

TOSTOCK PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL
ON WEDNESDAY 13th DECEMBER 2017

Present: Cllrs R Perks (Chairman), J. Kearsley, D. Blundell, S. Mansel, C. Debenham and County Councillor J Storey together with 5 residents and Mrs S Brown Temporary Clerk

1. **Apologies:** Mrs M Bottomley (Clerk), Cllr P. Fletcher, Cllr B. Alexander and District Cllr Levantis
2. **To receive Councillors declarations of interest:** Cllr R Perks in regards to item 5c. Village Hall Report and item 7viii grant to Art Show/Open Gardens for publicity. Cllr D Blundell in regards item 8 Planning Croft House
3. **To consider any dispensations:** None received
4. **To consider the approval of the minutes of the last meeting:** The minutes of the meeting held on 4th October, 2017 had been received; Cllr Mansel proposed, seconded by Cllr Perks they were a true and accurate record all in agreement and were signed accordingly. Cllr Kearsley proposed, seconded by Cllr Mansel the minutes of the meeting held on 15th November, 2017 were a true and accurate record all in agreement and were signed accordingly.

5. **Reports:**

5 (a) County Councillor J. Storey Report: Cllr Storey attended her report included: the Scrutiny Committee had looked at the budget proposals for 2018/19 with a proposal to increase Council Tax by 1.99% which equates to £1.14 a week for a Band D property. A Cabinet meeting had taken place on 5th December which included agreement to start home to school transportation consultation. A Council meeting on 7th December with all motions passed. Winter gritting; Tostock is not on a gritting route apart from the bus route through the village. A map of the gritting routes can be found on the SCC website: <https://www.suffolk.gov.uk/roads-and-transport/check-which-roads-are-gritted/>

5 (b) District Councillor S. Mansell Report: Cllr Mansell attended a copy of the report had been circulated covering the proposed merger of Mid Suffolk and Babergh Councils; the New Leisure Strategy; Budget 2018/19; Community Led Planning and Councillor Question Time. Cllr Mansell commended Cllr Storey for arranging a meeting with Highway Officers at Rougham which she had found very informative. Cllr Mansell believed they were trying to set up a similar meeting for Parish Councils.

5 (c) Village Hall: Nothing to report

5 (d) Chairman's Report: Nothing further to report.

6. **Public Participation:** Representatives from the Art Show/Open Garden group presented their plan to promote the event with costs for advertising including posters, leaflets and banners. The organisers advised they will ensure an amount from the 2018 Art Show event profits are set aside to allow publicity materials to be purchased for the following year. A number of questions were asked with responses received including: the Art Show had seen a steady reduction in visitors over recent years so it was felt there was a need to improve promotion, will get further quotes for printing costs to ensure the best price is received, considering adding a preview evening on the Friday, will look at banking facility.

A resident advised they had made a number of telephone calls to MSDC Planning Department in regards a planning development as to when the dropping of the kerb would take place and what building conditions were in place. Cllr Mansell advised the planning decision notice has the

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conditions and this can be found on the planning portal on the MSDC website. A resident advised Highways owned the ditches on Norton Road.

7. **Finance:**

7 (i) Temporary Clerk Appointment and Contract: Council discussed the temporary appointment of Mrs S Brown as temporary clerk. Cllr Perks proposed employing the temporary clerk, S. Brown on an hourly basis seconded by Cllr Kearsley all in agreement.

7(ii) Cheques for signage: The Chair advised a cheque for the grass cutting had been received from the clerk but as yet the rest of the cheques had not been received, cheques to be cancelled if not received imminently. Concern was expressed at the preparation of finances. Cllr Mansell proposed the payment of invoices seconded by Cllr Kearsley all in agreement; the remainder of cheques to be signed as soon as they are received to be confirmed at the next meeting.

Chq

1362 Tostock PCC Churchyard grass cutting £760 signed

S.O. Clerk salary Nov/Dec £260.38

It was agreed the remainder of the cheques to be signed as soon as they are received:

1358 Litter Picker Nov/Dec salary £97.50

1359 SALC inv.19963 payroll £45.00

1360 SALC inv.19920 £100.00

1361 HMRC £97.60

Current A/C £10,736.09

Reserve A/C £27,410.89

7 (iii) To consider budget 2018-2019: A copy of the draft budget to be circulated to Councillors. Council discussed with the need to look carefully at the budget as some concern was expressed at the use of the reserves but did not want to increase the precept unnecessarily but also to be aware there maybe referendums in the future. Cllr Mansell proposed a Resource Working Group to meet at the beginning of January to look at the budget and the precept needed and bring to the January meeting for approval seconded by Cllr Kearsley all in agreement. To place on next agenda.

