

MINUTES OF MEETING OF EARL SOHAM PARISH COUNCIL
Held on Monday 12th January 2015 at 7.30pm
AT EARL SOHAM Village Hall

Present:, Richard Tinkler (Chair) Andrew Patterson, Lucy Murrell, David Grose, Celia Peacher, Jackie Barrow, ,
Chris Pratt, Jane Page (Clerk)

Public: Mr, Mrs B Hinton

The Minutes are in the order of the Agenda:

1. Apologies: Cllrs Rutherford, Snell, Bellfield, PCSO Hassler

2. Declarations of Interest: None

3. To consider confirming the Minutes of the Parish Council Meeting on 10th November 2014 – confirmed

4. An opportunity for the public to make comment

Laragh Homes Phil Rose and Martin Price attended the meeting and told of their intentions to apply for planning permission for a slightly smaller development of 16 homes on Brandeston Road. The SHLAA site was designated unsuitable due to no pavement but the developers propose to overcome this by running a hard path through the estate continuing along the public footpath over Townlands Trust Land.

5. Matters for debate

5.1. Budget for 2015-16 - DECISION – Unanimous - The Precept submission is set for £6660. 00, £121.19 of this amount will not be paid for by Council Tax but is a Government Grant

5.2. Risk Assessment - The internal control and internal audit procedures for Earl Soham are regularly reviewed and a full Risk Assessment document is maintained. The Chair now keeps a duplicate electronic copy of non confidential documents lowering our medium risk to low

5.3, 5.4. Review of Internal Control and Internal Audit

All cheques are signed by two of the three named Councillors at council meetings, once council approval has been given, and invoices and cheque stubs are checked and counter signed. All expenses are tracked and full accounts are kept updated. Fidelity Guarantee insurance is calculated for the highest amount the council are likely to hold in their funds, taking into account the peak in funds at the times of the precept. An independent professional auditor carries out the internal audit which covers:

Proper book keeping with review of cash book, bank reconciliation and statements, supporting vouchers, invoices and receipts,

Financial regulations including Standing Orders,

Control and risk management,

Budgetary and income controls,

Petty cash, payroll, asset control and valuation, bank reconciliation, year end procedures.

Internal Audit is considered effective as all measures and suggestions have been taken up over the years. The Council, Clerk/RFO and Internal Auditor have clearly defined roles. The audit documents are prepared throughout the financial year and are constantly reviewed by the council

5.5. Standing orders are updated regularly (last update in November 2013 as are Financial Regulations and the Asset Register is kept up to date.

Chair pointed out that a Risk Assessment had been carried out for the Christmas Tree with lights on the Green.

5.6 To invite Coffee Caravan to Earl Soham - This item will be put on the Agenda for the Annual Parish Meeting on April 16th

5.7 Parish Survey - This Mid Suffolk Survey was completed by Councillors and will be submitted by the Clerk

6. Public forum

None present

7. To hear reports from:

Cllr B Snell

1. Planning – Site specific allocations consultation update

The Council launched on 15 December 2014 its consultation 'Issues and Options' on two key Local Plan documents – the Site Allocations and Area Specific Policies Development Plan, and Felixstowe Peninsula Area Action Plan, as forecast in my 24 November report. Letters have been sent out to encourage responses from town and parish councils, residents associations, businesses, land owners, service providers and other stakeholders.

The Site Allocations and Area Specific Policies document covers the whole of Suffolk Coastal, except for communities within the Felixstowe Peninsula which will be covered by the Area Action Plan.

Comments on the Issues and Options documents can be made during the eleven weeks consultation – which ends on Friday, 27 February 2015.

