

Horringer-cum-Ickworth Parish Council
Minutes of the meeting held on Monday, 19th November 2018
In Horringer Community Centre

Present: Cllr Knight (Chair), Cllr Crofts, Cllr Fuller and Cllr Walker

One member of the public was in attendance

Mrs S Brown (temporary clerk) took the minutes.

The Chair welcomed everyone to the meeting.

1	<p>Record Councillors' apologies for absence: Apologies received and accepted for Cllr White, Cllr Dearsley and Cllr Hammill</p>
2	<p>Declarations of Interest: All Councillors a Non-pecuniary interest in item 11iii</p>
3	<p>County Councillors' report: Cllr Soons did not attend a report had been received and circulated to all Councillors which included: Carers celebrate top accolade with 'outstanding' rating from the Care Quality Commission, A call for family carers to share their views, Provisional GCSE results show continued progress for Suffolk students, Budget consultation launches as SCC looks to save £25 million in 2019/20, Phoenix Enterprise Park officially opens for business, Parents urged to have their say on school admissions consultation. Cllr Soons advised there was £1600 left in the locality Grant fund available if any organisation wanted funding. Council discussed the possibility of using locality funding to renew/refurbish the gates at the entrances to the village the Clerk to contact Cllr Soons. The Clerk to ask Cllr Soons to comment at the next meeting on the road signs which have recently changed from 60mph to 40mph on Tut Hill following the new development.</p> <p>Borough Councillors report: Cllr Clements did not attend and no report had been received.</p> <p>Community Council report: A report had been received which had been circulated to Council. The report included: Maintenance, Refurb or replace the community centre, Christmas Tree light up, Village fete 2019 and Management committee trustees. Council discussed possible refurbishment or replacement of the community centre the Council to ask to be kept updated on developments. Council discussed the problem of finding trustee's, a number of suggestions were made including putting an article in The Horringer Diary and/or on the community Face book page, advertising further afield or inviting residents to tea & cake to highlight volunteering. The Council ask to be kept informed.</p> <p>Public Forum: The member of the public in attendance was representing The Friends of Holly Close Play Park. They highlighted Havebury still had donation monies available for play equipment when the paid receipt is provided. Council discussed and Cllr Fuller asked if Havebury could provide written notification of this. To consider the purchase of further items of play equipment on the next agenda. The friends of Holly Close Play Park to forward the latest play report to Sovereign, who installed the new play equipment, to ask for confirmation the issues raised in the report are not issues the Parish Council need to rectify and can inform West Suffolk Council who carried out the report. It was also highlighted the table tennis table will need to be moved, this was briefly discussed. The removal of steel near the picnic table was highlighted, it was</p>

	<p>advised it was not sitting proud of the surface. Delivery had taken place of 100/120 trees from the Woodland Trust with a need to get them into the ground as soon as possible. It was hoped to continue and improve the hedge in the Play Park, Council discussed and agreed they were happy for this to take place.</p>	
4	<p>To consider the approval of the minutes of the last meetings: The minutes of the meetings held on 15th October 2018 were approved and signed as a true record.</p>	
5	<p>Reports:</p> <ul style="list-style-type: none"> i. Play Area Report: The play inspection report from West Suffolk for 25 October 2018 had been circulated to Council. ii. Chairman's Report: The Chair advised he had finally received a copy of the bank statements from Nat West, an official complaint had been made. It was hoped the Chair would now receive a bank statement on the 5th of the month moving forward. It was advised an article had been placed in The Horringer Diary in regards car parking in the village. The Chair reported he had received an email from a resident in regards parking. There was discussion about the ability of the Parish Council to take legal action over land that it did not own. Council discussed a response to the landowner regarding cars parked on their land. The Clerk to draft a letter asking for a meeting with the landowner. The Chair confirmed he had presented a wreath on behalf of the Parish Council at the Service of Remembrance. 	
6	<p>To Consider Request for prescriptive right of access & ditch/drainage issues: The Chair advised a meeting had been arranged on the 26th November with the National Trust, due to attend: Cllr Knight, Cllr White and Cllr Crofts, to report back at the next meeting.</p>	
7	<p>To Consider Lighting in Telephone Box: Cllr Crofts to put together the planning application to move the box using the information from Breams, previously supplied on the quote, for the method statement. The Chair confirmed the quote was £1587+ VAT, as this was over 6 months old the cost would be slightly more and to confirm Breams would make good the original site in the cost.</p>	
8	<p>To Consider GDPR Compliance – adoption of policies: All documents had been circulated to Councillors including: working towards GDPR compliance, Data Protection Impact Assessment, Privacy notice for staff, Councillors and Role Holders, Document & Electronic Data Retention Policy, Social Media & Electronic Communications Policy, Subject Access Request Policy, Subject Access Request Form, Data Security Breach reporting form and a Risk Assessment for Compliance with Data Protection Legislation. Council discussed and Cllr Crofts proposed adopting all necessary documents and policies seconded by Cllr Walker all in agreement.</p>	
9	<p>Annual Review of Asset Risk Assessment: The Asset Risk Assessment had been circulated to Councillors. Council discussed Cllr Walker agreed to carry out the monthly inspection of the play area if Cllr Dearsley was unable to, the Clerk</p>	

