

**MINUTES OF KERSEY PARISH COUNCIL ORDINARY MEETING HELD ON
MONDAY 9 JULY 2018 IN KERSEY VILLAGE HALL AT 7.30 PM**

PRESENT

John Hume – Chair, Yvonne Martin, Veronica Partridge, Giles Hollingworth, Kevin Pratt, 3 members of the public and the Clerk – Sarah Partridge. Alan Ferguson attended for part of the meeting.

83/18 APOLOGIES – Apologies for absence were received and accepted from Andrew Rogers and Iqbal Alam. Robert Lindsay gave his apologies.

84/18 ACCEPT MEMBERS' DECLARATIONS OF INTEREST - None

85/18 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

86/18 REPORTS

a) **Suffolk County Councillor** - Robert Lindsay had sent a report which was read by the Clerk. It is appended to the minutes of this meeting.

b) **Babergh District Councillor** – Alan Ferguson gave his report. It is appended to the minutes of this meeting. Alan answered questions from the floor.
Alan then gave his apologies and left the meeting.

87/18 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 18 June 2018 were signed and dated as being correct.

88/18 CLERK'S REPORT

GDPR update – Legislation has now been passed, including the amendment that it is not necessary for Parish Councils to appoint a Data Protection Officer. The Parish Council is working towards compliance and making use of the support provided by SALC. The footbridge over The Splash has been repaired by SCC highways. A query was raised by a Councillor about the fact that the kickboards are now natural timber, rather than painted white. The highways team have said that they try to avoid painting elements of structures where possible to avoid future maintenance issues. The timber used for the kickboard is pressure treated and does not need to be painted and the unpainted kickboard would match the finish of the deck. Following some queries in May and June, the Clerk has spent some time getting further advice from SALC and the Monitoring Officer at Babergh about when Councillors should declare interests at meetings when there is a conflict of interest or a perceived conflict of interest. Under the Nolan Principles as set out in the Suffolk Code of Conduct and the Localism Act it is important that Councillors protect the public interest so that all decisions of the Parish Council can be trusted as reliable, objective, honest and open. The Clerk has also sought advice regarding Councillors conduct. Councillors must not use their position as a Parish Councillor to gain influence. To do so would be a breach of the code of conduct and they would not be fulfilling their obligations under the Nolan Principles. Councillors should respect the decisions of the Parish Council which are made as a corporate body for the benefit of the whole parish and not do anything to undermine Council decisions. Councillors have all been issued with detailed guidance on these matters. (See website)

89/18 CORRESPONDENCE

All correspondence for the Parish Council had been circulated to Councillors. There were two items to note.

a) Suffolk Police now have 9 new Community Engagement Officers (CEO's). PC Dave Wright will be covering both the Ipswich West and the Hadleigh area which will include Kersey.

The CEO's have been introduced to work alongside the Safer Neighbourhood Teams (SNT's) in tackling locality based crime, anti-social behaviour and problem solving key local issues. The CEO's will be locally visible and accessible with the aim of strengthening engagement within communities and will work with partners and the voluntary sector, highlight and promote public events, develop and support volunteering opportunities, support crime prevention initiatives and ensure timely information is provided to the public using various forms of digital media such as Twitter and Facebook.

b) Babergh has announced that there will be a Joint Housing Strategy consultation which is proposed to take place from Friday 21st September – Friday 1st November. More information will be available from August. It is likely the Parish Council will need to call an extraordinary meeting in October in order to agree a response to this consultation.

90/18 FINANCE

a) A copy of the accounts to date and a financial statement, showing bank balances, receipts and payments for approval were tabled by the Clerk; these are appended to the minutes. As per the Clerk's contract the Parish Council pays the Clerk at the agreed NJC rates. New rates have been issued, payable from 1 April 2018. The new rate for pay scale SCP27 is £12.815/hour. The Council approved the new rate for payment from 1 April 2018. All other payments were approved.

b) Councillors had a copy of the budget which shows the actual spending against the budget, copy appended.

c) Giles Hollingworth checked the bank reconciliations had been completed and verified them against the cash book. Giles signed to confirm they had been completed correctly.

