

## RAYDON PARISH COUNCIL

### MINUTES OF THE AGM HELD ON TUESDAY 15 MAY 2018

**Present:** Jane Cryer - Clerk (JC)  
Christine Hempstead (CH)  
Keith Lovering (KL)  
Sue Newton - Chairman (SN)  
Amanda Pyall - Vice Chairman (AP)

**In attendance:** John Ward, Babergh DC (JW)

**Apologies:** Nev Davenport (ND)  
Jayne Tann (JT)  
Gordon Jones, Suffolk CC (GJ)

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#### 18.5.1 ELECTION OF CHAIRMAN AND OFFICERS

It was proposed by AP, seconded by KL and agreed unanimously that Sue Newton be re-elected Chairman; she completed an Acceptance of Office form. It was further proposed by CH, seconded by KL and agreed unanimously that AP be re-appointed as Vice-Chairman.

#### 18.5.2 COMPOSITION OF THE COUNCIL

Following KH's resignation, there were now three vacancies. JC said Julian Iredale had expressed an interest in re-joining the council; AP and SN said they would follow up on expressions of interest from other parishioners. Co-options would be an agenda item for the June meeting.

#### 18.5.3 APOLOGIES

Apologies were accepted from ND and JT.

#### 18.5.4 DECLARATIONS OF INTEREST

None.

#### 18.5.5 PUBLIC FORUM

There were no parishioners present.

#### 18.5.6 MINUTES OF THE MEETING HELD ON TUESDAY 13 MARCH 2018

It was proposed by SN, seconded by CH and agreed unanimously that the minutes of the meeting held on Tuesday 13 March 2018 should be accepted as an accurate record, and signed accordingly.

#### 18.5.7 ACTIONS FROM THE PREVIOUS MEETING

Most of the actions were either ongoing, or were on the agenda; there were updates on the following:

##### 18.5.7.1 Grit bins

It was agreed that JC would ask JT to prepare a short report on the location and condition of the existing grit bins. AP suggested that a bin should be purchased for Woodlands Road; new and replacement bins would be an agenda item for the June meeting.

### **18.5.7.2 Land east of KGF**

Despite several reminders, JC had still not received a response from Tom Barker at Babergh to her letter of November 2017 requesting more detail on the outcome of his discussions on democratic transparency and perception. JW said he would follow up on this, and also confirmed that details of planning committee meetings could be found on Babergh's website.

### **18.5.7.3 Parish questionnaire**

AP had updated the feedback / action sheet, which had been circulated. It was agreed that the provision of defibrillator(s) should be an agenda item for the June meeting. With regard to the maintenance of boundary hedging, it was agreed to circulate another reminder in September.

## **18.5.8 REPORTS FROM OUTSIDE BODIES**

### **18.5.8.1 Babergh DC**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. JW said he was pleased that the housing development in Lavenham had been shortlisted for an East Anglia Building Excellence award. Following a public Q&A event in Sudbury, it had been decided to hold two more events in Hadleigh and Shotley during the summer. JW said the Sudbury event had been well attended, with a constant flow of visitors. With regard to CIL, there would be a twice-yearly bidding round for funds starting in May 2018, and then in May and October each year. JW confirmed that there was no time limit for applications. The proposals for the future of the former Babergh DC offices in Corks Lane, Hadleigh, were now available to view on the website. It was likely that the planning application would be made at the end of the summer; no building was planned for the flood risk area (ie the existing car park).

### **18.5.8.2 Suffolk CC**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. AP wondered when the road through Raydon was due to be resurfaced; it was agreed that JC would ask GJ if he could find out.

## **18.5.9 FINANCIAL MATTERS**

### **18.5.9.1 RFO's reports**

It was proposed by CH, seconded by AP and agreed unanimously that the finance report for 31 March 2018 should be approved; it was noted that this included cheques to SALC for £54 and Office Needs Direct for £27. It was proposed by AP, seconded by CH and agreed unanimously that the finance report for 15 May 2018 should also be approved; this included payments of £1,125.76 and direct debits to E.ON totalling £1,227.77. It was noted that the first tranche of the precept for 2018/19 had been received from Babergh. With regard to the direct debit to E.ON of £1,186.78 in respect of the KGF Pavilion, SN would query the amount on behalf of the Trustees.

### **18.5.9.2 External audit**

It was proposed by KL, seconded by CH and agreed unanimously to certify Raydon Parish Council as exempt; the Certificate of Exemption was duly signed by the Chairman and the Clerk/RFO.

### **18.5.9.3 NJC pay scales**

It was proposed by SN, seconded by CH and agreed unanimously that the Clerk's hourly rate should be increased in line with the NJC pay scales for 2018/19, and backdated to 1 April 2018.

## **18.5.10 REPORTS FROM COUNCILLORS**

### **18.5.10.1 Neighbourhood Plans**

SN's report on the meeting chaired by James Cartlidge MP on 20 April was noted. The main reason for the meeting had been to encourage parish and town Councils to draw up Neighbourhood Plans in order to protect their parishes/towns from excessive development. However, SN said that, according to a letter from CPRE Sussex that had been widely circulated, the Government draft contained a footnote (footnote 9, para 4) stating that the life span of a Neighbourhood Plan would be limited to just 2 years if its district council's Local Plan provided for only 3 years' housing supply; Babergh's Local Plan provided 3.8 years. She proposed that a letter should be sent to Mr Cartlidge drawing this to his attention, and copied to James Brokenshire MP, Secretary of State for Housing, Communities and Local Government, and JW. Her proposal was seconded by AP and agreed unanimously.

