

# PRESTON ST MARY PARISH COUNCIL

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## Minutes of a Meeting of Preston St Mary Parish Council

held at 7.30 p.m. on Tuesday 30 January 2018 in the Village Hall

**Present:** Chair Cllr McGrory welcomed Cllrs Bardzinski; Hanlon; Martin, Luck, Bisson and Tasker. District Cllr Clive Arthey, and Parish Clerk, Nicola Smith and 1 member of the public were also present.

**1. Apologies**

- i. None.
- ii. Not applicable.

**2. To receive Members' Declarations of Interest**

- i. No disclosures of pecuniary and non-pecuniary interests for the Agenda under discussions;
- ii. No gifts of hospitality received;
- iii. No requests for dispensation for pecuniary interests – not applicable for the Agenda under discussion.

**3. Minutes of Meeting:** Cllrs agreed the draft Minutes of 31 October 2017 and they were duly signed and dated.

**4. County Councillor, Mr Robert Lindsay was unable to attend the meeting that evening.**

**5. District Councillor, Mr Clive Arthey's report:**

**BDC and MSDC Merger**

At the end of 2017 there were concerns amongst a majority of Councillors that a simple Cabinet decision could approve a merger. After a series of meetings, and a change of Council Leader, it was established that a merger would not be approved without a referendum along the lines of the 2011 referendum. In that referendum the majority of Babergh residents were against a merger, but things have moved on since then including the full integration of staff and services. The full business case should be available to inform any future referendum.

**Babergh DC HQ, Hadleigh**

There has been some progress on the future use of the Hadleigh HQ site, with proposals being prepared for conversion and re-development to provide housing.

**Local Plan**

The responses to the first draft are being considered and this will be followed by another round of consultation later in the year.

Signed.....

Dated.....

## District Electoral Review

We are awaiting the Boundary Commission's final recommendations.

## 2018-19 Budget

Work on the budget is nearing completion. A 3 to 3.5% increase in Babergh's element is likely.

## Plastics Recycling

Following various reports in the national press about recycling of different plastics, the Suffolk Waste Partnership can reassure residents that in Suffolk our collection and sorting arrangements can successfully recycle all of the plastic bottles, pots tubs and trays from the blue bins. To ensure the best quality, blue bin contents should be clean, dry and loose. Even more materials, including hard plastic and plastic film, can be recycled through HWRCs.

### 6. **Public Forum:** no comments/questions

### 7. **Correspondence:**

- i. Email dated 22 November 2017 from the Smaller Authority Audit Appointments confirming that PKF Littlejohn LLP are appointed as External Auditors for smaller authorities in Suffolk, together with confirmation that the fee for the audit would remain at zero.
- ii. Email from SALC dated 21 December 2017 "L10-17 – Data Protection Officer", which advises that based on the drafting of the GDPR and guidance from Article 29 Working Party it is NALCs view that most Clerks and RFOs cannot be designated as a Council's DPO (related to item 10 of the Agenda).
- iii. Email confirmation from Suffolk Accident Rescue Services (SARS) that a representative will attend the Annual Parish Assembly as Guest Speaker to discuss the work that they do in local rural locations.

### 8. **Clerk's Report**

- i. Schedule of items approved and awaiting authorisation approved by all Cllrs as follows:

#### **Receipts since 31/10/17**

PPP advertising	£108.00
Interest	£0.09

#### **Schedule of Items Approved at Meeting on 31/10/17**

100563	CAS (insurance)	£193.62	LGA 1972
100564	N Smith (salary)	£203.92	LGA 1972 s112
100565	HMRC (Tax and NI)	£51.20	Inc&Corp Taxes Act
100566	PCC (2 <sup>nd</sup> instalment of grant)	£400.00	LGA 1972
100567	VH (2 <sup>nd</sup> instalment of grant)	£400.00	LGA 1972
		<b>£1248.74</b>	

Signed.....

Dated.....

**Schedule of items awaiting approval**

100568	Top Marque (PPP printing)	£201.60	LGA 1972 s142
100569	N Smith (reimburse expenses)	£10.00	LGA 1972
100570	N Smith (salary)	£442.36	LGA 1972 s112
100571	HMRC (tax and NI)	£110.40	Inc&Corp Taxes Act
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		<b>£764.36</b>	

- ii. the report on the Council's financial position was agreed by all Cllrs as follows:

**As at 30 January 2018:**

<b>*Community Account:</b>	5267.24
<i>Plus receipts</i>	108.00
<i>Less items awaiting approval</i>	764.36
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	<b>£4610.88</b>
<b>Business Saver Account:</b>	501.02
<i>Plus interest</i>	0.09
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	<b>501.11</b>

*\*includes some funds under the Transparency Code grant of £1645*

- iii. Clerk updated Cllrs with regards to the Emergency Plan. The Plan had been finalised and submitted to the Joint Local Planning Unit. An article had gone into the Preston Parish Paper, and information had also gone onto the website and the village notice boards. The next step will be to provide the Emergency Co-Ordinators with a full copy of the plan each. Cllrs agreed that they would review the Emergency Plan every two years, with a reminder to go into the PPP once a year for people to update their details (via the Clerk) if appropriate.