91/18 PLANNING APPLICATIONS

a) Progress

DC/18/00893 Stay Barn, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Householder Planning Application - Erection of single storey rear extension. Babergh granted permission on 20 June 2018.

DC/18/01873 Stay Barn, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Application for Listed Building Consent - Erection of single storey rear extension. Babergh granted listed building consent on 21 June 2018.

DC/18/01829 - Kersey Mill, Hadleigh Road, Kersey, Ipswich Suffolk IP7 6DP

Proposal: Full Planning Application - Erection of two detached houses with cart lodge garages.

Babergh refused planning permission on 2 July. This is contrary to the Parish Council decision to support the proposal. It was noted that in the planning officer's report he mentioned a shop in Kersey. There is no shop in Kersey; this has been reported to the planning officer. There was a brief discussion about planning policy. The Parish Council has an important role when responding to planning applications to give a local view as planning policy cannot be 'a one-size fits all'. There will always be local differences within districts which the Parish Council has an opportunity to highlight when responding to planning applications.

b) There were no new planning applications to consider.

92/18 KCPC WORKING GROUP - General Report

A quarterly inspection was completed in June. This notes that some of the timber items are showing signs of decay and age which is being monitored.

93/18 FOOTPATH WORKING GROUP - General report

Giles Hollingworth reported that as far as he knew all paths were walkable. A Rights of Way officer is coming to Kersey next week to look at a couple of paths where some steps may need attention. The Footpath Working Group met in June. The working group are considering whether there is a need for more dog poo bins because there is still a problem of dog owners not clearing up after their dogs. Councillors had a long discussion about whether providing more bins would solve the problem. There was also concern about the cost of purchasing new bins and then the on-going annual cost of approx. £45/bin to have them emptied. This is only 50% of the actual cost – Babergh currently share the costs. Babergh will only empty bins located next to the highway on their route so this may also be an issue. It

was thought that footpath working group volunteers may agree to empty bins. It was agreed that the Footpath Working Group should come up with a proposal at the next Parish Council meeting, including costings and suitable locations. It was noted that there is no allowance in the 2018/19 budget for new dog poo bins.

94/18 TO AGREE A RESPONSE TO THE SUBMISSION DRAFT SUFFOLK MINERALS AND WASTE LOCAL PLAN CONSULTATION

Councillors discussed this consultation. It was noted that the closest site was the quarry at Layham. There was concern at the number of lorry movements (150 per day) at the Layham quarry which is close to an Area of Outstanding Natural Beauty and Special Landscape Area. It was agreed Layham quarry is not a suitable site for potential landfill once minerals have been extracted. It was felt that the National Planning Policy Framework is not taken into account in this consultation document. There are no links to building waste. It was felt the County Council should be working together with local businesses and private enterprise to improve recycling and encourage local companies to use Council facilities for waste disposal which should reduce fly-tipping. The Clerk will respond to this consultation with the above comments.

95/18 TO AGREE A RESPONSE TO THE CONSULTATION ON AN UPDATE TO THE DRAFT STATEMENT OF COMMUNITY INVOLVEMENT FOR BABERGH DISTRICT COUNCIL

Councillors discussed this consultation. Babergh will continue to consult Parish Councils regarding planning applications and planning policy. The statement has been updated to include the new public contact points and website access to all planning applications and responses. Babergh now encourage responses by electronic means – online or email but will still accept paper responses. It was agreed this is a suitable statement containing some generally good aims. There is not enough detail about Neighbourhood Plans. There needs to be more emphasis on heritage statutory consultees. There was some concern that 21 days is not a sufficiently long enough consultation period for complex and contentious planning applications. The Parish Council is not keen on the use of social media for planning consultation as this is not an appropriate means of communication for such an important matter. More education should be offered to local communities, residents and Parish Councils so they can better understand the planning process. This would then enable communities and Parish Councils to give effective and relevant comments to planning consultations. The Clerk will respond to this consultation with the above comments.

