

# DENNINGTON PARISH COUNCIL



## DRAFT MINUTES OF MEETING OF THE PARISH COUNCIL HELD AT 7.30PM ON Monday 18<sup>th</sup> November 2019

### AT THE JUBILEE HALL, DENNINGTON

1. **The Chairman welcomed everyone to the meeting.**  
Apologies for absence were received and accepted from Maurice Cook and Rebecca Smith.  
**Present**  
Robert Wardley (Chairman)      Nick Watts      Ken Hoyle    Matthew Lunn  
John Calver      Mary Mann    Doris Dearing      Lydia Kirk (clerk)  
County Councillor Burroughes      3 members of public

The Chairman introduced Sam Steward, who was interested in filling the Parish Councillor vacancy. Mr Steward left the room whilst Councillors voted on his application and voted unanimously to co-opt him on to the Council. Mr Steward then returned to the meeting and signed his Declaration of Acceptance of Office.

**ACTION** Clerk to notify ESC of the new Councillor
2. **The following Local Non-Pecuniary Interests were declared**  
**RW**    Dennington Consolidated Charities item 7 & 13  
**ML**    Sports Club item 7  
**NW & MM**    Village hall item 7
  3. **The Minutes of the Meeting of the Parish Council on 9<sup>th</sup> September 2019 and the Planning Meeting on 16<sup>th</sup> October 2019 were approved as true records of the meetings.**
  4. **There were no matters arising.**
  5. **Chairman's Report**  
As a result of advice from East Suffolk Council, most Councillors have received training from the Monitoring Officer on declaration of interests and dispensations. The Chairman has received a letter from the Lord Lieutenant of Suffolk regarding hosting a village event to celebrate the 75<sup>th</sup> anniversary of V.E Day on 8<sup>th</sup> May 2020. He will contact the Village Hall committee to see if they would consider organising an event.  
He has obtained a quotation for a rotary mower at a cost of around £14,000. It might be possible to part exchange the current mower to reduce the cost. *This prompted conversations on purchasing a new mower and different types of mowers and contract mowing. This is to be added to the next agenda to be discussed in more detail and when Councillors had other figures to consider.*  
The Chairman reported that since the last Parish Council meeting, Robert Rous had resigned as a Councillor. Robert had been a Councillor for 37 years and the Chairman wished to record his thanks to him on behalf of the Parish Council.
  6. **The clerk reported that there has been an appeal to East Suffolk Council's refusal for the planning application to change of use of The Cartlodge, Framlingham Road.**

The clerk today attended SALC's annual briefing at Ipswich, which focused mainly on planning matters. The clerk and Chairman are attending the next East Suffolk Town and Village planning forum on 24<sup>th</sup> January 2020.

The clerk asked those present to help advertise the warmer homes event at the village hall on the 3<sup>rd</sup> December to anyone who may benefit from advice on heating and energy saving.

## 7. Responsible Financial Officer's Report

a) The following payments were considered and proposed by JC. They were seconded by ML and unanimously approved:

Reference Number	Amount	Payee	Details	Cheque Number
P20 19-20	£700.00	Dennington Sports Club	Donation including reimbursing insurance costs	209
P21 19-20	£55.00	Leiston C.A.B	Donation	210
P22 19-20	£450.00	Dennington P.C.C	Donation for lighting	211
P23 19-20	£55.00	East Anglian Air Ambulance	Donation	212
P24 19-20	£150.00	Dennington Consolidated Charities	Village green rent (As discussed at item 13)	213
P25 19-20	£300.00	Dennington Village Hall	Donation	214
P26 19-20	£37.05	L. Kirk	Stationery & mileage to 30.10.2019	215
P27 19-20	£132.00	SALC	Cllr Hoyle Training	216
P28 19-20	£4,044.60	TWM Traffic Control Systems	Vehicle Activated Speed device	217

The invoice for P28 was raised since the agenda was circulated but it was agreed to authorise the payment so as to meet the payment terms and conditions.

*Invoices with full details of items above were available for viewing at the meeting.*

b) Funds received since the last meeting to 29<sup>th</sup> October were noted:

£2,000 Grant from Cllr. Burroughes for VAS

£ 800 Grant from M. Cook for VAS

£108.42 CIL funding

£4,758.50 2<sup>nd</sup> instalment of precept

c) Payments made since the last meeting were noted:

Reference Number	Amount	Payee	Details	Cheque Number
P15 19-20	£100.00	Dennington Village Hall	Venue Hire for meetings	204
P16 19-20	£21.60	SALC	6 months payroll service	205
P17 19-20*	£609.05	L. Kirk	Pay ending 30.09.2019	206
P18 19-20	£132.00	HMRC	PAYE	207
P19 19-20	£20.00	SALC	VAT Course (split 3 ways)	208

\* The cheque for this payment was reissued following the bank declining it for 'not being signed in accordance with the mandate', even though it was signed by two authorised signatories.

d) The bank balances were as follows on 29<sup>th</sup> October 2019:

Current Account £9,254.94

Active Saver £2,315.28

Equipment Account £12,431.03

It was noted that the current account balance would decrease significantly after tonight's payments had cleared.

e) The bank statements and reconciliation were reviewed and signed by RW

f) The year-to-date receipts and payments account was circulated.

