

**Minutes of the Annual Meeting of the Parish Council of  
Cretingham, Monewden & Hoo  
held in the Village Hall, Monewden 21 September 2016**

**Present:** Brian Martin; Alister Gourlay; Richard Chenery; David Defoe; Caroline Saxby; Shasha Toptani;  
**In attendance:** Carol Smy (Clerk)

**There were no members of the public present and so no public forum was held.**

**16.1 The Chairman welcomed everyone to the meeting**

**16.2 Apologies for Absence were received from and accepted: Alan Peat**

**16.3 Dispensations: none required**

**16.4 To Agree and Sign the Minutes of the Last Meeting – 18 May 2016:** the minutes had to be amended following a tax code change and consequent change to the payment to HMRC for 1/4 2016/17 (from £47.40 to £32). Agreed unanimously and signed. Prop: seconded:

**16.5 There were no Declarations of Interest**

**16.6 Councillors' Reports:**

**16.6.1 Environment – no report**

**16.6.2 Finance:**

**16.6.2.i Approval of Accounts for Payment**

Payments requiring approval are:

300019	£165.00	Annual insurance premium	Came & Company
300020	£222.82	Clerk's salary & expenses	CA Smy
300021	£192.38	Clerk's salary & expenses	CA Smy
300022	£ 97.65	Clerk's holiday pay	CA Smy

Proposed: RC; seconded: ST agreed unanimously

**16.6.2.i.a Banking:** Cooperative Bank required all signatories and additional personnel to be the same as on the mandate of the previous bank.

**16.6.2.ii Financial Report**

Balances at 31 August 2016:

Current Account: £2,222,28

Deposit Account: £0

There were no unrepresented cheques

Balance at 31 August 2016: £2,222.28

**16.6.2.iii Charitylands accounts:** yet another document to be signed and submitted for closure of deposit account and transfer of funds to current account. Once this has been successfully concluded a change of address could be attempted.

**16.6.2.iv Transparency Code Funding -** claim submitted and successful. £519.90 received for purchase of laptop, scanner and windows 10. This equipment needed to be purchased. It was unanimously agreed that the purchase should be postponed for as long as necessary, until required, within the terms of the grant. Clerk to ascertain.

**16.6.2.v Co-operative Bank plc –** final documents were signed and the application for a change of bankers to Cooperative Bank would be made by the outgoing Clerk. Once the account was active the Clerk would remove her name from the account.

**16.6.2.vi Annual Audit 2015/16 –** the annual audit had been completed and the report received from the auditors. The Notice of Conclusion of Audit was sent for posting on the boards and may be removed now. Acceptance and approval of the auditors' report. Prop: seconded unanimous. Council needs to select dates for submission of 2016/17 audit and change of clerk/correspondent.

**16.6.2.vii Budget 2017/18 –** a draft budget was discussed and it was unanimously agreed that the final document would be signed at January 2017 meeting. Prop: AG; seconded ST Clerk to action

**16.6.2.viii Insurance –** the Council's broker had recommended Hiscox. Council was content to proceed with the recommendation.

**16.6.2.ix Clerk –** the non-appearance of a replacement clerk caused an interesting accounting situation. The Clerk had calculated her pay up to 30 September 2016 to include the outstanding holiday pay. Obviously she would complete the admin for this meeting and (hopefully) pass on a clean sheet for the Council to work with. As to the outstanding hours and final payment it is suggested this is calculated as of 30 September and an

invoice sent after that date. This will take into account any paid hours (to that date) not worked, if any. A clear invoice calculation would be sent.

**16.6.3 Health, Education - no report**

**16.6.4 Highways** – there appeared to be no consistency in the repair of potholes. The signpost in Hoo had still not been repaired and there was no news on the work at the bridge at Cretingham.

