

TOSTOCK PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON WEDNESDAY 30th MAY 2018

Present: Cllrs R Perks (Chairman), J Kearsley, D Blundell, N Cytacki, Mrs P Fletcher, Mrs S Mansel & Mrs C Debenham
Mrs S Brown (Temporary Clerk)
7 Members of the Public

1. ELECTION OF OFFICERS:

- a). Chairman: Cllr Kearsley proposed Cllr Perks as Chairman seconded by Cllr Blundell all in agreement. Cllr Perks was elected Chairman and signed the Declaration of Acceptance of Office.
- b). Vice-Chairman: Cllr Blundell proposed Cllr Kearsley as Vice-Chairman seconded by Cllr Mansel all in agreement Cllr Kearsley was elected Vice-Chairman.

2. APOLOGIES: Received and accepted from Cllr B. Alexander

3. DECLARATIONS OF INTEREST: Declaration of pecuniary interest was received from Cllr Fletcher in respect of item 10, Perkins Way drainage on the agenda. Declaration of non-pecuniary interest was received from Cllr Perks in respect of item 9 Village Hall Grant.

4. DISPENSATIONS: – None

5. MINUTES OF THE PARISH COUNCIL MEETING 25th April 2018:

It was resolved that the minutes of the Parish Council meeting held on the 25th April 2018, were Approved as a true and accurate record and signed accordingly.

6. APPOINTMENT OF REPRESENTATIVES: Council discussed the following appointments:

- a). Suffolk Association of Local Councils: Any Councillor may attend a SALC event.
- b). Planning: No specific representative was necessary.
- c). Footpath Warden: Ed Wadsworth would continue as footpath warden.
- d). Tree Warden: Cllr Fletcher to continue as tree warden.
- e). Poores Charity (2): Cllr Blundel and Cllr Debenham to continue as representatives on the Poores Charity
- f). Village Hall (2): Cllr Perks and Cllr Fletcher to be the representatives on the Village Hall Committee
Cllr Kearsley proposed the appointment of representatives as stated above seconded by Cllr Mansel all in agreement.

7. REPORTS:

- a). County Councillor **Cllr Mrs J Storey:** No report had been received.
- b). District Councillor **Cllr Mrs S Mansel:** A report had been sent Cllr Mansel also gave a brief report which included: Mid Suffolk District Council had held their Annual Council meeting on 21st May, not a lot of changes the Chair and Vice-Chair had been re-elected. MSDC had sent responses to consultations from Government. It was advised grant had been secured of £475,000 towards air source heating in Council houses. A decision had been made in regards an investment fund to allow Council to act quickly to purchase land for investments in Mid Suffolk.
- c). Village Hall: No report had been received.
- d). Chairman: Nothing further to report.

8. Public Forum: No members of the public wished to speak.

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9. FINANCE:

768. **To approve employment of temporary parish clerk:** Cllr Mansel proposed employment of the temporary clerk (S. Brown) on the same terms as previously employed seconded by Cllr Kearsley all in agreement.

769 **Payment of Cheques:** Cllr Kearsley proposed the following cheques are issued for May be approved seconded by Cllr Cytacki all in agreement:

Cheques:

1271 - Litter Picker May Salary	£50.90
1272 - Clerk Expenses	£30.32
1273 - Clerk Imaging Drum/4 pc's	£20.55
1274 - Audit Fee LCPAS 2017/18	£100.00
Standing Order/D.Debits – Clerk Salary May 2018 -	£130.19
Total expenditure for May 2018	£331.96
Income Received: HMRC VAT reclaim	£408.89 – Interest on Reserve Acc
Current A/C	£12,350.90
Reserve A/C	£27,417.51

770. **To consider & approve exemption from the requirement for a limited assurance review & authorise Chair to sign on behalf of Council:** The Clerk read the Certificate of Exemption to Council, Cllr Cytacki proposed the Chair to sign on behalf of Council seconded by Cllr Mansel all in agreement.

771. **To consider & approve Annual Governance Statement Section 1 & authorise the Chair to sign on behalf of the Council:** The Clerk read out the Annual Governance Statement to Council, Cllr Kearsley proposed the Chair to sign on behalf of Council seconded by Cllr Cytacki all in agreement.

