

Minutes of
CRETINGHAM, MONEWDEN AND HOO PARISH COUNCIL MEETING

held on Tuesday January 21st 2020 at 7.30pm

in Monewden Village Hall

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

Public: None

35. Apologies – received from Michael Oliver and Maurice Cook (District Councillor)

35.1 Declarations of Interest and to accept any dispensations - None

35.2 To consider confirming the Minutes of the Parish Council Meetings on 12th September 2019, October 10th 2019 and November 16th 2019 – the minutes were confirmed without changes and signed by the Chairman

35.3 Public forum - none present

35.4 Matters for debate

35.4.1 Review of Risk Assessment and Financial Risk Assessment – the Budgeting section of the Risk Assessment was amended to delete reference to a Finance and General Purposes Working Party and replace this with a reference to the whole Council Meeting. It was also amended to show that Minutes were available on the website instead of village notice boards. It was noted that the Village Notice Boards should have a notice referencing the Parish Council website. Otherwise the Risk Assessments were agreed and signed.

35.4.2 Review of Internal Control and Internal Audit –Document was reviewed and agreed. Cllr Chenery was appointed to review the system of internal control. The document was signed by the Chairman.

35.4.3 Review of Standing orders ,Financial Regulations and Asset Register – all reviewed and accepted. Asset Register was signed by the Chairman.

35.4.4 Budget/Precept setting for 2020-21 – It was agreed that the Council would request a 5% increase to £2,607 to provide for a paid clerk in the future. For 2019/20 £827.43 has been spent to date which provides a surplus as the council is not currently paying a clerk.

35.4.5 Appointment of SALC as Internal Auditor for 2019/20 – this was agreed

35.4.6 Insurance – Clerk to provide alternative quotations at the September meeting. She will liaise with Cllr Oliver to make sure quotes are on an equal basis

35.4.7 Allocating Funds from CIL (3 years) – Clerk has made the declaration to the Council as the council has not spent any of the funds to date.

35.4.8 Donations for this financial year – It was agreed that the Council would donate £50 to the Citizens Advice Bureau

35.4.9 Replacement Signs – Cllr Gourlay will look into the costs and procedure for the council to replace some of the signs in the villages. It currently costs £190 to put a post in the ground and £105 for each finger. A councillor from each village will survey current signs, locating the signs on a map and reporting on their current state of repair.

35.4.10 Update on SID for Cretingham – Cllr Gourlay has finally met with Highways and agreed the 4 locations for the SID. Highways will pay for 2 posts and the Council will be responsible for one new post. The quote from Westcotec remains as before - £2,900 for the sign, £250 for the data collection unit and £50 x 5 for the bracket sets plus VAT. There is a 3 year warranty. We will also need 3 – 6 high visibility jackets, a box to transport the SID and a box for the battery and charger. There is 6 – 8 weeks lead time. It was agreed that the order should be made.

35.4.11 Dates of meetings for 2020 – 21/1, 24/3, 19/5 and 22/9.

35.5 To hear reports from: East Suffolk District Council – previously sent by email
Suffolk County Council – none received

35.6 Planning applications and Notifications

The following planning application was discussed -

DC/20/0155/LBC – Listed building consent – Bramblewood, School Lane, Hoo - Lowering of ground floor and replacement of concrete floor with pammets, replacement of two staircase with new, replacement of door and windows, strengthening of beams to first floor, possible blocking up of doors on ground floor, replacement of upstairs floor with oak boards, new loft access, possible extension of lean to, new shower room, external rendering and painting, external works, patio, walls, paved footways

There were no objections to the proposal.

35.6.1 Decisions made since September meeting –

DC/19/3006/FUL – Replacement of 2 bay cartlodge with larger 3 bay cartlodge. Replacement of multiple storage shed units with single storage workshop, garden shed and office. The Mill House, Monewden – Permitted

DC/19/3638/LBC – Internal alterations Rookery Farm, Cretingham – Withdrawn

DC/19/4274/FUL - Change of use of land for the siting of 4 No. Bell Tents, 2 No. Safari Tents and 3 No. Shepherds Huts to be occupied as holiday accommodation in connection with the existing club facilities. Kingfishers, Cretingham – Permitted with a 56 day occupancy limit

35.6.2 Monewden Airfield – Clerk has received an update from the planning officer. They are awaiting an application for the holiday accommodation.

35.6.3 Tree Preservation Order for Oak at Oak Corner in Cretingham – it was agreed that this would be applied for as a council

35.7 Correspondence since last meeting circulated to Councillors by email

Suffolk Coastal Area Forum

Maurice Cook Report for December

NALC report on repairs to church

Committee Management Information System East Suffolk

SALC Buckingham Palace Garden Party Nominations

Parish Council representation on Community Partnerships

Annual Budget Review Meeting East Suffolk Council

Grass Cutting in cemeteries
Installation of Radio Base Station at Abbey Farm, Easton
Maurice Cook report for November
Policy Meeting on October 31st

35.8 Financial matters and payments due:

Balance in account on 10 January - £12,637.63
Precept £1,241.50 received 27 Sept 2019

Cheques for approval:

100028 Monewden Village Hall £80.00 – Approved and signed

35.9 Items to go forward to next Agenda –

Footpath bridge at Swan Lane Cretingham,
Replacement road signs
Update on SID progress
Councillors reports

The meeting closed at 8.40pm. The next meeting is at 7.30 on 24 March 2020

Signed

Dated