

Draft until signed

# WETHERDEN PARISH COUNCIL

## Minutes of the Parish Council Meeting held on 21 May 2018 in the village hall

- Present: Cllrs Sonia Jewers, Paul Sutton, Chris Harcourt, Duncan Perry  
Jen Larnar – Clerk, District Cllr Rachel Eburne, County Cllr Andrew Stringer  
One member of the public.
- 2018/1 **Election of Chairman** – it was proposed by Cllr Sonia Jewers, seconded by Cllr Duncan Perry and agreed by all that Cllr Chris Harcourt be elected Chair.
- 2018/2 **Acceptance of Office of Chairman** – this was signed and witnessed by the proper officer.
- 2018/3 **Election of Vice-Chairman** – as there were few councillors present, it was agreed to leave this until the June meeting.
- 2018/4 **Apologies for absence** – Cllrs John Bushell, Stephanie Hensley
- 2018/5 **Declarations of interest** – none
- 2018/6 **Minutes of Parish Council meeting** – the Parish Council meeting minutes of 19 March 2018 were signed as a true record.
- 2018/7 **Co-option** – a couple of names were mentioned as possible co-optees. These will be followed up. A new notice will be put on the board.
- 2018/8 **District Cllr Rachel Eburne's report** – this had been circulated. Rachel informed us that the number of houses requiring to be built has increased to 606 and this will be included in the local plan which will be out for further consultation later this year. There are travellers in Haughley, who have leave to remain until 4 June, following a case conference with all relevant parties. Rachel paid tribute to Sonia Jewers for her wonderful Chairmanship over the past two years, and her commitment and time she has put in to the parish council.
- 2018/9 **County Cllr Andrew Stringer's report** – Andrew brought us up to date on the repairing of potholes across the county and questioned the efficiency of the current approach. He informed us that the Minerals and Waste plan, including expansion of Lawn Farm, has been agreed to go to the next stage of consultation. A lengthy discussion followed regarding Aggmax and the most recent meeting of the liaison group and ways of dealing with the issues there. Andrew also thanked Cllr Sonia Jewers for her work as Chair.
- 2018/10 **Clerk's report** – the clerk reported that Cllr Sonia Jewers had drafted a letter to Highways England in response to the news that they are reviewing the work done to temporarily patch the A14. It was agreed and will be sent to Highways England. Another key has been cut for the noticeboard, and this was given to Cllr Chris Harcourt. It was noted that the sign on the pavilion regarding keys needs updating.
- 2018/11 **Meeting schedule for coming year** – the following dates had been circulated and were agreed: 18 June, 16 July, 17 September, 15 October, 19 November, 17 December 2018, 21 January, 18 February, 18 March, 15 April (Annual parish meeting), 20 May (Annual meeting).
- 2018/12 **Appointment of Trustee** – it was agreed to appoint Paul Sutton as a Trustee of the Townlands Trust, to serve for 4 years till May 2022.
- 2018/13 **Finance** – The clerk's finance report ending March 2018 was approved, with the end of year balance being £21610. It was noted that the need for more cheque signatories is now urgent.
- 2018/14 The following payments were authorised: Dianne Batten £64.76 (March), £88.31 (April); Clerk's salary £293.85 (March), £468.47 (April, including holiday pay); Clerk's expenses £70.90 (includes annual sum for working from home); SALC sub £251.42; MSDC dog bin emptying £84; Good Cllr Guides £12.41; Came & Co

- insurance £886.16; Vertas £301.90; internal audit £169.64. The following receipts were noted: precept £6237.50; VAT refund £1553.49; Cleansing grant £21.59.
- 2018/15 **Internal audit report** – this had been circulated. It was proposed by Cllr Chris Harcourt, seconded by Cllr Duncan Perry and agreed by all to approve and accept this report.
- 2018/16 **Governance statement** – the annual governance statement of the annual return was approved, proposed by Cllr Duncan Perry, seconded by Cllr Paul Sutton, with all in favour.
- 2018/17 **Annual Return** – the final accounts statement for the year ending 31 March 2018 was approved. Proposed by Cllr Duncan Perry, seconded by Cllr Chris Harcourt with all in favour.
- 2018/18 **Exemption from External audit** – proposed by Cllr Chris Harcourt, seconded by Cllr Duncan Perry and agreed by all, this was signed.
- 2018/19 **Data protection** – Cllr Duncan Perry updated us on our requirements to meet the new GDPR coming into force on 25 May. In terms of data held, there is a need to determine how long we hold information about previous councillors; the need to agree how long email details from villagers are held (suggested 6 months); the privacy statement needs to be put on the website – Cllr Duncan Perry to send to the clerk. The clerk updated councillors on the change to the necessity of appointing a data protection officer.
- 2018/20 **Work on playground and common** – Cllr Paul Sutton reported that the common has been strimmed along the river banks, partly to get rid of nettles and encourage short tussocky grass which is good for voles. The community payback team has almost finished strimming the field. It has been difficult getting quotes for the pavilion roof, work to do so is ongoing. Paul is Wetherden's tree officer and has attended some training days. It has been suggested that it is important to keep a record of ash trees within our community, partly so that ash die back can be identified at the earliest stage – we have the oldest and largest ash tree behind the pavilion, and some on the common. Paul will take photos of these for the clerk to store.
- 2018/21 **Community Infrastructure Levy bid** – no meeting has as yet been arranged with Elmswell parish council to discuss a possible joint bid. The next round of bidding starts on 1 October. It was agreed that Cllr Chris Harcourt and the clerk will contact Elmswell and agree a meeting date with the clerk and Chairman.
- 2018/22 **Planning applications and decisions** – DC/18/01474, Ye Old Smithy, Elmswell Road. No objections raised.  
 DC/18/01465 The Old Rectory, Base Green. No objection raised.  
 DC/18/01668. Lyneside, Base Green, erection of bungalow. No objection raised.  
 DC/18/01679, Wetherden Road, Elmswell. Details of housing under Outline Planning permission. It was agreed that a response would be made reaffirming our concerns about traffic, and the need for a 30mph limit all the way along from the site to Wetherden.  
 DC/18/01279. Lawn Farm/Warren Lane development of warehouses and offices etc. Reports were given of a meeting regarding this development. The main concern is that of access back to the A14, and speed and safety issues. It was agreed to put forward these concerns to planning.
- 2018/23 **Correspondence** – Walking festival programme; Sunday 30 September dog walk at Glemham Hall in aid of EAAA.

Next meeting MONDAY 18 June 2017 at 7.30pm at the village hall.

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