**16.6.5 Planning –**

**16.6.5.1 Applications for consideration at this meeting:**

DC/16/3875/VOC variation of Conditions 2 & 3 of Planning Consent DC/15/4464/FUL (Self-contained annexe building in the curtilage of a listed building) *The Old School House, Hoo Green*

*Approval recommended for the above application*

**16.6.5.2 Applications considered at previous planning meetings:**

DC/16/3260/FUL construction of garden wall with gateway linking house to outbuilding and replacement of oil tank *The Mill House, The Street, Monewden*

*Approval recommended for the above*

**16.6.5.3 Decisions made by SCDC**

DC/16/1758/FUL blocking up of existing driveway and opening up of new driveway from the highway *Hillside Cottage, The Street, Monewden*

DC/16/1874/FUL change of use of existing barn to form new dwelling plus a new carport, updating details approved under DC/15/4914/FUL *Garnhams Barn Farm, Otley Road, Cretingham*

DC/15/4914/FUL conversion of two agricultural barns to residential *as per DC/16/1874/FUL*

DC/16/1029/FUL demolition of conservatory/garage extension and erection of new single storey extension including alteration work to the existing front door area *Pond House, Rookery Road, Monewden*

*All the above applications had planning approval granted*

**16.6.5.4 Other planning matters**

16.6.5.4.i There were none

**16.6.6 Police** – letter circulated concerning the attendance at PC meetings. Meeting dates submitted. SNT newsletter circulated and posted on boards and website. DD planned to attend the meeting with the PCC. The July crime figures showed events in Hacheston, Easton and Brandeston with minor items in Framlingham.

**16.6.7 SALC/Community Action Suffolk** – no report

**16.6.8 Services & Amenities** – no report

## **16.7 Correspondence**

16.7.1.i information letter about Connecting Communities – rural transport initiative; volunteers required.

16.7.1.ii email from Suffolk Treescape offering services

16.7.1.iii information letter from Suffolk Accident Rescue Service

16.7.1.iv information letter from insurers

16.7.1.v letter from Suffolk Constabulary ref attendance at meetings under the reduced regime.

16.7.1.vi raising awareness of Prevent – posters for notice boards on Government’s strategy for preventing radicalisation

**16.7.2 Tabled Items: Connecting Communities – posters and cards; Suffolk View; Realisefutures advertising card;**

## **16.8 Clerk’s Report**

16.8.1 Lord Rose has asked if he could negotiate an extended lease for the land he rents. Members discussed this proposition and decided that they wished to retain the status quo for the time being as it was felt that current members could not commit a future council to such an arrangement for the future. **Clerk to action**

16.8.2 SALC circulated a survey for completion on services in the county. This needs a corporate response. It was suggested all councillors to go through the survey and note points they wish to comment upon then email those points to the Clerk for the completion of the survey.

16.8.3 SALC: precept consultation. It was felt this did not require action on the part of the Council.

16.8.3 As this was, perhaps, the Clerk’s last meeting it would be the appropriate time to thank all members of the Council for their support and friendship over the past (almost) 11 years. Although practical, it was with a good deal of regret that the Clerk was hanging up her quill pen and would always be happy to help the Council if required. The farewell gift and good wishes were most generous.

**16.9 Reports from County and District Councillors**

16.9.1 **County Councillor** – no report. The Clerk had not been advised of the new Councillor and so had not invited him to the meeting.

16.9.2 **District Councillor** – no report

**16.10 Monewden Airfield** – an open day had been held earlier in the summer. There was no foreseen problem if movements were kept to the 400 permitted but the situation would remain under review.

**16.11 OneSuffolk website** – this would cease to be free wef 01 November 2016. The charge made to PCs had been set at £50pa. The PC must publish certain documents on a website (Transparency Code Act) but it does not have to be its own website. The Clerk was asked to enquire if a second request for funding under the Transparency Code could be made.

**Clerk to action**

**16.12 Matters of Information brought by Members**

16.12.1 Members had met to discuss the future management of the Council to bridge the gap until a new clerk could be employed. It had been agreed that portfolios would remain the same and BM would deal with planning and the distribution of plans to Cretingham and Hoo; AG would deal with matters of finance and CS would deal with mail and email. The Clerk would action change of address

**16.13 There were currently no items for the agenda of the next Meeting of the Parish Council – 17 January 2017**

**There being no further business the meeting closed at 2100hrs**

**Signed:  
Chairman**

**17 January 2017**