

**Minutes of the Meeting of the Parish Council of
Cretingham, Monewden & Hoo
held in the Village Hall, Monewden 21 October 2015**

Present: Brian Martin; Richard Chenery; David Defoe; Caroline Saxby; Jan Wild

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

15.1 Chairman's welcome

15.2 Apologies for Absence were received from and accepted: Alister Gourlay; Alan Peat; PCSO Christian Hassler; George Ralli

15.3 Dispensations: it has been recommended that all Councillors have a dispensation to discuss the budget and precept setting for the full term of the Council

15.4 The Minutes of the Last Meeting – 21 May 2015 – were approved unanimously and signed. Prop JW; seconded RC

15.5 No Declarations of Interest were received at this time

15.6 Co-option of members for Cretingham: George Ralli was unable to be present at this meeting but was content to be co-opted to serve on the Council. Prop DD; seconded CS agreed unanimously. Shasha Toptani would be contacted to see if she was still willing to be co-opted to the Council

15.7 Councillors' Reports:

15.7.1 Environment – an invitation had been received to participate in annual Spring Clean Suffolk; public consultation on the Site Allocations and Area Specific Policies Development Plan Document and Felixstowe Peninsular Area Action Plan – consultation open between 19 October and 30 November – any comments for submission to be passed to the Clerk asap

15.7.2 Finance:

15.7.2.i Approval of Accounts for Payment

Payments requiring approval are:

300099	£159.00	Insurance premium	Came and Company (signed out of meeting)
300100	£100.00	election fee	SCDC
	£ 36.00	Course fees (AG & DD)	SALC
	£ 30.00	Annual subscription	Community Action Suffolk
	£108.50	Share of costs – stationery & training	Fressingfield Parish Council
	£ 46.80	PAYE 3/4 2015/16	HMRC
	£366.09	Clerk's salary & expenses	CA Smy

Proposed: RC; seconded: CS; agreed unanimously

15.7.2.i.a There had been a problem with Cooperative Bank plc: a new cheque book had not been received, neither had there been statements sent, although a change of address had been effected. The Clerk had been advised also that the telephone pass code had been removed thus blocking access to the account, although no explanation was given. However, with the documents now being completed for a move to Unity Trust this should resolve itself but, rather than have a huge delay in paying bills the Clerk suggested that, if it was acceptable to Members, the payments be approved as per the vouchers and then telephone payments be made once the appropriate passcodes were in place. This should clear the payments prior to the change of bankers. Alternatively, depending on the speed of transfer, payments could be made from the new account

15.7.2.ii Financial Report

It had not been possible to ascertain the banking figures for the last quarter so a fuller report would be made to the next meeting

15.7.2.iii Annual Audit 2014/15 – the annual audit report was returned and points raised were as follows:

Asset Register: this was brought up last year and an explanation sent; register incomplete and some information ref date acquired, purchase cost and location not noted.

Input error: there was an error in the figures corresponding to last year's annual report. This does not affect the carried forward balance and has been corrected.

15.7.2.iv Transfer of account to Unity Trust Bank – forms were completed and documents to be sent to Unity Trust forthwith

15.7.2.v Budget 2016/17 - donations requested from Leiston, Saxmundham & District CAB; Age UK; magpas; SARS. It agreed, unanimously, to give £50 to Leiston and District CAB. The budget would be amended to reflect the change of clerk and signed at the January meeting.