772. **To consider & approve Accounting Statement Section 2 & authorise the Chair to sign on behalf of the Council:** The Clerk read out Accounting Statement to Council, Cllr Kearsley proposed the Chair to sign on behalf of Council seconded by Cllr Mansel all in agreement.

773. **Audit report:** The audit report had been received and would be circulated to Councillors to place **Audit Review** on next agenda.

774. Annual Review:

a). **Standing Orders: To adopt revised NALC Model Standing Orders:** All Councillors had received a copy of the revised NALC Model Standing Orders. Cllr Mansel proposed adoption of the recommended Standing Orders seconded by Cllr Fletcher all in agreement. It was noted if future legislation stated a Parish Council did not need to have a Data Protection Officer to remove item 20a from Standing Orders.

b). **Financial Regulations:** The Financial Regulations were reviewed, it was confirmed the latest Procurement values had been updated no other changes.

c). **Financial Risk Assessment:** To place on next agenda.

775. **To Receive update on GDPR:** It was advised Parish Councils may not need a Data Protection Officer as per legislation currently going through but there was still a need to implement the General Data Protection Regulations, to place on the next agenda.

776. **Village Hall Grant:** Cllr Perks advised he had taken the idea of an annual grant to the Village Hall Committee who advised they had a number of projects each year and proposed drawing up a list of these which the Parish Council could fund all or some of the projects outlined. The next meeting of the Village Hall will be held in September allowing the Parish Council to have the list and possible costs before setting the Precept. Council discussed and were happy with the arrangement but asked if they could look at the list in conjunction with the Village Hall budget and end of year statement.

Cllr Fletcher left the room

10. PLANNING: The public attending the meeting were asked if they would like to comment. A number of comments were given including: A site survey had taken place, concern was expressed at the flooding coming off the field already and this would be exacerbated when concrete was covering the ground. Photographs were provided of water sitting on the field.

Perkins Way – Drainage Proposals:

The Chair read out part of an email from SCC Flood & Water Management Ref Application 4238/16: The reason why we are recommending a holding objection is because whilst the applicant has stated that the alternative methods for draining the site are cost prohibitive to them, they have not demonstrated this point and what costs for maintenance during the lifetime of the development the deep bore soak-

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away will incur on the person or person who will be required to maintain it. The applicant also need to consider the maintenance requirements, risks and practicality of deep bore soak-away construction compared to alternative forms of surface water discharge. They also need to get a clear statement from the Environment Agency that the proposed treatment stages for the deep bore soak-away are acceptable. It was asked if the action required in order to overcome their current objection was read out:

1. Demonstrate that the alternative methods for the disposal of surface water to either a watercourse or a public sewer are cost prohibitive.
2. Obtain a letter or email from the Environment Agency, stating that the proposed treatment stages are acceptable. A). This could be achieved by a formal consultation or by paying for the advice.
3. Amend the site layout to placing the deep bore soak-away in a non-trafficked area away from any proposed trees and in a location that is accessible for maintenance.
4. Submit a geotechnical report stating the minimum distance from any buildings or the public highway
 - a). It is normal to have practise to site soak-aways a minimum distance of 5 metres away from building foundation, but a greater distance maybe required.

Council discussed the matter and agreed the following comment is sent to MSDC:

Tostock Parish Council request the guidance from Suffolk County Council Flood and Water Management are adhered to as there are already flooding problems from this site which will be greatly exacerbated with the additional hard surface at this site. It The surface water issues from the Norton Road development within close vicinity should also be borne in mind. We would suggest there is a need to look at this is in conjunction with the Norton Road development.

Cllr Fletcher re-joined the meeting.

