

RAYDON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 20 FEBRUARY 2018

Present: Jane Cryer - Clerk (JC)
Nev Davenport (ND)
Keith Lovering (KL)
Sue Newton - Chairman (SN)
Amanda Pyall - Vice Chairman (AP)

In attendance (part): Gordon Jones, Suffolk CC (GJ)
2 Parishioners

Apologies: Christine Hempstead (CH)
Jayne Tann (JT)
John Ward, Babergh DC (JW)

18.2.1 APOLOGIES

See above - apologies were accepted from CH and JT.

18.2.2 DECLARATIONS OF INTEREST

None.

18.2.3 PUBLIC FORUM

There were no questions from the two parishioners present.

18.2.4 MINUTES OF THE MEETING HELD ON TUESDAY 16 JANUARY 2018

It was proposed by AP, seconded by KL and agreed unanimously that the minutes of the meeting held on Tuesday 16 January 2018 should be accepted as an accurate record, and signed accordingly.

18.2.5 ACTIONS FROM THE PREVIOUS MEETING

Most of the actions were either ongoing, or were on the agenda. There were updates on the following actions:

18.2.5.1 Highways & Roads

- SN confirmed that Mark Anderson from Holton St Mary PC would attend the March meeting to discuss speeding issues.
- JC had obtained information on 30mph signs for wheelie bins from the chairman of Higham Meeting and would follow this up with Keith Avis, who had produced the signs; she would report back to the March meeting.
- She was continuing to chase SCC for a response to her request for a site meeting in Woodlands Road; GJ asked her to copy him in so that he could assist.
- AP had re-submitted her complaint about the corroded sign. SCC had responded to JC's request to grit Woodlands Road in bad weather to say that this did not meet the criteria for gritting. However, GJ would check whether the road was on the school bus route.

18.2.6 REPORTS FROM OUTSIDE BODIES

18.2.6.1 Babergh DC

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. Councillors did not wish to raise any questions.

18.2.6.2 Suffolk CC

GJ gave a short verbal report. He said full Council had agreed the council tax for 2018/19 at its meeting earlier in February. There would be an additional 1% increase ring-fenced for adult care. Savings of £23.9m would still have to be found in 2018/19. The Home to School Transport consultation would end on 28 February; the various options would then be considered and a paper would go to Cabinet in June. In response to a question from AP, GJ said there was no special funding available for rural communities, but there had been no changes to the criteria for subsidised travel. Suffolk CC had agreed to take out a loan to finance further road resurfacing and repair of potholes; GJ noted SN's report on potholes (see minute 18.2.12.2, below). In response to a question from KL, GJ agreed that it was important to replace 'cats' eyes' but said that, in some locations, it was not always necessary to replace white lines.

18.2.7 FINANCIAL MATTERS

18.2.7.1 RFO's report

It was proposed by ND, seconded by AP and agreed unanimously that payments of £483.98 should be authorised, together with direct debit to E.ON of £480 for electricity supply to the Pavilion for a 3 month period. SN would check the meter reading later in the year.

18.2.7.2 Scanner/printer

JC said the Transparency Code funding received in 2016 included £70 for the purchase of a scanner/printer. However, as Babergh no longer supplied hard copies of planning applications, it was agreed that a printer capable of printing A3 plans was required. It was therefore proposed by SN, seconded by ND and agreed unanimously that the PC should purchase an Epson scanner/printer and cover the additional cost from reserves.

18.2.8 PARISH QUESTIONNAIRE

AP had updated the recommendations from the working party on priorities, following the discussion at the January meeting. It was agreed that the PC would organise an annual Litter Pick. A date for 2018 would be confirmed at the March meeting - probably early May. JC confirmed that Babergh could provide litter picks, high vis jackets and black sacks, and would collect the rubbish afterwards. It was agreed that the PC would invite ideas for new social groups in the village, and would consider providing a small amount of funding to help with start-up costs. AP would draft some wording for Quartet, to be agreed at the March meeting. As agreed at the last meeting, SN would invite Bob Feltwell to the APM to share Bentley's experience of setting up a community shop.

18.2.9 PLANNING

18.2.9.1 DC/17/05855 - Bluebell Cottage, Sulleys Hill

It was noted that the revised application for external lighting had been approved.

18.2.9.2 DC/18/00371 - Land to the north of The Street

Councillors noted that there had been a pre-application site visit; this had led to a letter stating the Planning Committee believed that Raydon was "*a sustainable location that can support new housing and there would be no objection in principle to the development of nine houses on this site*". However, SN said this was based on inaccurate information about Raydon as stated in the Settlement Hierarchy Review; for example, points had been allocated to Raydon for allotments, daily peak-time bus service, proximity to a larger employment site within 5km and providing 100 jobs, Broadband speed of up to 76Mb - NONE of which were correct. JC would submit a response stating that the PC strongly objected to this application, and would include reference to the Inspector's Report in respect of a previous application for two houses in The Gardens, which had been refused; the reasons given were also relevant to this application. In addition, SN would draft a letter to Babergh's Planning department.