15.7.3 Health, Education - nothing to report

15.7.4 Highways – the on-line reporting for pothole repairs was satisfactory. The Clerk was asked to make enquiries about having the 30mph restriction area, in Monewden, moved Clerk to action

15.7.5 Planning –

15.7.5.1 **No applications for consideration at this meeting**

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

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/15/1823/PN4 conversion of barns to 2 x residential dwellings **Garnhams Farm Barn, Otley Road, Cretingham**

This application was withdrawn by the applicant

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**

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**

Approval recommended for all the above

15.7.5.3 **Decisions made by SCDC**

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**

The above applications had planning permission granted

15.7.5.4 **Other planning matters**

15.7.5.4.i Community Infrastructure Levy (CIL) – document for distribution to members

15.7.5.4.ii Public consultation on the draft criteria for the identification of non-designated heritage assets: the Clerk had not been advised of any submission. Final document awaited

15.7.5.4.iii Short Stay Stopping Sites for travellers were required

15.7.5.4.iv A presentation on the Scheme of Delegation was to be held (30 Oct & 02 Nov)

15.7.6 Police - PCSO Hassler reported that for the period 01 May to 30 September there had been no crimes reported in Cretingham; 2 reported crimes in Monewden – 1 x burglary (other building) and 1 x common assault; 2 reported crimes in Hoo – 1 x theft (other) and 1 x driving whilst unfit through drink/drugs.

Letter from the Temporary Chief Constable ref local policing and the current review into ways to achieve required savings.

15.7.7 SALC/Community Action Suffolk – portfolio holder would be elected at a subsequent meeting. SALC AGM to take place on 12 November at Elmswell.

15.7.8 Services & Amenities – winter weather and winter gritting workshops to take place 30th October & 23 November. No one was available to attend

15.8 Website – in order to comply with the Transparency Code the Clerk would meet AG to discuss the posting of the required items on the website.

15.9 Correspondence

15.9.1.i circular from NALC encouraging councils to ‘Fly the Flag for the Commonwealth’

15.9.1.ii letter From Fieldwork Assistance – ref work with Neighbourhood Planning

15.9.1.iii circular from Norse Commercial Services

15.9.1.iv letter received concerning birthday celebrations for HM The Queen’s 90th birthday celebrations in 2016

15.9.1.v invitation to attend the East Suffolk Partnership Annual Forum at Bucklesham on 27 November

15.9.1.vi nominations invited for Age UK’s Unsung Heroes. The Clerk had details

15.9.2 Tabled Items: Clerks & Council s Direct; poster; Leiston CAB Annual Report; Sizewell C update;

15.10 Clerk's Report

15.10.1 No points were brought to the Clerk's attention for the consultation on the identification of non-designated heritage assets

15.10.2 Adoption of the SCDC Community Infrastructure Levy – information sheet for circulation

15.10.3 The Council is now subject to the Transparency Code for Smaller Councils – would members wish to have a copy circulated?

15.10.4 The Clerk enquired if there had been anyone interested in taking over her post. As no such interest had been forthcoming the Clerk asked if the Council would consider making some accommodation as to travelling costs. Although there were only four meetings per annum the Clerk's costs had risen considerably both in time and fuel; the distance was previously 11 miles each way and took half an hour whereas it was now 29 miles each way and took an hour. Members agreed unanimously (prop: DD; seconded RC) to pay the Clerk £0.25 per mile from the October meeting onwards. The Clerk was asked to advertise the post with SALC at 2 hours per week

15.11 There were no reports from County and District Councillors

15.12 Monewden Airfield – this was ongoing and development continued at the site. To date no response had been received to various correspondence on the subject. The Clerk was asked to resend an email from CS to SCDC via 'signed for' delivery in an attempt to elicit some response. **Clerk to action**

15.13 Matters of Information brought by Members

15.13.1 Dates of 2016 meetings. As there was such a long gap between the May and October meetings it was suggested changes to the dates of the meeting might be made. The month of May was fixed item but there could be some changes elsewhere. It was agreed unanimously that the Clerk should speak with Wendy Heath to arrange a date for September. **Clerk to action**

15.13.2 DD reported that he had learned at a SALC training day that the cluster villages were to do with planning and the required housing for the county as opposed to linking up villages for other strategic reasons.

15.14 Items for next Meeting of the Parish Council 20 January 2016

15.14.2 Change of dates of meetings

There being no further business the Chairman closed the Meeting at 21.05hrs

**Signed:
Chairman**

20 January 2016