

TOSTOCK ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON WEDNESDAY 15<sup>th</sup> May 2019

Present: Cllrs R Perks (Chair), J Kearsley (Vice-Chair), D Blundell, O Boland, P Boland, N Cytacki, J. Debenham, P Fletcher, M Johansson and G MacDowell  
Mrs S Brown (Temporary Clerk)  
Fifteen Members of the Public

1.ELECTION OF CHAIRMAN: Cllr R Perks opened the meeting with the election of the Chairman. Cllr Kearsley proposed Cllr Debenham as Chairman of the Council seconded by Cllr Fletcher all in agreement Cllr Debenham was duly elected Chair and signed the Declaration of Acceptance of Office. R. Perks left the meeting. All Councillors completed and signed their Declaration of Acceptance of Office.

2. APOLOGIES: None Received all in attendance.

3. DECLARATIONS OF INTEREST: Councillors were advised the register of interest forms must be completed within 28 days of election.

i. Requests for dispensations: None

ii. To confirm method of service of summons: Councillors signed the service of summons form.

4. REPORTS:

a). County Councillor **Cllr J Storey:** Apologies had been received and the May report had been circulated to Councillors which included: Take part in the 2019 Suffolk Walking Festival, Further details of Suffolk stage of 2019 OVO Energy Women's Tour on 10 June announced, More than 98% of pupils receive a preferred primary school on National Offer Day, Thedwastre North tour for SCC Chief Executive Nicola Beach and Suffolk County Council Annual General Meeting 23<sup>rd</sup> May.

b). District Councillors: Wendy Turner the newly elected District Councillor introduced herself to the meeting. The Chair congratulated her on her election. Apologies were received from Cllr Harry Richardson.

c). Village Hall: Cllr Fletcher advised in regards the feral cats the Village Hall is contacting the resident feeding the cats. It was also advised the Brownies had contacted the Village Hall to use the hall on a Wednesday but should be finished by 7pm. This will start in September and will only effect three scheduled meetings of the parish council. To re-evaluate when setting future parish council dates.

d). Chairman: Nothing to report.

**Public Forum:** A resident highlighted the increase of HGV vehicles through the village. It was noted a number were using the bridge which had a 3ton weight limit. The Chair advised if there was a weight restriction these vehicles should be reported. Cllr Fletcher to contact Highways and Norton Parish Council and report back at the next meeting if the Council is able to help with the situation.

It was asked, if known, the procedure for receiving affordable housing at the new development. This was briefly discussed and it was noted there was only one house left for sale in the development and the issue of social housing had been discussed at previous meetings. Cllr Kearsley to contact the District Councillor to find out what the process should have been.

A resident highlighted it was nice to see a full Council but asked why Cllr P Boland was eligible to be a Tostock Councillor. Cllr P Boland to email a response to the Chair.

5. MINUTES OF THE PARISH COUNCIL MEETING 17<sup>th</sup> April 2019:

Cllr Cytacki proposed and seconded by Cllr Fletcher, all in agreement that the minutes of the Parish Council meeting held on the 17<sup>th</sup> April 2019, were approved as a true and accurate record and signed accordingly.

Signature.....

6. APPOINTMENT OF VICE-CHAIRMAN:

Cllr Fletcher proposed Cllr Kearsley as Vice-Chairman seconded by Cllr Cytacki all in agreement Cllr Kearsley was duly elected Vice-Chairman.

- i. Officers: Cllr Fletcher Tree Warden it was explained the work of the Suffolk Tree Warden Network who supplied free trees once a year as well as holding events and useful information. Cllr MacDowell to check with a resident if he wished to continue as the Footpath Officer.
- ii. Representatives: Cllr Fletcher and Cllr MacDowell as Village Hall representatives. Cllr Blundell and Cllr Cytacki as Poor's Charity representatives.

7. ANNUAL REVIEW OF:

- i. Standing Orders: All in agreement no changes were required.
- ii. Financial Regulations: The Chair checked a number of items including the quarterly verifying of bank reconciliations, it was confirmed this was carried out by a non-signatory Councillor. All in agreement no changes were required.
- iii. Financial Risk Assessment: All in agreement no changes were required.
- iv. Cllr Cytacki highlighted Council is now eligible to use the General Power of Competence and proposed the formal adoption of the General Power of Competence seconded by Cllr Kearsley all in agreement. Cllr Cytacki to fully ascertain the benefits this brings to Council and report back at the next meeting.

8. TO CONSIDER COMMUNITY INFRASTRUCTURE LEVY:

Council discussed the use of CIL monies, an article to go in the Chronicle asking for ideas. Cllr Cytacki highlighted there were time constraints on the use of this money. It was noted an email had been sent to an Officer at Mid Suffolk district council to confirm whether items were suitable for CIL. The Chair to arrange an extra meeting for residents to be able to give their thoughts and ideas on how to spend the CIL monies. It was hoped this meeting to take place on Friday, 28<sup>th</sup> June. To set up a working party after this meeting to investigate costs etc and complete the necessary forms and report back to Council.

9. TO CONSIDER POOR'S CHARITY MEADOW, NORTON ROAD:

Cllr Blundell had contacted the Poor's Charity who confirmed they would be happy to rent the meadow at £60 per year to the Parish council but would need a letter explaining what the Parish Council would wish to do with the meadow before permission was given. Cllr Cytacki proposed leasing the meadow at £60 a year seconded by Cllr Debenham. Council discussed maintenance issues including the number of dead trees which would have to be dealt with as well as the ongoing possible costs. The purchase of a lockable gate/kissing gate and added insurance costs was also discussed. Cllr Cytacki to look into costs and maintenance and liaise with the Poor's Charity and whether tree planning would be allowed as this may be an issue. To update the next meeting before a formal letter is sent to the Poor's Charity.