#### **18.5.10.2 Suffolk Highways issues**

SN's report highlighted an article in the EADT on Monday 7 May referring to a survey concerning low-level highways work that had been sent to Town and Parish Councils. However, this had not been sent to Raydon; SN said she would also query the very low response level, as there were over 450 town and parish councils in Suffolk. She proposed that JC should write to Jane Storey, Cabinet Member for Highways at Suffolk CC, asking how town and parish councils had been contacted, and why Raydon had not been included; her proposal was seconded by KL and agreed unanimously. JC would also ask whether Suffolk CC would be prepared to pay for the installation of a replacement road sign if the Parish Council was able to fund its purchase.

#### **18.5.11 PLANNING**

##### **18.5.11.1 DC/18/01562 - New Barn Farm, New Barn Lane**

There were no objections to the application for the erection of a front porch.

##### **18.5.11.2 DC/18/01782 - Ceylon House, Raydon Road, Hintlesham**

There were no objections in principle to the details submitted under Outline Planning Permission B/17/00023 for landscaping, design and scale for erection of a dwelling. However, councillors would require more information on the proposed materials before commenting further.

#### **18.5.12 GENERAL DATA PROTECTION REGULATION (GDPR)**

JC reported that MPs had accepted the Government amendment to exempt all parish and town councils in England from the requirement to appoint a Data Protection Officer under the new GDPR. The House of Lords would now consider amendments made during the House of Commons stages, but it was not anticipated that this amendment would be reversed.

#### **18.5.13 POTHOLES**

SN's update on current potholes and surface break-up was noted; councillors added some to the list. It was agreed that SN, AP and KL would report all these before the next meeting, using SCC's online reporting tool. JC would remind parishioners via Quartet and community email that they could also report any damage online.

#### **18.5.14 30MPH SIGNS**

It was proposed by SN, seconded by AP and agreed unanimously to purchase 200 self-adhesive signs for wheelie bins at £297 plus VAT. JC would alert parishioners via Quartet.

#### **18.5.15 LITTER PICK**

This would take place on Saturday 9 June. JC confirmed that Babergh would deliver the equipment to KL on Friday 8 June. She would also send AP a template for the risk assessment.

#### **18.5.16 CLERK'S CORRESPONDENCE**

##### **18.5.16.1 Barclays Bank**

Barclays had confirmed that the amendments to the signing arrangements had now been made.

##### **18.5.16.2 Bridleway - Brett Vale Golf Club**

JC had been contacted by a parishioner who had been challenged by a walker whilst riding her horse along a footpath signposted as a bridleway by the Golf Club. JC had contacted Kevin Verlander, the Area Rights of Way Officer for Suffolk Highways, who thought the Golf Club were probably allowing permissive bridleway access, which they were entitled to do. His advice was that the horse rider should direct the walker to the Golf Club.

##### **18.5.16.3 Landex**

Landex had asked for permission for their vehicles to use the Pavilion car park during the week while construction was taking place on the land east of the playing field. In return, they had offered some funding to benefit the community. However, this was a decision for the KGF Trustees to make, rather than the PC; SN would discuss it with them and respond direct to Landex.

**18.5.16.4 Woodlands Road**

A parishioner had reported an incident involving an HGV turning out of the entrance to the business park and had asked whether the PC would take some action; it was agreed that this would be an agenda item for the June meeting.

**18.5.17 DATE OF NEXT MEETING**

7.30pm on Tuesday 5 June 2018, in the Pavilion.

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**ACTION POINTS ONGOING / ARISING FROM AGM HELD ON 15.5.18**

<b>MINUTE</b>	<b>ACTION</b>	<b>WHO</b>	<b>TO BE DONE BY</b>
17.12.6.1	Monitor situation re lorries in Woodlands Road	All	Ongoing
17.12.6.2	Complete S106 forms Write to Nick Elliott to request agreement in principle	SN JC	Asap When forms agreed
17.12.6.4	Monitor tractor damage in Woodlands Road	All	Ongoing
18.2.12.1	Consider requests for new street signs	All (JC for agenda)	July meeting
18.3.10	Parish questionnaire: - Ask Babergh if plans for a recycling centre could be reactivated	SN/JC	Asap
18.5.2	Co-options: - follow up on expressions of interest - Co-options to be agenda item for June meeting	AP/SN JC	June meeting June agenda
18.5.7.1	Grit bins: - ask JT to prepare a short report on the location and condition of existing bins - new and replacement bins to be agenda item for June meeting	JC/JT JC	For June meeting June agenda
18.5.7.3	Defibrillator(s) to be agenda item for June meeting Boundary hedging - circulate reminder in September	JC JC	June agenda Sept Quartet/email
18.5.8.2	Ask GJ when road through Raydon is due to be resurfaced	JC	Asap
18.5.9.1	Query DD to EON of £1,186.78 / check meter readings	SN	Asap
18.5.10.1	Neighbourhood Plans - write to James Cartlidge, cc James Brokenshire and JW	JC	Asap
18.5.10.2	Write to Jane Storey	JC	Asap
18.5.13	Potholes: - report online - remind parishioners to report damage online	SN/AP/KL JC	Before June meeting Asap
18.5.14	Order 30mph signs for wheelie bins; alert parishioners via Quartet	JC	Asap
18.5.15	Litter Pick: - send AP template for risk assessment - confirm contact at Babergh	JC JC	Before 9 June Before 9 June
18.5.16.4	Incident involving HGV to be agenda item for June meeting	JC	June agenda