the time allocated to the Public Forum

16.1 **Chairman's welcome**

16.2 Apologies for Absence were received from and accepted: Jan Wild

16.3 No dispensations had been requested

16.4 The Minutes of the meeting held on 21 October 2015 were approved unanimously by those members who had been present and signed. Prop: DD; seconded CS

16.5 There were no Declarations of Interest

16.6 Co-option of members for Cretingham: George Ralli and Shasha Toptani were unanimously co-opted. Prop Ag; seconded RC. Acceptance of Office forms were signed.

16.7 **Councillors' Reports:**

16.7.1 Environment – nothing to report

16.7.2 Finance:

16.7.2.i Approval of Accounts for Payment

Payments requiring approval were:

300001	£ 30.00	annual subscription	Community Action Suffolk
300002	£ 36.00	training courses	SALC
300003	£108.36	share of costs of stationery & Clerk's attendance at national conference	Fressingfield Parish Council
300004	£ 46.80	PAYE 2/3 2015/16	CA Smy (paid by Clerk to HMRC to avoid fine as the new bank account was in limbo at the time the payment was due)
300005	£366.09	Clerk's salary & exps.	Jun/Oct15 CA Smy
300006	£ 42.00	internal audit 2014/15	Heelis & Lodge
300007	£ 50.00	grant 2015/16	Leiston Saxmundham & Dist. CAB
300008	£ 30.00	share of cost of SLCC ann. subs.	Fressingfield Parish Council
300009	£284.73	Clerks salary & exps. Nov15/Jan16	CA Smy

£1892 remaining in the account

Proposed: GR; seconded: CS; agreed unanimously

16.7.2.i.a Banking - the changeover to Unity Trust Bank had finally been completed

Note: Charitylands – one of the accounts had not been used and was to be closed on 16 Feb 16 unless Barclays were advised to keep the account open. It was unanimously agreed that the current account should remain open and the funds from the savings account be transferred to the current account. It was also agreed that the appropriate forms for change of signature mandate be obtained and completed Clerk to action

16.7.2.ii Financial Report

Balances at 31 December 2015:

Current Account: £2,885.98

Deposit Account:

There were no unrepresented cheques:

Balance at 31 December 2015: £2,885,98

16.7.2.iii Budget 2016/17 - the revised budget document was agreed unanimously and signed.

16.7.2.iv donation requested from Disability Advice Service;

16.7.2.iv Annual Audit – the Council was subject to the Transparency Code and as such would need to make arrangements for audit services once the current regime ceased in 2017. The Clerk advised that the Council should opt in to the proposed Sector Led provision as this would be the most cost effective, despite an annual fee even if an audit were not triggered, and least administratively onerous option. The Council should continue with the first level audit as now and then the Sector Led provision would come into play should an audit be

triggered. It was unanimously agreed that the Council should opt in to the Sector Led Body for future audit services.

Clerk to action

16.7.3 Health, Education - no report

16.7.4 Highways – further to the planning application for Hall Farm a request was made for the Highways Department to consider the state of the roads leading to the farm both in size, lack of passing places and condition of the surfaces. The suggested speed limit change along Rookery Road in Monewden had been reported to the Area Roads Department. An obstructed gateway to a public footpath had been reported. DD reported that there was fairly swift action on the part of the Highways Department whenever items were reported. The footpath over the river near Doves Farm (to Fen Cottages) was closed for repair, and had been for some time, but the barriers had been thrown on to the verge. This path was seemingly unsafe but there was no sign of any remedial work being undertaken, the barriers were serving no purpose and the ‘closed’ notice had been removed. A farmer closing a footpath for an indeterminate time would not be tolerated. The Clerk was asked to contact the appropriate department for action to be undertaken.

Clerk to action

16.7.5 Planning –

16.7.5.1 Applications for consideration at this meeting:

DC/15/4960/FUL proposed two storey extension and alterations including replacement roof over existing utility and garage

Hethersett, The Street, Cretingham

DC/15/4914/FUL conversion of two agricultural barns to residential

Garnhams Farm Barn, Otley Road, Cretingham

Approval, with no further comment, was recommended unanimously for the above applications (prop: AG/RC; seconded DD/AG respectively)

16.7.5.2 Applications considered at previous planning meetings:

DC/15/3187/FUL conversion and extension of redundant barn to form new dwelling with associated parking and garden space

Garnhams Farm Barn, Otley Road, Cretingham

DC/15/3270/FUL erection of a single storey timber framed conservatory, replacing existing conservatory