Signed.....

Dated.....

**9. Trees on the Village Green**

Clerk had tried to obtain further quotations but unfortunately still only had the two quotations that had been provided to Cllrs at the meeting on 31 October 2017. Cllr Martin proposed that the Parish Council instruct Suffolk Tree Services to carry out the works to the 3 x Thuja Plicata trees only at the current time. Cllr Hanlon seconded, all Cllrs agreed. Clerk will instruct Suffolk Tree Services. Cllrs discussed that if the Picus Test was possibly going to result in that tree being removed then perhaps they should consider spending money to remove the tree and planting a new tree as opposed to spending money on the Picus Test. Cllrs agreed that they would consider this further once the works to the 3 x Thuja Plicata were carried out.

**10. To consider and approve the instruction of The DPO Centre to act as the External Data Protection Officer for the Parish Council in order to comply with the new GDPR which comes into force in May 2018.**

Cllrs considered that given the advice provided by SALC as set out under item number 7ii of the Agenda that The DPO Centre should be instructed to act as the External Data Protection Officer, under category 1. Chair Cllr McGrory proposed and Vice Chair Cllr Bardzinski seconded, all Cllrs agreed. Motion carried.

**11. To consider and approve Precept for 2018/2019**

Cllrs had been provided with the revised draft Precept for 2018/2019. A Band D precept demand will be £51.89 which is an increase of 10.54% on the previous year which is an annual increase of £4.95. The increase was due primarily to the need to comply with the new General Data Protection Regulations that come into force in May 2018, and a contingency sum of £200 for the year. Chair Cllr McGrory proposed and Cllr Bardzinski seconded, all Cllrs agreed. Chairman and two other Cllrs signed the Precept form along with the Clerk, who will submit the Precept Demand form to Babergh.

**12. Parish Councillor's Reports**

- i. Cllr Martin reported that the second chevron on the road at Money Hole Corner was now in place.
- ii. Cllrs reported numerous potholes in the road at Rise Farm. Clerk advised that she was aware and that it was reported on the Highways Reporting Tool with works to commence within the next few weeks. Cllrs agreed that they will keep an eye on the situation and update the Clerk if the works are not carried out.
- iii. Cllr Bardzinski reported that the culverts may be blocked on the road to Lavenham on the sharp bend as water is laying across the road. Clerk will report on the Highways Reporting tool.
- iv. Cllrs also reported that the road in Whelp Street is eroding away. It is possible that highways department are aware as some barriers had been put up on the verge but it is becoming increasingly likely that the verge is going to fall into the river along with the metal hand rail. Clerk will take some photographs and contact highways and alert County Cllr Lindsey.

Signed.....

Dated.....

- v. Cllr Bisson had handed to the Chair a letter from [name redacted] regarding a memorial bench in the village for his late Mother. It was agreed that the Clerk would circulate the letter ahead of the Meeting on 27 March 2018 and it will be on the Agenda for that meeting for Cllrs to consider.

**13. Planning Matters**

No new planning matters received.

**Planning Decisions:**

Application No: DC/17/04964 – Application for Listed Building Consent – Erection of single annexe and patio area. Hill House, Preston Road, Preston St Mary, CO10 9LT **Listed Building Consent has been granted.**

Application No: DC/17/04963 – Householder Planning Application – Erection of single storey attached annexe and patio area. Hill House, Hillhouse Farm Road, Preston St Mary, CO10 9LT. **Planning permission has been granted.**

Application DC/17/04739 – Busted Mead, The Street, Preston St Mary – Householder Planning Application – Erection of single storey side and first floor front extensions, and rendering of external brickwork. **Planning permission has been granted.**

Application DC/17/04809 – Model Farm, Whelp Street, Preston St Mary – Erection of two storey replacement dwelling and detached three bay garage (following demolition of existing dwelling and outbuildings); previously approved under B/16/00712. **Planning permission has been granted.**

**Next Meeting: 27<sup>th</sup> March 2018**

**Meeting closed: 8.10pm**

Signed.....

Dated.....