

## **Minutes of Parish Council and Annual Meeting on 8th May 2019**

Meeting in Memorial Hall, on 8<sup>th</sup> May at 7.30

Attendees: Parish Councillors; Malcolm Halliday, Shannon Craig, Ted Gittins, Danny Rowe  
Chris Turner (Clerk).

District Councillors: Karen Richardson and Marion Rushbrook

Three members of the public including a representative from Cavendish Community Council.

Chair for the Council was resolved as Malcolm Halliday with Shannon Craig as vice chair. No changes in Councillors responsibilities, these are: Finance Committee; Cllrs Williamott, Craig and Halliday and RFO Clerk. Mem Hall Cttee Representative; Cllr Halliday. Playarea; Cllr Craig. Emergency Plan; Cllrs Williamott and Rowe. Footpaths; Cllr Silver. Allotments and Cemetery; Cllr Rowe. Planning; Cllrs Halliday and Gittins. Highways; Cllr Rudd.

Discussion on Register of Interest forms. They are not needed as there are no new councillors but there is a need to review the current information held. It appears that as each councillor automatically becomes a Trustee to the Finbow Ambrose Trust, this should be declared, Cllr Halliday is also a Trustee of The Ambrose Trust. Clerk to speak to West Suffolk Election team to ascertain whether each individual needs to advise them. Cllr Halliday as Chair completed a "Declaration of Acceptance of office" form which will be retained.

Apologies- County Councillor Mary Evans. Parish Councillors Trish Rudd, Annette Williamott and Rosemary Silver

Open Forum- Comments were received from parishioner's present. It had been noticed that windows in the playgroup were left open/ajar at night, Cllr Halliday will mention this to the group. We were asked whether storage facilities could be made available for two village organisations, utilising space under the stage. An alternative could be the old shed in the cemetery, this was discussed later in the meeting as it was an agenda item. The 30mph pole outside the Columbines has received damage and needs reporting as do the drains in the High Street. Cleaning does not clear out the underlying blockage. Mention was made of Speedwatch being used to take car registration numbers on cars coming into Cavendish from Long Melford but not used for cars leaving the village. There is a long straight road from the Memorial Hall to the end of the village and cars are travelling past a lot of properties as well as The Columbines above the speed limit. Mention to be made to the Speedwatch team.

Two of the District Councillors recently elected for the new ward incorporating Cavendish, Marion Rushbrook and Karen Richardson introduced themselves and are pleased to be representing Cavendish. There are three District Councillors in total and they will be attending our meetings, although will not be present at our APM on 22<sup>nd</sup> May as they have a full West Suffolk Council meeting, that evening.

County Councillor's report: Mary had sent a written report as follows:

#### **SEND PLACES**

Suffolk County Council's Cabinet decided we needed over 850 more specialist education places in Suffolk. This is to cope with the expected 18% increase in demand and to educate children in-county

Suffolk will need between 300 to 400 places for children with additional needs between now and 2020. The demand for specialist education places in Suffolk is rising rapidly due to the county's population growth, advances in medicine, and the increasing complexity of specialist needs.

The recommendations include three new special schools and 36 specialist units attached to existing mainstream schools. This is likely to cost £45.6m

The Cabinet agreed last month to borrow approve a £24.1m to create the first tranche of new special school places ready for September 2020.

#### **YELLOW LINES**

You will have seen that the yellow lines have been re-painted past the church. This is in preparation for the transfer of the responsibility for enforcing parking from the police to West Suffolk Council.

The County Council has been responsible for the Traffic Regulation Orders needed to be drafted for making this change. SCC has taken the opportunity to ensure that in Suffolk there has been a change in the regulations for double yellow lines outside churches so that the principal vehicle for a wedding or funeral is able to park outside a church if there is no alternative parking nearby/

#### **LORRY BAN**

David Chenery, the SCC officer leading on the traffic regulation order banning HGVs on the A 1092 has received the evidence collected by the Stour Valley Lorry Action Group.

He is now at the point of submitting a brief to the professional services team for an estimate for the study needed to promote an experimental traffic order

This is likely to cover

- collect current HGV traffic data (2 sites agreed which I'll arrange) and look at 2015 O&D HGV survey on this corridor
- collect Transport Strategy views – looking at wider transport issues including developments in Cambridgeshire and Essex and how Sudbury might react
- engage with Essex County Council as to the implications and the legal work to promote part of the Order in Essex – I'm seeking legal advice
- collect and assess information to be provided by the parish councils
- collect views from the 2 District Councils
- ensure the TRO consultation includes RHA, FTA, NFU, CLA, Highways England etc
- look at possible impact at Sudbury and Long Melford
- assess suitable sites to erect signs. May need to sign the restriction some distances away (e.g. BSE) to inform HGV drivers well in advance

Meeting closed for Parish Council agenda.