2. DCLG measures to unlock smaller development sites

Changes in legislation have been promoted by the DCLG in relation to section 106 agreements and smaller scale sites i.e. 10 dwellings or less and development of less than 1000 square metres. It sets out new measures to support small-scale developers by changing the circumstances when planning obligations can be sought. These measures came immediately into force for any development proposals determined on or after 25 November 2014. The written statement confirms that *'for sites of 10 units or less, and which have a maximum combined gross floor space of 1,000 square metres, affordable housing and tariff system contributions should not be sought'*. There is a lower threshold of 5 units or less on designated rural areas (such as Rural Exception Sites and AONB) if authorities choose to implement it. In these circumstances, affordable housing or tariff contributions can still be sought on developments below 5 units, in which case payment of affordable housing and tariff contributions should be commuted until completion of the units. The statement also includes the provision of a financial credit for vacant buildings brought back into lawful use or demolished for re-development. This credit should be deducted the calculation of affordable housing contributions, but will not apply to vacant buildings which have been abandoned. *The provisions will need to be applied to any decision which were issued after 28th November 2014* and any appeals lodged which could be determined after this date. This may have twin effects of refunding and not pursuing or in some cases refunding play space or education contributions on smaller sites and not being able to pursue affordable housing on the smaller schemes, including those which have already been determined since that date. These measures will not affect those sites which make their infrastructure contributions via Community infrastructure Levy (CIL) expected in SCDC from 1 April 2015. The S016 announcement can be seen at the following link: <http://www.parliament.uk/documents/commons-vote-office/November%202014/28%20Nov%202014/2.%20DCLG-SupportForSmallScaleDevelopersCustomAndSelf-Builders.pdf>

3. Community Grants – only two weeks left Grants are still available from my Communities Enabling Budget – applications are urgently needed from any qualifying local organisations for eligible projects (see SCDC web site for conditions and forms) so that grants can be agreed before 23 January 2015.

4. SCDC accommodation review - update Suffolk Coastal announced in May 2013 that, as part of its wider review of accommodation, it intended to sell Cedar House, which has now been put on the market as a residential property. The house with substantial grounds, opposite Suffolk Coastal's headquarters at the junction of Pytches Road and Melton Hill, is a short distance from Woodbridge town centre.

Cllr P Bellfield

Poor Mobile phone coverage is to be addressed

There are hopes to bring 40mph as well as 30mph into scrutiny with public speed monitoring equipment

The new Youth Employment Centre in Ipswich has seen over 500 people use it

The incinerator at Great Blakenham opened on time and on budget

Nine new gritters (making 39 in total) have been purchased. Priority routes should be cleared within 2.5 hours

PCSO Hassler had no crimes to report since the last meeting

8. Planning Applications and Notifications:

DC /14/ 3445 Yew Tree Farm - Relocation of driveway at Yew Tree Farm House - *no objections*

DC/14/4226/FUL Oakhill Farmhouse - change of use of existing agricultural courtyard to residential curtilage as part of implementation of prior approval DC/14/3017 - *no objections*

9. Correspondence *emailed to councilors

Holocaust Memorial Day Jan 27th*
Local Councillor
Strategic land consultation

10. Financial matters and payments due:

Cheques presented for payment at this meeting:

Cheques for approval:

100686	SALC	30.00
100687	Jayne Cole	100.00
100688	Ladywell	37.00
100689	NaTCH	81.48 * 50% to be paid by VH
100690	Heelis & Lodge	85.00
100691	Donation SARS	23.16
100692	Donation Air Ambulance	24.27
100693	Donation CAB	24.27
100694	Donation V.H.	496.71
100695	Clerks expenses	45.98
100696	LCPAS course	60.00
100697	M Rutherford xmaslights	66.91
		1074.78

Income received: £81.48 - two years website contribution VHA

Bruce Hinton Business Centre	£25.00
Earl Soham Vets	£25.00
Church & Gooderham	£20.00
Conservation Services Ltd	£20.00
Scarlett & Mustard	£10.00
Paddy & Scott	£5.00
HMRC VAT refund	£43.16
SCDC grant	£250.00

Bank Interest £0.74

£1000 transferred from Business to Current Account

Current position before cheques are paid:

Community Account £1680.95

Less uncashed cheques 100680 £8.00
100685 £200.00

Position once cheques are cleared: £648.17

Business Premium Account £6734.12

11. Reports

Missing footpath signs have been reported

Muddy footpath by school has been reported and dealt with and the area behind the school may also get a better surface

An SCDC Grant of £250.00 has been received towards a replacement notice board

Urgent matters and matters for attention:

Strategic land allocation consultation - **ACTION** Clerk will email Councillors a document to be agreed and passed to Residents
Cllr Peacher raised the question of white lines on roads needing repainting, there are pot holes by the school and on the pavement outside the GP surgery
Cllr Barrow drew attention to a dangerous manhole cover halfway up Mill Hill
Cllrs Tinkler and Hulme requested that Church Lane be swept as the mud was becoming dangerous
ACTION Clerk will contact Highways

The meeting closed at 9.10 pm

Dates of next meetings, March 9th, April 16th (APM) May 11th(APCM), July 13th, September 14th, November 9th

Signed

Dated