96/18 REVIEW PARISH COUNCIL ASSET REGISTER, INCLUDING REPORT ON PHYSICAL INSPECTION OF ASSETS AND INSURANCE COVER AND A REVIEW OF THE FIDELITY GUARANTEE COVER

Councillors had all reviewed the asset register. The Parish Council took out a 3-year long term agreement with Came and Company in October 2017. The Clerk has reviewed the cover, which is still appropriate to the needs of the Parish Council, this was also agreed by Councillors. The fidelity guarantee provides cover up to £150,000. All assets have been checked. Some of the timber items are showing signs of age but are sound enough for the time being. A Councillor agreed to make a minor repair to the bench outside the Church Lychgate. KCPC carries out regular quarterly inspections of the playground and exercise equipment and the cricket net. SCC carry out regular maintenance of the street lighting under a contract. The replacement and reinstatement costs were discussed and it was agreed these were appropriate.

97/18 TO DISCUSS CYCLING ACCIDENTS AT THE SPLASH

A Councillor had asked that the Parish Council discuss the problem of cycling accidents at The Splash following a recent accident. It was thought that the narrow bicycle wheel may have been caught in between the granite setts causing the cyclist to fall off and sustain injury. Concern was expressed for cyclists who choose to ride through The Splash and then sustain injuries but it was agreed that they should be taking some personal responsibility and use common sense; a wet surface is likely to be slippery. Cyclists can choose to walk over the footbridge. Temporary signage is often erected by local

cycling clubs during events which is sometimes ignored. Cyclists also often ignore verbal warnings from local residents. Therefore, signage is not a solution to this problem and not something the Parish Council would support. After some discussion it was agreed the Clerk should contact highways to ask them to inspect the road near The Splash, highlighting the concern that the mortar surrounding the granite setts may have worn away causing a hazard to cyclists.

One member of the public left the meeting.

98/18 TO APPOINT A NEW SALC REPRESENTATIVE FOR THE PARISH COUNCIL

Iqbal Alam has resigned as the SALC representative for the Parish Council. It was agreed that Councillors would take it in turns to attend these quarterly area meetings. The next meeting is on Monday 24 September at 7pm, venue to be confirmed.

99/18 TRAINING

Information about training courses is regularly circulated to all Councillors. Kevin Pratt is attending councillor training in the next two weeks.

100/18 REPORTS FROM MEETINGS – No reports

101/18 FORTHCOMING MEETINGS

10 July Babergh Parish Liaison meeting – unfortunately no Councillors or the Clerk are able to attend.
15 August Police and Parish Forum at Elmsett. There is still a vacancy for a Neighbourhood Watch coordinator for Kersey. Kevin Pratt agreed to attend this meeting.

102/18 ANY OTHER BUSINESS

The Chair commented that writing the minutes of Parish Council meetings is the responsibility of the Clerk. The minutes should record the decisions of the Parish Council. They are not a verbatim record of the meeting. The Chair asked Councillors to note the recent guidance issued to all Councillors about declaring interests and conduct. Councillors are not prevented from making responses as private individuals to consultations but must not use their position as a Parish Councillor to do so.

Anglian Water has been contacted regarding some recent fly-tipping at their site. They are going to remove the dumped rubbish. The broken gates will be repaired and they are considering installing cameras. The frontage of some cottages in The Street have been tidied but there are others that could be improved.

103/18 PARISH TIME

It was agreed that to further improve transparency, the Parish Council would publish on the website the guidance documents recently issued to Parish Councillors regarding declaring interests and conduct. It was suggested that following fundraising events in Kersey all community groups could publish reports in the newsletter in order to increase awareness.

