

STRADISHALL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 14th May 2018

Councillors present: Adrian Lee (Vice Chairman), Ian Hutchinson, Martin Hurst, Robert Deeks and Jonathan Masefield

Also present: Joanne Kirk (Clerk) and 5 members of the public.

1. Election of chairman and vice chairman

Ady Swift was nominated and following a vote, it was resolved that he would be chairman. In the absence of the Chairman, Adrian Lee chaired the meeting.

2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman

As the Chairman was absent, a Declaration of Acceptance of Office will be signed after the meeting.

3. Election of a vice-chairman

Adrian Lee was nominated and following a vote, it was resolved that he would be vice-chairman.

4. Acceptance of apologies for absence

Apologies were accepted from Ady Swift and Debbie Gates.

5. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

6. Register of Members' Interests form.

The councillors checked their Register of Interest forms. Martin Hurst asked for his form to be amended. The clerk agreed to notify SEBC of the changes.

7. Approval of minutes of meeting held on Monday 5th March 2018

One correction was made and signed by the Chairman – the date of the meeting was amended to 5th March 2018. It was resolved that the minutes were correct. The chairman then signed them.

8. Planning

a) DC/18/0362/FUL - Land rear of The Haven, The Street - 1 no dwelling and access

It was resolved that Stradishall Parish Council would object to this application for the following reasons:

Policy DM2: Creating Places - Development Principles and Local Distinctiveness

The area round the Haven has a rural feel. This section of the Street consists predominantly of linear development fronting The Street. The addition of a dwelling behind the Haven would not be in keeping with the surrounding area and does not recognise the landscape character of the area.

The plot is currently scrubland and this open space helps to maintain a sense of space whilst preserving the view into and out of the Conservation Area. There would be an ecological impact as the site has remained undisturbed for a number of years.

The proposal will involve the loss of an important green space which makes a significant contribution to the character and appearance of this part of the village.

The surrounding properties, one of which is a listed building (Hoult's Mansion) are on large, spacious plots. This plot is much smaller compared to the Haven so will not be in keeping as the area will lose the feel of being open and affect the density of the housing in the area. Fitting a large house onto a small plot would be more appropriate for an urban area where housing density is less of an issue.

The new dwelling will have a negative impact on the Haven as the house will be positioned very close to the boundary of the Haven and does not have adequate amenity space around it to preserve the feeling of spaciousness which characterises neighbouring properties. The

proposed dwelling would overshadow the Haven and will affect their residential amenity by reason of overlooking, noise and vehicle activity generated when the property is being built.

The Parish Council is also concerned about the access to the property. The only means of access will be via a track which will run behind Hault's Mansion and which is isolated from the main road. The access track also appears to run through the garden of one of the proposed new dwellings in Orchard Lane. The narrow access could cause potential problems for emergency services, particularly as the property is over 200m from the nearest water hydrant.

Policy DM17: Conservation Areas

This development will not preserve or enhance the character or appearance of the Conservation Area or its setting, and views into, through, and out of the area. It is not of an appropriate scale for the size of the plot and does not respect the area's character and its setting.

This proposal will lead to the loss of an important open space which contributes to the special character of the area, nor does it demonstrate a clear understanding of the significance of the Conservation Area and/or its setting, alongside an assessment of the potential impact of the proposal on that significance.

Other concerns

The application states that there will mains drainage to the property. This is incorrect as there is no mains drainage in this part of Stradishall.

The Parish Council is concerned that approving this application will set a precedent which could result in overdevelopment of this part of Stradishall.

b) DC/18/0811/TCA - 3 St Margaret's Place, Stradishall - Fell one ash

It was resolved that no objections would be made to this application.

9. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

10. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- St Margaret's Church – donation towards cost of churchyard maintenance as agreed in the budget – Local Government Act 1972, s214(6) - **£600.00**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£65.00**
- J P Kirk - expenses - LGA 1972, s111 – **£48.58**

Jonathan Masefield and Robert Deeks signed the Schedule of Payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

No payment were authorised between meetings;

c) Statement of receipts and payments (including online payments) made since the last meeting

Receipts		Details		Amount
26/04/18		HMRC - VAT refund 2017/18		591.61
30/04/18		SEBC – precept payment		6,700.00
Payments	Minute reference	Details	Method	Amount
03/04/18	168/8a	LCPAS - subscription	Online	80.00
03/04/18	171/10c	Whiteley & Thornton Ltd - grit bin	Online	68.88
10/04/18	168/8f	Fidelity Funds Network	D/D	15.00
30/04/18	168/8h	Salaries	Online	

