

## **Monks Eleigh Parish Council**

**Minutes of Meeting held on Monday 25 March 2019 in the Committee Room,  
Monks Eleigh Village Hall at 7.30pm**

**Present:** Cllrs Don Reynolds (Chairman), Patti Derry, Chris Eames and Angela Forrest  
County Cllr Robert Lindsay and District Cllr Clive Arthey

**Attending:** Lucinda Rogers (Clerk) and 1 member of the public

### **127/18 Apologies for Absence**

Will Sykes and Victoria Keitley-Webb– on holiday

### **128/18 Declaration of Interests and Requests for Dispensation**

None

### **129/18 Minutes of the meetings held on 28 January 2019**

The minutes of the meetings were approved by the councillors and signed by the Chairman as correct record.

**130/18 Report from County Cllr Robert Lindsay** – at the full County Council meeting a motion was passed to set up a cross party committee to investigate how to cut carbon emissions. Progress has been made on filling in potholes – all completed on Stackyard Green. Cllr Lindsay offered to donate £500 towards the Parish Council's CIL bid for equipment for the recreation field.

### **131/18 Report from District Cllr Clive Arthey – Local Plan**

Last year I told you the new Joint Local Plan for Babergh and Mid Suffolk would be going through the second round of consultation ahead of adoption sometime this year. Unfortunately, this did not happen and second consultation has been delayed until the summer of this year. The 'revision to the timetable' now anticipates presentation to Council in June, followed by public consultation. There are then periods for preparation of the 'submission version' and a 'technical consultation' before Examination in Public. Adoption of the new plan will not take place until next year.

### **Community Infrastructure Levy (CIL)**

The first bid round for CIL funding was May 2018. I was pleased Monks Eleigh were able to benefit with funds for the new village hall. Lindsey village hall and Cockfield Parish Council completed the successful bids in bid round 1. Bid round 2 applications approved include electric vehicle charging points in Lavenham's car park, funding for the Lavenham 'Community Hub' (former TIC) where Post Office facilities are also provided, and Preston St Mary village hall extension. Unspent bid round 2 funds will be carried forward to the next bid round this May.

### **2019-20 Council Tax**

Band D council tax for the coming year is Suffolk County Council £1292 (+4%), Suffolk Police £212.76 (+13%), Babergh District Council £163.86 (+3.15%) and Monks Eleigh Parish Council £72.07 (+0.2%). Band D in total is £1740.82 with 74% of that going to SCC, 12.2% to Suffolk Police, 9.4% to BDC and 4.1% to Monks Eleigh PC.

### **BDC 2019-20 Budget**

Included in the budget is another £25 million of borrowing to fund commercial property through CIFCO Capital Ltd. This will bring the total investment in CIFCO to £100 million split equally between Babergh and Mid Suffolk.

### **2019 Elections**

District and Parish elections are on 2 May. The district elections will be for the new wards with Monks Eleigh in the new Box Vale ward grouped with Boxford, Brent Eleigh, Edwardstone, Groton and Milden.

### **Farewell**

I will not be standing for election in the new Box Vale ward, so this will be the last Parish meeting I attend as your District Councillor. I have been fortunate enough to have been returned to serve you continuously for the past twenty eight years and thank you for the support, hospitality and respect I have received. I have known Monks Eleigh since my childhood in the 1960's and I will maintain a close interest in your village. I wish you all the very best for the future.

### **132/18 Public Forum**

A parishioner made a request for a defibrillator to be provided at the village hall with public access at all times as the distance to the other at the shop maybe too far in an emergency. They cost approximately £1500 to install.

### **133/18 Correspondence**

The Council resolved to support a defibrillator at the village hall and will earmark some money for this. A parishioner to investigate the possibility of leasing in conjunction with the village hall. To be added to the next meeting agenda.

**134/18 Roundabout** – The Council wish to write to thank Jenny and Angela for providing What's On for the last four years. The Council resolved to make a donation of £150 to Roundabout. Clerk to email Caroline Burt

### **135/18 Recreation Field**

The Council resolved to instruct solicitors Holmes and Hill to register the playing field and Polegate field with the Land Registry at an estimated cost of £1000.

### **136/18 Yellow Lines at the corner of The Swan and Church Hill**

Following an email from Highways, Clerk to ask for a price to install double yellow lines on the corner and how they would be enforceable. Also to ask if the Parish could do it themselves.

### **137/18 Grass Cutting Contract**

Cllr Reynolds is carrying out the mowing as a volunteer until somebody is found. He will carry out a risk assessment and Clerk to check if third party insurance cover is included in the Council's insurance. It was agreed to stick the clear up dog mess notices to the litter and dog bins.

### **138/18 Grit Bins**

There is some confusion about the location of the new grit bins and if existing grit

bins have been filled this year. Cllrs to check and report back so if new bins are required there is time to order for next winter.

### **139/18 Finance**

- a. All cheques signed and due for signing as itemized in the appendix were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the bank reconciliation against the bank statements.
- b. The financial risk assessment was reviewed and approved
- c. It was agreed to appoint Heelis & Lodge as internal auditors
- d. It was agreed to re-appoint Lucinda Rogers as Responsible Finance Officer  
Clerk to send invoices for allotment rent for 2018/19

### **140/18 CIL Bid**

Cllr Forrest sent a Project Funding Enquiry which is the first stage of making a CIL bid.

