

GREAT FINBOROUGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on 12th September 2016 in the Pettiward Hall

Present: Cllr. Peter Turner
Cllr Archie Gemmell
Paula Gladwell – Clerk
3 members of public

Cllr Sebastian Reeves
Cllr Rob Nurton

County Cllr Otton (part)

2016/1040 **Apologies for Absence** - Cllr. Robin Fisher, Cllr Simon Tarabella, Cllr Martin Burns, District Cllr Matthissen,

2016/1041 **Declarations of Interest** – None

2016/1042 **Minutes of Parish Council Meeting** - It was proposed by Cllr Nurton, that the minutes of the previous Parish Council Meeting were approved with all in favour. The Parish Council Meeting minutes of 11th July 2016 were signed as a true record.

Adjournment for:

District Cllr John Matthissen's Report – Cllr Matthissen report had been circulated and will be attached to these minutes.

County Cllr Penny Otton Report – Cllr Otton gave her report which will be attached to these minutes.

Public Participation – It was suggested that when the agenda was compiled could items that might be of greater public interest be placed nearer the top, it was confirmed that the chairman was in a position to alter the order of the agenda should he feel appropriate.

Meeting resumed:

2016/1043 **Clerks Report** – The Post Office have issued a consultation letter regarding the provision of a mobile post office, concerns were expressed that Great Finborough already have this service however the clerk will respond to the letter making it clear that the service is welcomed but could be a little more reliable.

2016/1044 It was noted that inconsiderate parking is still causing concerns for residents of Oak Close and it was agreed that evidence of the parking issues be gathered before a meeting with the school is requested in order to address the continuing problems. The erection of No Parking signs on the grass areas around the car park at Middlefield Drive have so far proved very successful in preventing further damage to the grass surface.

2016/1045 An email from Finborough Hall School outlining the community use of the Sports Hall including their obligations under the Section 106 planning agreement was read by the clerk and is attached to these minutes for information.

2016/1046 **Planning** – It was resolved to submit the following comments to Suffolk County Council for application SCC\192\16 Installation of a concrete pad adjacent to the school rear yard to provide parking for the school mini bus. Installation of an all weather artificial grass surface to replace natural grass adjacent to this concrete pad. Conversion of redundant vegetable garden to a quiet seating area in include installation of artificial grass and new paving and planting – *"Great Finborough Parish Council have NO OJECTION to this application based on the information available"*

2016/1047 The following MSDC decisions were noted; 2880/16Erection of a new front porch, Aldecott, Valley Lane - GRANTED

2016/1048 Items 7, 8 and 9 were put back by the chairman to be dealt with following item 16.

2016/1049 **Annual Playground Report** – The annual report was noted, it was agreed that a policy for playground maintenance be drafted together with an action plan to address any recommendations for consideration at the next meeting.

2016/1050 **Correspondence** – The request from Stowmarket High School to provide refreshment from the green for a charity walk was approved.

2016/1051 There were no comments to further tabled correspondence.

- 2016/1052 **Footpath Report** – Cllr Gemmell reported that most paths were well cleared with some side growth overhanging but nothing impassable at this time. It was agreed that a publication of some kind showing the footpath network and favoured walks would be a worthwhile project in the future. It was suggested that if PROW were to provide some waymarker discs they could be put on available posts to improve directions.
- 2016/1053 **Community Right to Bid application** – Cllr Turner reported from the meeting with MSDC officers including Jonathan Free, head of communications and Zoey Banthorpe, Locality Officer for Great Finborough. The meeting was very productive and helpful and although it was suggested that another application would probably prove unsuccessful we were offered help of all kinds should the community wish to establish a community shop and/or post office in the future. It was resolved not to submit an application for a Community Asset protection for the shop at this time, Proposed by Cllr Turner with all in favour.
- 2015/1054 **Consultation Questionnaire for electronic newsletter** – The questionnaire will be delivered by school pupils from Finborough Hall during September; analysis of the results was deferred to next meeting.
- 2015/1055 **Valley Lane Facilities** – It was noted that cars had been accessing the football pitch and damaging the surface. It was suggested that some means of fencing or posts were needed in order to prevent vehicles from leaving the car park area. An access gate or barrier would be needed to allow for emergency or grass cutting. It was suggested that additional maintenance costs might be incurred for grass strimming around any posts. It was suggested that quotes be sought for posts and alternative methods of fencing the area for consideration at the next meeting.
- 2015/1056 **Public Access Defibrillator** – Discussion took place regarding the pros and cons of the provision of a public access defibrillator. There are some schemes around that help with funding for this equipment however it was felt that there was no possibility of getting one donated fully any more. The clerk will draft a report covering costs and possible locations for consideration at the next meeting.
- 2015/1057 **Finance** – The Finance report for September was approved.
- 2016/1058 The following payments were approved. Prop Cllr Turner, with all in favour, Staff salaries for July and August 2016
- 2016/1059 BDCC Donation £50.00
- 2016/1060 Rewts £174.00 and £222.00
- 2016/1061 BDO External Audit £120.00
- 2016/1062 Gipping Press £159.85
- 2016/1063 Earthwood Tree, hedge cutting £1400.00
- 2016/1064 Filing cabinet £154.80
- 2016/1065 Laptop & Scanner transparency equipment £593.97
- 2016/1066 The completion of the BDO external audit was noted, there were no issues arising that required action.
- 2016/1067 Following a review of the assets and insurance cover and a higher alternative quote it was resolved to accept the renewal quote from CAS at £231.81 proposed by Cllr Turner with all in favour.
- 2016/1068 **To review Internal Controls** - Standing Orders and Financial Regulations together with all policies and procedures were reviewed with no amendments proposed. It was resolved to approve the reviewed documents. Proposed Cllr Turner with all in favour. The Risk Assessment was reviewed with no amendments proposed. It was resolved to approve the review of the Risk Assessment, proposed Cllr Turner with all in favour.
- 2016/1069 **Effectiveness of Internal Control** – A review of the effectiveness of councils governing arrangements and systems of internal control was carried out. All controls in place were felt to be effective and no areas for development were identified.
- 2016/1070 **Matters to be brought to the attention of the council** – None
Next meeting; Monday 14th November at 7.30pm