- d) **Signatory to complete the checklist of Internal Controls**
Jonathan Masefield completed and signed the checklist of internal controls.
- e) **Inspection of Council property**
Adrian Lee has inspected the Council's property. No urgent work is necessary.
- f) **Internal auditor's report**
No issues were raised. The Internal Auditor commented that she had not had sight of part 2 of the AGAR 2017/18. The clerk explained that this was because Part 2 of the AGAR 2017/18 had not been approved by the Council when the accounts were sent to the Internal Auditor as they can only be approved after the Internal Audit has taken place.
- g) **To approve the Income and Expenditure accounts for the financial year 2017-2018**
It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.
- h) **To complete and sign section 1 of the Annual Governance and Accountability Return 2017/18 - the Annual Governance Statement 2017/18**
Councillors completed section 1 of the Annual Governance and Accountability Return 2017/18 - the Annual Governance Statement 2017/18. The Chairman and RFO then signed it.
- i) **To complete and sign section 2 of the Annual Governance and Accountability Return 2017/18 - the Accounting Statements 2017/18**
Councillors completed section 2 of the Annual Governance and Accountability Return 2017/18 - the Accounting Statement 2017/18. The Chairman and RFO then signed it.
- j) **To decide whether Stradishall PC should submit a Certificate of Exemption from an external audit**
Stradishall Parish Council will have to submit its AGAR to the external auditor PKF Littlejohn as its income and expenditure in 2017-18 were above the £25,000 threshold for exemption from external audit required
- k) **To confirm the dates for the notice of the period for the exercise of public rights**
It was resolved that the dates for the notice of the period for the exercise of public rights would be 11th June – 20th July.
- l) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015**
It was resolved that the financial report would be approved.
- m) **Precept information for 2018/19**
St Edmundsbury Borough Council has approved the precept request made by Stradishall Parish Council and a payment of £6,700 was received on 30th April 2018.
- n) **NALC pay scales for 2018-19**
NALC has published the pay scales for 2018-19. The rate for SCP 27 is £12.815 with effect from 1st April from 2018. It was resolved that the clerk would be paid the new rate backdated to 1st April 2018.

7. **Highways/rights of way matters/tree or transport issues:**

- a) **Parish Forum on Tuesday 29th May at West Suffolk House which will be attended by representatives from Highways**
The clerk agreed to attend.
- b) **Storm Drain in The Street which emits an unpleasant smell**
The resident who reported it agreed to email a photo to the clerk so that she can try and establish who is responsible for the drain.

11. **Playing Field issues**

- a) **Play inspection report**
No new issues were raised.
- b) **To discuss the draft Deed of Dedication from Fields in Trust and setting up a separate Deed of Dedication for the area to be excluded from the main playing field to allow the possibility of a parking area and village hall to be built at some point in the future**

It was resolved that the Parish Council would not exclude any part of the playing field from the Deed of Dedication as it is unlikely that a village hall would be built in the near future and the Parish Council would not build a permanent car parking area. It was resolved that Adrian Swift and Jonathan Masefield would be authorised to sign the Deed of Dedication once it has been amended.

c) Improvements to the playing field

It was resolved that the clerk would arrange a site visit for councillors to look at a some proposals for play equipment, to decide which area could be sectioned off for temporary car parking for events and access to the playing field. The clerk was also asked to contact David Smith about mole damage.

d) Broken window on the cricket pavilion

It was resolved that Adrian Lee would repair the window.

e) Request by a resident to plant a walnut tree

It was resolved that the request would be refused.

12. To approve the following GDPR documents:

It was resolved that the following documents would be approved:

- Subject Access Request Policy
- Contact Privacy Notice

It was also resolved that the Subject Access Request Policy and the Contact Privacy Notice would be uploaded onto the website by 25th May 2018.

13. Village issues

No other village issues were raised.

14. Correspondence

a) Email from West Suffolk about their Draft Homelessness Reduction Strategy

The clerk has already submitted a response on behalf of her other parish councils, therefore it was resolved that no further response would be submitted.

There being no further business the meeting closed at 9.07pm.

Signed (Chairman) Dated