11. NORTON ROAD: The public attending the meeting were asked if they wished to comment and an email which had been received was read out.

a). Development: Council discussed including: A S.106 agreement must have been signed, Council expressed concern if the affordable houses may not be built, it was advised the reasons for refusal were the planting scheme and energy strategy (MSDC require supporting evidence). A question was asked on drainage it was advised the developers are still working on it as far as was known. A brief discussion was held on drainage issues on the site particularly concern at the amount of water coming off site. This is not a formal consultation but the Parish Council may still comment, it was agreed to send the following:

Tostock Parish Council hope MSDC are working with the developer to deliver the affordable housing in a timely manner without sacrificing the landscaping and energy strategy as the community of Tostock feels strongly that there is a need for affordable housing in the village.

b). Trees Adjacent to Norton Road: It had been agreed at the last meeting to write to the landowner asking for the possible dangerous trees to be inspected and dealt with accordingly.

c). Ditch Adjacent to Norton Road: It was agreed to write to the landowner asking for the ditches to be cleared.

The Clerk to write to the landowner on Norton Road in regards the trees and ditch.

12. VILLAGE MATTERS:

a). The Leys: The Chair advised the pond had been cleared as well as the track but future maintenance needs to be given thought as the tracks will need spraying once or twice a year. Cllr Kearsley proposed approaching local contractors for a price for spraying the track seconded by Cllr Perks all in agreement. It was suggested a working party could be put together once a year to clear the pond, an article to be placed in the Chronicle.

b). Gateway signage update: This had been ordered and it was advised the monies had come out of earmarked reserves.

c). Telephone box: An update was given the materials had been ordered as soon as they arrive the works to be undertaken it was hoped in the next couple of weeks.

d). Dog waste bin at Village Hall: The clerk to check whether MSDC is able to empty a dog waste bin within the car park at the village hall. The clerk to check with SCC whether dog bins at two new sites could be attached to finger posts.

e). Request for Power Cables to be laid underground: The clerk to write to UK Power Networks asking if power cables could be laid underground as Tostock is in a conservation area.

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- f). Speed Stickers for Bins: The Chair advised he had contacted SCC Highways to ask if they would object to speed stickers being placed on bins and is currently waiting for an answer. An article to go in the Chronicle. To place on next agenda.
- g). Christmas Tree on The Green: Cllr Fletcher updated Council including cost of provision of 2m tree approximately £150 (the tree would need to be below 5m otherwise guy-lines would be needed), to provide own lights approximately £280 for 900 bulbs or £165 for 500 bulbs but you were able to add bulbs at a later date these were all low voltage LED white bulbs. The stand was discussed and it was agreed a sunken pipe which could be mown over was the most suitable support for the tree. All in agreement for Cllr Fletcher to acquire 3 quotes for the work. The provision of power was discussed with a trench needing to be dug as well as the possible costs; it was asked if solar power could be used. It was agreed the permanent provision of power on The Green could also be used for other events throughout the year. Council were happy for Cllr Fletcher to get a quotation from UK Power Networks.
- h). Speed Indicator Displays: Cllr Perks advised he had received a quote for SID. A self evaluation on the positioning of the poles, with checklist provided by SCC highways website was also needed. A notice to be placed in The Chronicle for volunteers to periodically move display.
- i). Litter: A resident had asked for a litter pick. Council discussed Cllr Mansel advised MSDC provide a litter pick kit which is available to share with another village and includes hi-vis jackets, gloves etc but would need a co-ordinator. Safety was an issue especially if picking along Church Road. Council were in agreement there was no objection to a litter picking event being organised if the resident wished to place an article in the Chronicle asking for volunteers.
- j). Map indicating village ditches: The clerk to ask County Cllr Jane Storey if a map of the village ditches could be supplied from Highways. The Clerk to also ask SCC Highways.

13. TRAINING:

Cllr Cytacki advised he hoped to go on Councillor training in August depending on work commitments. The Chair advised SALC carry out a number of courses including planning and finance if any Councillor wished to attend.

14. ITEMS FOR THE CHRONICLE:

Working party for maintenance of the pond
 Speed Stickers on bins
 Volunteers for SID deployment
 Co-Option of Councillor

15. CORRESPONDENCE:

Correspondence items were circulated to Councillors.

16. DATE OF NEXT MEETING: To confirm the date of the next scheduled meeting at Wednesday, 11th July 2018 at 7.30pm in the village hall.

The meeting closed at 9.35 p.m.

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