Mill House, Brandeston Road, Cretingham

DC/15/4165/FUL demolition of single storey extension, new extension and internal alterations to create first floor extension and alterations

Hillside, The Street, Cretingham

DC/15/4464/FUL erection of summerhouse

The Old School House, Hoo Green, Hoo

DC/15/4292/FUL demolition of existing out building/accommodation and erection of replacement extension to west of existing double garage. Erection of single storey extension to east of existing dwelling. Change of use of and to garden space

The Spong, Kittles Corner, Cretingham

DC/15/4745/FUL erection of second grain storage and drying silo

Hall Farm, Church Lane, Hoo

Approval recommended for all the above

16.7.5.3 Decisions made by SCDC

The following applications had planning permission granted

DC/15/1554/LBC conversion of part of existing stable block to form annex accommodation to the main house, the proposals include use of existing outbuildings for car parking

Rookery Farm, Swan Lane, Cretingham

DC/15/2508/VOC variation of Conditions 3&6 of Planning Consent DC/14/1089/FUL (proposed erection of 4 affordable house c/w new vehicular access and associated external works)

Land at Oak Corner, Cretingham

DC/15/3080/LBC installation of 2 x en-suites to first floor bedrooms

Hoo Hall, Church Lane, Hoo

16.7.5.4 Other planning matters

16.7.5.4.i *The following application was withdrawn by the applicant:*

DC/15/1823/PN4 conversion of barns to 2 x residential dwellings

Garnhams Farm Barn, Otley Road, Cretingham

16.7.5.4.ii *The Highways Department commented that the following application should have no significant impact on the local highway network in the area*

DC/15/2508/VOC variation of conditions 3 & 6 of Planning consent DC/14/1089/FUL (proposed erection of 4 affordable houses c/w new vehicular access and associated external works)

16.7.5.4.iii a new scheme of delegation for deciding planning applications had been implemented at SCDC – *copies circulated for Members’ reference*

16.7.6 Police - PCSO Hassler reported that there would no longer be a police presence or report at Council meetings but crime information could be obtained from the website www.police.uk/#search however, this was not necessarily up to date or village-specific.

16.7.6.i letter received from Clare TC concerning the proposed match funding. Letter from the Temporary Chief Constable had been circulated.

16.7.7 SALC/Community Action Suffolk

- 16.7.7.i SH was unanimously elected as portfolio holder
- 16.7.7.ii dates of future meetings – 14 March, 20 June, 19 September, 12 December
- 16.7.8 Services & Amenities – no report

16.8 Website – the new website was now operational. The Clerk would send various documents as PDFs to AG for uploading onto the site. Minutes need no longer be posted on the notice boards so laminated notices would be circulated for the boards advising of the fact.

Clerk to action

16.9 Correspondence

- 16.9.1.i Sizewell C update information sheet
- 16.9.1.ii age UK – information on Will Month – Feb 16 and Secret Gardens Suffolk
- 16.9.1.iii Quality of Place Awards 2016
- 16.9.1.iv competition launched to find the most attractive communities in Suffolk
- 16.9.1.v email from Eastern Community Assistance Team
- 16.9.1.vi public meetings re: shaping the future of Suffolk Fire and Rescue Service
- 16.9.1.vii email from Eastern Community Assistance Team
- 16.9.1.viii 90th birthday of HM The Queen
- 16.9.1.ix letter from police ref payment of PCSOs
- 16.9.1.x responses from pcs ref activities to mark HM's birthday

16.9.2 Tabled Items: **MEP's information booklet;**

16.10 Clerk's Report

16.10.1 The Clerk had been in contact with Wendy Heath and there was no difficulty with rearranging the meetings to reduce the gap over the summer months. Change of date circulated.

16.10.2 Consultation on the proposed integrated risk management plan 2015-18 from the Fire and Rescue Service.

16.11 There were no reports from County and District Councillors

- 16.11.1 County Councillor -
- 16.11.2 District Councillor -

16.12 Monewden Airfield – the letter to the landowner had been re-sent. Mr Eustace had responded and had been invited to address this meeting.

16.13 Matters of Information brought by Members

16.13.1 There had been no response yet to the advertisement on the SALC website for a replacement clerk. Two local clerks would be approached with a view to gauging their interest in the post.

16.14 There were no items for inclusion in the agenda of the next Meeting of the Parish Council to be held on 16 March 2016 at this time

Signed:
Chairman

16 March 2016