There being no further business the meeting closed at 9.16pm.

Appended to these minutes are 9 sheets:

- Suffolk County Council report from Robert Lindsay
- Babergh District Council report from Alan Ferguson
- Kersey Parish Council receipts and payments to date (2 pages)
- Kersey Parish Council finance sheet for 9 July 2018
- Kersey Parish Council Budget sheet
- Kersey PC Fixed Asset Register (3 Sheets)

Report for Kersey PC 5.7.18 from SCC Cllr Robert Lindsay

New leader and cabinet

Since my last report to you, the leader of Suffolk County Council Colin Noble has been voted out by his Conservative colleagues to be replaced by Matthew Hicks. Cllr Hicks, who was formerly cabinet member for environment and public protection, has reshuffled the cabinet.

The most significant change he has made is that he has replaced the cabinet member for Highways Jane Storey with Mary Evans. (see below).

New cabinet member for highways to review road maintenance policy

Mary Evans has launched a major review of the way highways in Suffolk are maintained. Areas due to be reviewed include:

- * Existing policy which determines how resources are deployed, known as the Suffolk Highway Maintenance Operational Plan (HMOP);
- * How the location of potholes on the road is considered alongside the width and depth, recognising the impact they can have on cyclists and motorcyclists;
- * How utility companies coordinate roadworks and are held to account for their actions;
- * How residents, councillors and businesses are informed about road repairs and how they can access information;
- * Financial control and contract management;
- * How town and parish councils can work closer with Suffolk Highways to make the best use of their local knowledge, skills, money and time.

Scrapping of cabinet committees

Cllr Hicks has also scrapped the four cross-party cabinet committees that were only set up in September last year. They will be replaced by proposed Policy Development Panels which will also be cross party, but will also meet in secret and will only be formed ad hoc for particular purposes and each is expected to last a limited time (eight weeks has been suggested).

Plans for school bus cuts on hold

Last month the cabinet voted unanimously to approve the new policy that would switch from providing a free bus to catchment school to providing a free bus to "nearest school". My group combined with Labour to submit a 22 page report which critiqued that lack of information, research and some misleading statements in the papers that the cabinet based their decision on. Two weeks ago we heard that most of these objections had been accepted by the council. That means that the decision will now be examined by the scrutiny committee on July 9th. Our main objection was and is that there is no real evidence that the move will produce any savings, especially given the experience in Essex, where the same policy was introduced and the cost of transport per pupil increased by 40%.

DISTRICT COUNCILLOR'S REPORT FOR KERSEY PARISH MEETING

9th JULY 2018

Introduction

It's been a relatively quiet period since we last met and you will be pleased to know that this update will be short.

Public Access

Other than it has been agreed that there will be a support facility of some sort put into Hadleigh I am unable to give you any further details what this will look like or where it will be located.

Boundary Commission

Just a reminder that the Boundary Commission is still expected to submit their final recommendations next month for implementation at the next local elections in May 2019. The new Ward will probably comprise the parishes of – Aldham, Elmsett, Whatfield, Nedging & Naughton, Kersey, Semer, Chelsworth, Lindsey and Wattisham under the title of South East Cosford (9 parishes).

I have gone through the Conservative Central Office interview/selection procedure to approve candidates for the District Council elections in 2019 and been adopted as the Conservative candidate for the new Ward.

Private Sector Housing

The absence of a 5-year land supply remains a serious issue for Babergh DC but we are now planning on reviewing it every 6 months rather than every year. However, because this has proved so damaging, I am now reluctantly recommending that villages group together to write a Neighbourhood Plan.

Disposal of Corks Lane Buildings

This is expected to go to the full Planning Committee in September 18. 50+ private flats and houses.

Angel Court, Hadleigh

After 2 years silence (and large green boards), Babergh DC has recently announced that there will, be a "drop in" presentation on Wednesday 11th July 18 (3pm – 8pm) at the Guildhall, Hadleigh to explain and seek comment on the future of Angel Court.. The plan is for 21 affordable homes.