18.2.9.3 DC/18/00193 - 6 The Street

To note that Babergh did not consult on applications for Lawful Development Certificates.

18.2.10 POLICIES FOR REVIEW

18.2.10.1 Risk Assessment

It was agreed that no amendments were necessary; it was therefore proposed by SN, seconded by ND and agreed unanimously that the Risk Assessment should be formally adopted and signed by the Chairman.

18.2.10.2 Internal Control Statement

Several amendments were agreed:

- As the PC had agreed not to meet in December in future, the budget and precept would be approved at the November meeting;
- The Clerk's Annual Review would be carried out in October, rather than November;
- The Risk Assessment would be reviewed in February;
- External Audit - this section was amended to take account of the new arrangements for smaller authorities.

It was proposed by AP, seconded by KL and agreed unanimously that the amended Internal Control Statement should be formally adopted and signed by the Chairman.

18.2.11 GENERAL DATA PROTECTION REGULATION

JC said the position was still not clear, but she hoped to be able to update councillors at the March meeting.

18.2.12 NEW STREET SIGNS / POTHOLES

18.2.12.1 New street signs - Woodlands Road and Acacia Road

As agreed at the last meeting, JC had obtained further information from Babergh regarding costs. The cost per sign, including installation, would be in the region of £70. It was agreed to defer a decision until June/July.

18.2.12.2 Potholes

SN's report was noted. SCC had responded to a reported pothole by saying it was not high priority and would be repaired "within 14 weeks". An ambulance had subsequently gone into the pothole whilst carrying a patient - SN had reported this and the pothole had been dealt with the following day. The reason given by SCC for the 14 weeks scenario was that Legal Notices had to be issued. However, where B or C roads were concerned, this incident had proved that traffic could be effectively controlled by STOP/GO signs rather than temporary traffic lights. It was agreed that AP and KL would be responsible for reporting potholes and monitoring progress, and potholes would become a standard agenda item.

SN, AP and KL would be meeting to discuss road problems in general before the March meeting, which would be attended by Mark Anderson (see also minute 18.2.5.1).

18.2.13 CORRESPONDENCE

18.2.13.1 Resignation

It was noted that Kathy Herbig had resigned from the parish council. JC would notify Babergh and a casual vacancy would be advertised.

18.2.13.2 Neighbourhood Watch

Suffolk Neighbourhood Watch had contacted all parish councils to ask if they would make a one-off donation of £50 to assist with operating costs and help to develop the scheme. It was proposed by SN, seconded by KL and agreed unanimously that the PC should make a donation of £50. JC would raise a cheque for signature at the March meeting, and would also request further information on the scheme. It was noted that one of the NW signs required re-erecting; Helen Durrant was in touch with NW about this. In response to a question from KL, SN said Helen (an ex-parish councillor) was Raydon's contact for NW and responsible for disseminating information. SN would pass her details to KL.

18.2.13.3 Barclays Bank

JC had received a letter informing her that Barclays Bank in Hadleigh would close on 1 June 2018; this would not affect the PC's bank account, and cash/cheques could be paid in at the Post Office, as well as at any branch of Barclays. JC would arrange for Kathy Herbig to be removed as a signatory (see above) and for KL to be added.

18.2.14 DATE OF NEXT MEETING

7.30pm on Tuesday 13 March 2018, in the Pavilion.

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ACTION POINTS ONGOING, AND ARISING FROM MEETING HELD ON 20.2.18

MINUTE	ACTION	WHO	TO BE DONE BY
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 approved
17.12.6.3	Review situation re damaged bin near noticeboard; decide whether to purchase a replacement	JC	For June agenda
17.12.6.4	Monitor tractor damage in Woodlands Road	All	Ongoing
17.12.6.6	Chase response from Tom Barker	JC	Ongoing
18.1.6.1	War Memorial - small section of base to be removed and the structure investigated	KL to liaise with PCC	Asap
18.2.5.1	Highways & Roads: - follow up 30mph signs with Keith Avis - copy correspondence re request for site meeting in Woodlands Road to GJ	JC JC	Asap Asap
18.2.7.1	Check Pavilion meter reading	SN	August
18.2.7.2	Purchase new scanner/printer	JC	Before 31 March
18.2.8	Parish questionnaire: - confirm date for annual litter pick - draft wording for Quartet re start-up funding for social groups/activities in the village - Ask Babergh if plans for a recycling centre could be reactivated - Invite Bob Feltwell to speak at the APM	All AP SN/JC SN	March agenda March meeting Asap Asap
18.2.9.2	Circulate response re DC/18/00371 and submit to BDC Draft letter to BDC Planning department	JC SN	21.2.18 Asap
18.2.12.1	Consider requests for new street signs	All/JC	June/July agenda
18.2.12.1	Potholes to be standard agenda item	JC	Future agendas
18.2.13.1	Notify BDC of KH's resignation	JC	Asap
18.2.13.2	Raise cheque for £50 to Neighbourhood Watch (and request further info) Pass Helen Durrant's contact details to KL	JC SN	March meeting Asap
18.2.13.3	Ask Barclays to remove KH as signatory and add KL	JC	Asap