	<p>to send Cllr Walker a copy of the inspection report to complete if necessary. Cllr Walker proposed the asset risk assessment was adequate seconded by Cllr Knight all in agreement and signed by the Chair.</p>	
10	<p>Correspondence: Circulated to Councillors:</p> <ul style="list-style-type: none"> • SCC Draft Suffolk Minerals & Waste Local Plan online consultation ending 17 December noted • West Suffolk Information Session Development Management Team 28 November 6 – 8pm West Suffolk House noted • Polling District Review for West Suffolk Council online comments by 11 December noted • West Suffolk Enforcement Policy Consultation online comments by 11 December. Council discussed and agreed Cllr Crofts to respond on behalf of the Council, to circulate comments to Council. • West Suffolk Strategic Housing & Economic Land Availability Assessment (SHELAA) the ‘call for sites’ will run from 21 November to 20 December. Council discussed Cllr Crofts advised the Council may well wish to comment at a later stage. 	
11	<p>Planning:</p> <ol style="list-style-type: none"> i. Application No: DC/18/2038/LB Ickworth House: Listed building consent replacement roof covering to Rotunda, alteration of existing internal window & new lightning protection system: Council discussed and all in agreement no objection. ii. Application No: DC/18/2158/LB Horsecroft Hall, Horsecroft Road: Listed Building Consent single storey side extension, single storey side/rear extension & internal/external alterations: Council discussed and all in agreement no objection. iii. Application No: DC/18/2251/TCA Play area: Sycamore fell, 2no Cherry fell: Council discussed and all in agreement no objection. iv. Application No: DC/18/1970/HH Home Cottage, The Street: single storey rear extension, single storey side extension, replacement rear dormer, double carport & garden store: Council discussed and all in agreement no objection. v. Application No: DC/18/1971/LB Home Cottage, The Street, listed building consent to above application: Council discussed and all in agreement no objection. vi. Application No: DCON(A)/17/1915 Manor Lodge, Bury Road: Application to discharge conditions 3 (Sample of Materials), 4 (Arboricultural method statement), 6 (Access), 8 (Refuse), 9 (Ditch) and 10 (Surface Water) of DC/17/1915/HH: Council discussed and all in agreement no further comment. 	
12	<p>Finance Report and to consider payments to be made: Reserve account £9,533 at 31.3.18 Current account £31,078.47 at 12.11.18. A letter had been received from HMRC advising of a credit of £161.60 on the PAYE account SALC payroll had been informed who were checking whether this was correct. The Clerk had provided a letter to be sent to Nat West confirming all bank statements for both the current and reserve accounts are sent to the Chair as well as</p>	

cheque books, this was signed by both signatories.

- i. **To consider budget 2019/20:** The draft budget 2019/20 and notes had been circulated to Councillors. The Clerk and Council went through each item on the budget and amended to read: under receipts 'donations' were added of £4000, payments under 'post office' amended to read £500. Earmarked reserves were amended to Village hall £15,000. Cllr Knight proposed accepting the budget seconded by Cllr Crofts all in agreement.
- ii. **To consider precept 2019/20:** Council discussed Cllr Knight proposed setting the 2019/20 precept at £23,888 (£23,538 Horringer and £350 Ickworth) seconded by Cllr Fuller all in agreement. The Chair and the Clerk signed the precept forms.

Payment schedule had been circulated, Council were all in agreement for the payment of invoices to be made:

- iii. **Litter Picker October £144:** A cheque no: 1754 was raised for £144 (the Chair to ensure invoice is received for October)
- iv. **McGregor Services Inv: 3587 £228 October Grass Cut:** A cheque no: 1755 was raised for £228. The Clerk to confirm with McGregor Services the grass cutting price for next year, to place on next agenda.
- v. **SALC payroll inv: 21102 £54:** A cheque no: 1756 was raised for £54

No further invoices had been received.

13 **Councillors' reports and items for future agenda:** To place 'to consider pre-school sign' on next agenda. Report from the National Trust meeting on next agenda.

14 **Date of next meeting** – The date of the next scheduled meeting was confirmed as Monday, 17th December 2018 at 7.30pm in the Community Centre.

15. **To resolve to close the meeting to the Public to progress staffing issue:** Council all in agreement to close the meeting. The Chair updated Councillors this was briefly discussed. All Councillors happy to go forward with recommendations.

There being no further business the meeting was closed at 9.40pm

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