10. UPDATES:

- i. Clerks Vacancy: The Clerk advised The Woolpit diary charged £20 for a half page or a quarter page for £10, Elmswell Newsletter charged £40 for a one-off box, nothing has been heard back from Norton Newsletter. The vacancy was discussed Cllr Debenham proposed up to £150 could be used by the temporary Clerk on advertising the position in local newsletters seconded by Cllr Blundell.
- ii. Speed Indicator Devices: This was being undertaken and it was advised would cost in the region of £4,500
- iii. Photo Frames for Village Hall: It was confirmed this had been agreed at a previous meeting and Council were waiting for the invoice. To take off the agenda.
- iv. Croft and Driveway access on The Green: Cllr Blundell explained the background. It was advised the Solicitor had asked if this should remain 'open', as work has started on the house it is unclear whether the drive would be affected. Cllr Kearsley proposed keeping this 'open' seconded by Cllr Blundell all in agreement.
- v Remote Control cars: Cllr Fletcher advised there had been a continuing lack of interest, to take off the agenda.

11. CORRESPONDENCE:

Brochure on play equipment

Suffolk Philharmonic Concert 19 May in the Apex Bury St Edmunds

Signature.....

12. ITEMS FOR THE CHRONICLE:

Ideas for CIL and Extraordinary meeting to look for ideas  
 Bullet points from the Home Security Presentation  
 Refurbished footpath

13. PLANNING:

- i. Application DC/19/01871 Land adj Foresters, New Road: Outline planning erection of 3no. two-storey dwelling & 1no. single storey dwelling & vehicular access. Application DC/19/02307 land adj Foresters, New Road: Submission of details relating to approved Outline planning application DC/19/00190 – Erection of 2no dwellings and associated garages: Council discussed both applications Cllr Fletcher proposed no comment seconded by Cllr Cytacki all in agreement.
- ii. Application DC/19/02023 6 New Road: Outline planning DC/18/05272 appearance, landscaping, layout & scale of 1no dwelling & vehicular access: Council discussed Cllr Kearsley proposed no objection seconded by Cllr Fletcher all in agreement.
- iii. Application DC/19/02088 1 The Lodge, Norton Road: Subdivision to create two dwellings known as 1 & 2 The Lodge: Council discussed Cllr Kearsley proposed no objection seconded by Cllr Debenham all in agreement.
- iv. Application DC/19/02089 1 The Lodge: Installation of stud walls: Council discussed Cllr Kearsley proposed no objection seconded by Cllr Debenham all in agreement.

13. FINANCE:

Finance Report: It was confirmed a VAT reclaim of £3014.06 for year 2018-19 had been made to HMRC. The powers which are used when agreeing expenditure had been added to the payment schedule. Council confirmed the use of SALC to undertake the internal audit due to LCPAS no longer having premises in Bury St Edmunds.

- i. It was confirmed the temporary Clerk is the Responsible Financial Officer to Council
- ii. To consider Internal Audit Report: The internal audit had been circulated to Councillors and it was confirmed no recommendations required.
- iii. To consider and sign Section 1 Annual Governance Report: The Clerk read out the Annual Governance Report to Council. Cllr Kearsley proposed the Chair sign Section 1 seconded by Cllr Fletcher all in agreement, the Chair dually signed Section 1
- iv. To consider and sign Section 2 Accounting Statement: A copy had been circulated to Councillors Cllr Kearsley proposed the Chair sign Section 2 seconded by Cllr Fletcher, the Chair dually signed Section 2.

**786 Payment of Cheques:** Cllr Kearsley proposed the payment of cheques seconded by Cllr Cytacki all in agreement for the payment of cheques as below:

Cheques:

1389 – April Litter Picker & Tostock Tidy Day Equipment £229.55  
 1390 – Clerks salary and expenses £556.50  
 1391 – HMRC 1<sup>st</sup> quarter £123  
 1392 – Tostock Village Hall annual grant £2000  
 1393 – SALC internal audit £270  
 Total expenditure £3106.76 + £ 72.29 VAT  
 Total income £14,979.48

Current Account at 1.5.19 £31,374.64 - Reserve Account at 1.5.19 £17,442.39  
 Council agreed to transfer £20,000 from current account to reserve account

14. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDA:

Cllr Debenham to check the parish council insurance in relation to volunteers at the proposed Tostock Tidy Days.

Signature.....

Cllr Cytacki advised the bus service through the village is often late or cancelled with no method of reporting this to users. Council happy for Cllr Cytacki to speak to the providers for a possible electronic strip to inform users of the bus service and will inform Clerk if it is to go on a future agenda.

Cllr Fletcher had attended Suffolk Highways Self Help launch which were offering training and equipment and will put together a full report for the next meeting. Cllr Fletcher advised she had given a response as an individual to East Anglian Daily Press on her thoughts on the session. The Chair advised Councillors should not make comments to the press without permission of Council.

15. DATE OF NEXT MEETING: To confirm the date of the next scheduled meeting, as Wednesday, 10<sup>th</sup> July 2019 at 7.30pm in the village hall.

The meeting closed at 9.30 p.m.

Signature.....