7 (iv) To consider precept 2018-2019: To place on next agenda.

7 (v) Risk Assessment and Financial Risk Assessment: A financial risk assessment was circulated to Councillors, Council discussed Cllr Mansel proposed, seconded by Cllr Debenham all in agreement to adopt the financial risk assessment, signed by the Chair and to be reviewed annually.

7 (vi) Transparency code funding – to consider application for funding of website fee and possible purchase of laptop: The Clerk updated Council on the transparency code funding available, Council discussed. Cllr Mansell proposed applying for the cost of website provision of £100, seconded by Cllr Kearsley all in agreement the temporary clerk to complete the form.

7 (vii) Grant to Village Hall (First Aid training & kit) approved at previous meeting: This had been approved at a previous meeting to place on next agenda when it had been ascertained who to make the cheque payable to.

7 (viii) Grant to Art Show/Open Gardens for publicity: Council discussed Cllr Mansel proposed in principal a grant of up to £250 for publicity material to allow for x2 further banners as it was felt banners could be re-used each year and with the posters would encourage more visitors to the event seconded by Cllr Kearsley all in agreement.

7 (ix) Grass cutting of Churchyard (costs currently £760 invoices submitted to Clerk): Council noted the cost and had been approved in the list of cheques to be signed.

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8. Planning Applications and Approvals:

Application No: DC/17/05754 Householder Planning Application – Erection of single storey and first floor extensions, alterations, cladding, replacement windows and erection of ancillary out building (including improvement to existing vehicular access) Variation to approved scheme under 2051/16 – Croft House, The Green, Tostock: Council discussed and all in agreement: The Council is not against the application in principal of an extension but is concerned about the visual effect of the cladding in the long term. Also concerned that the shape of the dormer and use of aluminium windows is inappropriate for a conservation area. The Council has no objection to the widening of vehicular access, however if the access is widened it encroaches on Parish Council owned land and the Parish Council as the land owner has not consented to the works as these effect existing village green. This is a material impediment to carry out these works. Cllr Mansel proposed asking the solicitor to contact the householder in regards this matter, if not more than a cost of £200 seconded by Cllr Kearsley a majority in agreement.

TPO tree works – Beech Tree House, The Green: Cllr Perks proposed no objection seconded by Cllr Kearsley all in agreement.

Norton Road Update: Cllr Mansel update Council on information received from SCC Highways. Council discussed it was agreed a letter to be sent to be sent to Highways Officer at SCC asking for clarification of the drainage arrangements, clerk to draft and send to Councillors in the first instance.

Cllr Mansel left the meeting.

- 9. New Data Protection Regulation:** A report had been circulated to Councillors and the temporary clerk updated Council further on the GDPR which was coming into effect May 2018. Council discussed Cllr Kearsley proposed to resolve to register interest in using the DPO Centre and resolve to budget for the extra costs seconded by Cllr Perks all in agreement, the temp. Clerk to register Councils interest.

10. Village Matters:

10 (a) The Leys and Green tracks update: The Chair updated Council the proposed tracks to go in April 2018.

10 (b) Gateway signage update: The highways engineer to send information to the Chair confirmation was also received no licence is needed.

10 (c) Telephone box update: Cllr Blundell had received an updated quote for the maintenance works. Council discussed Cllr Perks proposed accepting the quote of no more than £1478 + VAT seconded by Cllr Kearsley all in agreement. The temp. Clerk to inform G J Bream Ltd to go ahead with the works and advise of the proposed start date.

10 (d) Tree Warden: To note Cllr Fletcher was happy to be considered as Tree Warden.

10 (e) Christmas Tree on The Green (to consider suggestion from Parishioner): Council discussed and agreed they had no objection to this but need to look into costs and was therefore too late for this year. Cllr Perks proposed to consider a Christmas tree on The Green for next year, seconded by Cllr Kearsley all in agreement.

10 (f) To consider requesting owners to clear ditches along Norton Road: Council discussed and all in agreement for the temp. Clerk to write to SCC Highways to ascertain whether SCC is the landowners.

- 11. Training:** Nothing further to add to take off the agenda.

- 12. Items for The Chronicle:** Work to The Leys will be taking place in early Spring and what it involves. Maintenance works to the telephone box.

- 13. Correspondence:** None received

Meeting Dates 2018: Dates had been circulated and confirmed.

- 14. Date of next meeting:** The date of the next scheduled meeting was confirmed as Wednesday, 17th January 2018 at 7.30pm.

There being no further business the meeting closed at 10.15pm

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