### **141/18 Green at Causeway Adjoining Back Lane**

Cllr Reynolds to pursue quotes to carry out work to the green

### **142/18 Speedwatch**

There are nine volunteers and two have been formally accepted. Clerk to make enquiries as to the whereabouts of the camera and safety jackets.

### **143/18 Increase in Clerk's Hourly Rate**

It was agreed to increase the Clerk's hourly rate in line with the NALC/SALC national award from April 2019 to £10.16 per hour.

### **144/18 Planning**

It was agreed to support the following planning applications:

DC/19/01030 The Bungalow, Brent Eleigh Road – Demolition of existing detached garage and erection of attached garage

DC/19/00665 The Cottage, Church Hill Listed Building Consent application - Replacement of existing garage door with a painted timber framed pair of garage doors

DC/19/01167 Fen Cottage, Brent Eleigh Road – Erection of single storey extension

DC/19/01192 1 The Willows, The Street - Notification of Works to Trees in a Conservation Area - Hazel - Fell to near ground level and grind out the resulting stump.

The discharge of conditions for materials for Stackwood Cottage, Stackyard Green DC/18/01322 have been received.

The discharge of conditions for fencing and boundary for Maytree House, Mill Lane DC/17/03678 have been received.

The discharge of conditions – Condition 3- for Manor Farm, Tye Road DC/18/03626 have been received.

### **145/18 Action List**

This was updated – see attached

## 146/18 Councillors Reports

There has been a request for a new dog bin at the end of Hambling near the church.  
Clerk to find out how to add a new dog bin to the emptying rota.

The meeting closed at 9.50pm

### Appendix - Financial Report

#### Income received since 28.1.19

HMRC	Vat Reclaim	398.50
Babergh	Recycling	55.76
		<u>£454.26</u>

#### Expenditure since 28.1.19

Sudbury CAB	Donation	50.00	s.137
Mid Suffolk CAB	Donation	50.00	s.137
East Anglian Air Ambulance	Donation	100.00	s137
SARS	Donation	75.00	s137
Wattisham 1 <sup>st</sup> responders	Donation	100.00	s137
MAGPAS	Donation	50.00	s137
Samaritans	Donation	50.00	s137
Victim Support	Donation	50.00	s137
Suffolk Family Carers	Donation	50.00	s137
ME newsletter	Donation	20.00	s137
L Rogers Clerks expenses Jan- Feb		89.92	LGA 1972
L Rogers Clerk's wages Jan-Feb		372.78	LGA 1972
L Rogers Clerks wages March		465.97	LGA 1972
Strutt & Parker	Allotment rent	37.50	Open Spaces Act 1902 ss 9&10
		<u>£1561.17</u>	

#### Schedule of verified invoices agreed for payment

Babergh Litter & dog bin emptying 18/19	272.30	LGA 1972
SALC Training	18.60	LGA 1972 s111
	<u>£290.90</u>	

#### Unpresented cheques

Samaritans	Donation	50.00	s137
Victim Support	Donation	50.00	s137
Suffolk Family Carers	Donation	50.00	s137
ME newsletter	Donation	20.00	s137
L Rogers Clerks expenses Jan- Feb		89.92	LGA 1972
L Rogers Clerk's wages Jan-Feb		372.78	LGA 1972
L Rogers Clerks wages March		465.97	LGA 1972
Strutt & Parker	Allotment rent	37.50	Open Spaces Act 1902 ss 9&10
Babergh Litter & dog bin emptying 18/19		272.30	LGA 1972
SALC Training		18.60	LGA 1972 s111
<u>Total</u>		<u>1427.07</u>	

#### Bank Reconciliation

Account	Statement Date	Statement balance	Actual Balance	Credit/transfers not shown	Unpresented cheques	Difference
Community	28/2/19	£12,639.48	£11,212.41	£55.76	£1427.07	£1427.07

a/c						
Business reserve	28/2/19	£8,868.13	£8,868.13	£0.00	£0.00	£0.00
Millennium a/c	28/2/19	£165.84	£165.84	£0.00	£0.00	£0.00
		£21,673.45	£20,246.38			

### Action List

Minute	Action	Who
135/18	Instruct Holmes & Hill to register ownership of playing field and Polegate with Land Registry	Clerk
145/18	Cllr Reynolds to check goals on field to see if safe	Cllr Reynolds/Adrian
145/18	Fill in the gaps in between the tiles on the ground below the swings	Who/how decide at next meeting
145/18	Establish ownership of the fence behind the west end goal	Clerk
145/18	Cllr Reynolds to obtain quotes for work on the Green at Causeway	Cllr Reynolds
140/18	CIL bid to replace 5 a side goals and trim trail of seven items 140/18 - MEPC agreed to make a contribution. Half of the £500 offered by the County Councillor for the defibrillator may be diverted to this bid	Cllr Forrest
142/18	Locate Speedwatch gun	Clerk
98/18	Advertise/recruit for a grass mower person	Cllr Reynolds
136/18	Ask Highways for cost and enforcement for double yellow lines near pub	Clerk
137/18	Dog fouling stickers to be put on dog poo bins	Cllr Derry/Reynolds
134/18	Thank you letters for What's On – email to Caroline Burt to make donation to Roundabout	Clerk
137/18	Risk assessment for grass cutting by volunteer	Cllr Reynolds/Derry
138/18	Establish location of grit bins and if filled this year	All Cllrs
137/18	Check if third party is in insurance for grass cutting	Clerk
143/18	Clerk to check her contract concerning increase in pay scale	Clerk