Parking Charges

You may have seen reference to a common car parking policy for Babergh/MS. I have made it clear that, at the moment, I will not support the introduction the introduction of car parking charges in Babergh DC. Damage to town centre shopping which is already struggling. Partridges up for sale.

Allowances

For your information, I voted against the new allowance being backdated to 2018. I agree with the new rates, but I believe that 2019 (after the next local elections) would have been more appropriate timing. Then nobody can be assured of an appointment because we don't know who will & who won't be elected as Councillors. No accusations of "snouts in the trough".

Alan Ferguson tel: 01449 741542 or 0797 407 5430

KERSEY PARISH COUNCIL
1 April 2018 - 31 March 2019

Printed on 09/07/2018

RECEIPTS

Date	Credit ref	Detail	Precept	KCPC	Footpath	Other Receipts	VAT	Total Receipts	Sub total
1-Apr-18		Balance brought forward		£ 2,889.33	£ 1,736.75	£ 11,733.32		£ 16,359.40	
3-Apr-18	Direct C	Babergh 50% Precept	£ 3,976.50					£ 3,976.50	£ 20,335.90
			£ 3,976.50	£ 2,889.33	£ 1,736.75	£ 11,733.32	£ -	£ 20,335.90	

KERSEY PARISH COUNCIL
1 April 2018- 31 March 2019

Printed on 09/07/2018

PAYMENTS

Date	Cheque No	Detail	General Admin	Clerk's Salary & Staff Costs	Training/ external meetings	Street Lighting	KCPC	Footpath	S137	Other Payments	VAT	Total Payments	<i>Sub total</i>
9-Apr-18	101164	c Suffolk.cloud - website hosting	£ 100.00									£ 100.00	
9-Apr-18	101165	c WJ Green - Footpath						£ 204.09			£ 40.82	£ 244.91	£ 344.91
14-May-18	101166	SALC - Annual Subscription	£ 178.80									£ 178.80	£ 523.71

£ 278.80 £ - £ - £ - £ - £ 204.09 £ - £ - £ 40.82 £ 523.71

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting, 9 July 2018

Bank Balances At 31 May 2018

Business Premium Account	£19,519.11
Current Account	£471.88
	<u>£19,990.99</u>

Transfers between Business Premium and Current account since the last meeting

None

Income received since the last meeting

None

£0.00

Payments made since the last meeting

Date Chq no.
None

£0.00

Payments Due

<u>Chq no.</u>		
101167	G Hollingworth - Footpath Expenses	£31.04
101168	WJ Green - Footpath Expenses	£24.95
101169	S Partridge - Clerk's Expenses	£13.00
101170	S Partridge - Clerk's Working from Home expenses	£52.00
101171	S Partridge - Clerk's Salary	£1,166.16
		<u>£1,287.15</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Final agreed budget/precept for 2018/2019
Agreed 22 Jan 18, minute ref 17/18