**8. Procedural**

i) The budget figures were agreed as per the draft figures that had been previously circulated. Councillors resolved to request a precept of £9,998 for 2020-2021. This was proposed by NW, seconded by ML and unanimously approved.

ii) The time and dates for meetings in 2020 were discussed and set. It was agreed to introduce a sixth meeting in January, and to move February's meeting to March to help the clerk with financial year-end preparation.

iii) The Suffolk Code of Conduct was adopted as per Hilary Slater's recommendations

(iv) The Financial Risk Assessment was reviewed and considered fit for purpose. RW advised that, at the clerk's request, policies requiring annual review will be reviewed at May's annual meeting from now on, in order to minimise chances of policies being overlooked when reviewed at different meetings throughout the year.

**9. Councillors discussed the possibility of carrying out a neighbourhood plan and different formats of a plan.** Carrying out a full Neighbourhood Plan would result in DPC getting a higher percentage of the CIL payments. There was also discussion on conducting a less formal plan seeking residents' opinions on priorities for the Parish Council and future development in the village.

**ACTION** ML will write an article for the next village newsletter asking for residents opinions on the two formats of plans, and asking for volunteers to help carry out the plan. This will be distributed in December, so responses can be discussed in January's meeting.

**10. RW has received the Vehicle Activated Sign and again thanked Cllr. Burroughes for his financial contribution towards this.** He will try to organise a site meeting with Cllr Burroughes and the Highways Department to discuss suitable locations for the sign to be sited.

**11. Highways and Footpaths issues**

ML has contacted SCC regarding access by Boxbush Lane. They have responded that they have attended the site and do not consider the access to have been obstructed.

RW has reported the car that is parked on Badingham Road on the A1120 to the police, who have confirmed that this is not considered an obstruction or hazard and they have no power to challenge the vehicle's owner in this regard.

**12. There was discussion on the Parish Council providing a Christmas tree and/or lights for the village green.** Councillors decided that lights to decorate the oak tree would be cheaper and easier than purchasing a Christmas tree every year

**ACTION** ML and SS agreed to purchase lights and hang these on the tree.

**13. The village green lease was discussed.** The land is owned by Dennington Consolidated Charities and leased to DPC for the benefit of residents. The rent has increased from £50/annum to £150/annum and this will be due for review again in 2024. Councillors agreed to this rent increase.

**14. Correspondence received since date of last meeting was considered.**

Dennington Consolidated Charities has agreed to our request for a permissive footpath near Whitehouse Farm. The only costs to DPC should be the costs for purchasing sleepers to make a crossing.

RW responded to an email from Dawn Steward regarding extending the physical limits of the village boundary and explained that this is not a simple task and that it also would not be possible now the Local Plan consultation period is over.

## PUBLIC SESSION

Cllr. Burroughes congratulated Sam Steward on his appointment and thanked Robert Rous for all his hard work during his years as a Parish Councillor. He was pleased that Mills Meadow Residential Home in Framlingham had recently received an outstanding report from the CQC.

Cllr. Burroughes advised that he has a local highways budget which may be useful if DPC is going to look in to traffic calming options on Laxfield Road outside the primary school. Suffolk's gritting lorries have been personalised, and the one that covers Dennington is "SPrEd Sheeran".

A member of the public expressed concern about the dwindling bus services through the village and asked if the Parish Council can do anything in this regard. Options such as offering people lifts to Framlingham, advertising CATS Transport's Dial-a-Ride service and signing a petition at the bus stop were discussed.

It was decided that the clerk should write a letter to SCC expressing how vital bus services are to people in the village who do not drive.

***The Ward & County Councillors' Reports for November have been put on the village website.***

### **15. Councillors Reports**

NW reported that the recent Village Hall Committee Meeting had gone well and that there were some new committee members.

ML reported that the Sports Club meets next week and they are organising a fundraising evening with Ryan Gooding in March.

KH found his Councillor training very interesting. SALC asked attendees to consider data protection issues regarding storing Council information on their private email accounts. ML said that this is an ongoing issue. When the GDPR assessment was carried out, it was established that Councillors shouldn't have any sensitive information in their emails, and most PC documents are in the public domain anyway. RW reminded Councillors to forward all correspondence to the clerk and delete afterwards if appropriate.

DD reminded all present that a Christmas Craft Fair will be held in the village hall this weekend.

### **16. Matters to be raised at the next meeting**

V.E Day Celebrations

Lawnmowing options and quotations

Reponses to newsletter article on carrying out a Neighbourhood Plan.

### **17. The date of the next meeting was confirmed as 7.30pm on Monday 13<sup>th</sup> January 2020.**

*There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 9.10pm.*