KERSEY PARISH COUNCIL
Budget to 31 Mar 2019 and Precept for 2019/2020

VAT not included in budget figures	2018/19	2018/19	2018/19	2018/19	2019/20	
Parish Council	Budget/ Precept 2018/2019	Actual to 30 June 2018	Estimated balance to 31 March 2019	Estimated total to 31 March 2019	Budget/ Precept 2019/2020	Notes:
Post/Tel/Stationery/copier cartridge	£135.00		£135.00	£135.00		
Clerk's working from home exp	£208.00		£208.00	£208.00		£4/week
Hall Hire:Parish Council 11 @ £5	£55.00		£55.00	£55.00		
Annual Parish Assembly @ £10	£10.00		£10.00	£10.00		
SALC subscription	£180.00	£178.80	£0.00	£178.80		
External Audit	£100.00		£100.00	£100.00		External audit fees for 17/18 to 21/22 £200 unless exempt (18/19 to new audit reserve fund)
Data Protection	£188.00		£188.00	£188.00		ICO reg £38, new GDPR enforced May 2018 DPO Yr 1 £150, Yr 2 £50 (DPO not necessary Gov agreed May 18)
Website hosting	£100.00	£100.00	£0.00	£100.00		Suffolk.cloud
Sub total for Admin	£976.00	£278.80	£696.00	£974.80	£0.00	
Clerk's Salary & Staff Costs	£4,915.00		£4,915.00	£4,915.00		SCP27 18/19 £12.815/hr. 18/19 Clerk Salary plus extra GDPR hours - 12 approx £150, mileage £100
Training/External Meetings	£250.00		£250.00	£250.00		LCPAS whole cl £120, Cllr £110, Clerk netwk x2 £20, others £50
Street Lighting	£225.00		£225.00	£225.00		
Parish Council Insurance	£340.00		£340.00	£340.00		Oct 17 new 3 year Long term agreement with Came & Co
Glebe Insurance	£50.00		£50.00	£50.00		
Hedge Cut - The Glebe	£80.00		£80.00	£80.00		
Playground Safety Inspection	£87.00		£87.00	£87.00		
Dog Litter Bin emptying charge	£45.00		£45.00	£45.00		
St Mary's Church	£420.00		£420.00	£420.00		18/19 split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017)
Defibrillator & Village Emergency Tel	£135.00		£135.00	£135.00		CHT memb'shp inc Defib managed solution £135, VETS £100 (18/19 reduced by £100 funded from Defib & VETS reserve)
Chairman's Allowance	£0.00		£0.00	£0.00		
Election costs	£25.00		£25.00	£25.00		Routine elections every 4 years, next election in May 2019
Church Walk future maintenance	£130.00		£130.00	£130.00		
Footpath Map printing reserve	£75.00		£75.00	£75.00		Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Contingencies	£200.00		£200.00	£200.00		18/19 Reduced by £100 to cover GDPR additional cost for year 1.
Precept	£7,953.00	£278.80	£7,673.00	£7,951.80	£0.00	Precept for 2018/19 £7953 / Tax base 180.98 = £43.94 for a band D property. Budget approved 22 Jan 18 minute ref 17/18
<i>Other PC income</i>						Bank interest
PC Income	£7,953.00					
Agreed spending from PC reserves:	£100.00		£100.00	£100.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
		£204.09				FP reserve - repair to old DR mower
	£8,053.00	£482.89	£7,773.00	£8,051.80		Total Budget
KCPC	£1,017.00		£1,017.00	£1,017.00		
Footpath	£382.00	£0.00	£382.00	£382.00		Plus spent £204.09 on repairs to old DR mower from FP reserve
Millennium Book Fund	£0.00			£0.00		
Total actual spend		£482.89				
Reserves (Cash at Bank)	At 1.4.18			Estimated at 31.3.19		
KCPC Working Group (Ring fenced)	£2,889.33					
Footpath Working Group	£1,736.75					
Defib & VETS reserve	649.06					Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Election costs reserve	£837.50					Tax base 183.47 = £40 for a band D property
Church Walk Maintenance Reserve	£1,560.00					
Training reserve	£497.69					
Footpath Map printing reserve	£188.50					Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
Fixed Asset Reserve	£1,996.05					Tax Base 181.25 = £37.44 for a band D property
Council Tax Support grant money	£729.50					Budget approved 25 Jan 16 minute ref 18/16
General Parish Council Reserve	£5,275.02					
	£16,359.40					Precept for 2015/16 £6,700 plus a CTax Support Grant £86.17
Millennium Book Fund Account	£2,847.60					Tax Base 180.31 = £37.16 for a band D property

General PC reserves - advice is to hold between 6-12 months gross expenditure (£5,000 - £10,000) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.