1. Minutes of meeting of the March 2019. These were accepted as a true record, and duly signed by the Chair. All in favour.

2. The clerk mentioned that there were a couple of outstanding issues which have been carried forward, the steps by the bottle bank, Memorial Hall funding from The Pamela Matthews Trust, new cemetery entrance at the top of the footpath, and council policies to be agreed.

3. Financial-

i) The financial report for the last month of 2018/19 and first month of 2019/20 were agreed.

ii) It was resolved that \$137 payments to be made, £50 towards the ropes in the church and £25 to EACH.

iii) The annual accounts for the year ended 31<sup>st</sup> March 2019 had been circulated. There were a couple of questions for the RFO which were answered to everyone's satisfaction and the accounts resolved and signed by the Chair.

iv) The annual accounts were used to complete the AGAR (Annual Governance and Accountability Return) Part 3. Section 2 had been completed and was signed by the chair and RFO. Section 1 was completed with the clerk running through the statement. All sections completed in the affirmative except question 4 which had been noted on our last audit (re parishioners rights), and we need to show this as a negative. Form signed by both the Chair and clerk.

v) Rates of pay for clerk and contractors. The clerks pay was increased in line with his pay scale. Contractors pay: David Kirkman and Jeanette Murcott. We agreed the new rates submitted by David Kirkman and have increased the hall cleaners rate to £10.75 per hour, both being backdated to 1<sup>st</sup> April 2019.

4. Planning- Since our previous meeting there have been three planning applications received. None were deemed to be contentious and no action was taken. The app. numbers were:  
DC/19/0326/HH- Householder planning app, single storey extension -12 Peacocks Road;  
DC/19/ 0700TCA- Trees in a conservation area -14 The Maltings;  
DC/19/0535/HH- Householders planning app, single storey extension - Clog Cottage, Lower Street.

5. Reports by Councillors- Cllr Rowe mentioned the allotments were looking in the majority of cases, good, however we do have a number of spare plots available and these are becoming overgrown. We may need to tidy before re-letting them. The cemetery is becoming overgrown and there is a need to contact our grass contractor. Cllr. Craig has moved the old rotten bench away from the pond with a replacement put in place. He will arrange for it to be secured to the concrete plinth. David Kirkman has been clearing the pond and generally cutting back and tidying. Cllr. Craig has arranged for Tim Jackson to remove the debris. Cllr Gittins stated that no action has taken place on the potholes near Pentlow Bridge. He will chase up.

6. Chairman's Report- Cllr Halliday reported that the Memorial Hall repairs were continuing, with the front gable end rendering complete and ready for painting. The rear gable is next at a cost of £897.12 and it was resolved to instruct the builders to proceed. The playgroup walls will be painted at half-term. We have given them the go-ahead to replace the membrane and bark in the playarea and also deal with the French drains. The front car park drain has been fixed and cleared, ready for a new surface when all the other work completed. Confirmed we had made a financial contribution to the village website paying 50% of the running costs. We do make good use of the website.

7. Management of the Hall- This is to be discussed at a Finance Cttee meeting before bringing suggestions to the full Parish Council.

8. "Cavendish" village signs- Cllr Gittins mentioned there were no signs showing you have reached Cavendish from Water Lane and Pentlow Lane. He will look into costings and report back.

9. Grave Diggers shed in the cemetery- This has been inspected by three councillors with a view for utilising it for storage. It does need repairing but overall is reasonably large and solid. The three wooden posts holding up the lean to, need replacing and Cllr Craig is to look at costings.

Cllr Rowe left the meeting which meant we were no longer quorate, and unable to make decisions.

10. Storage Request from CCC - Following the recent fire at Pentlow Farm storage is needed and asked whether we could assist. As mentioned above they are interested in utilising the area under the stage, but the Council would prefer they use the shed in the cemetery. No final decision made; it was suggested they look at the shed to see if this was a possibility.

11. Correspondence/E mails etc.- A tree has been damaged in the village orchard. It has been looked at and the views of the Councillors was that the mower used by the grass contractor had probably hit it and the driver had inadvertently broken a branch. There is also rubbish that looks like it has been dumped over the fence which needs to be cleared. Clerk to write to all properties abutting the orchard to advise that any rubbish dumped in the area is deemed as “fly-tipping” and subject to prosecution. We are to arrange for the rubbish to be cleared at rate payers expense. A letter received from the Speedwatch team regarding the new sign. They have some reservations, and these have been put to the company who provided the equipment. Details to be passed back to the Speedwatch team. Favourable comments have been received from parishioners on the sign. Correspondence has been received about a tree at the bottom of the cemetery, with a request for its removal. The householder has received a report on the tree which we need to see before agreeing to action. The tree is in a Conservation area and permission would need to be sought before any action can be taken.

Meeting ended at 9.20

Next meeting Parish Council meeting on July 10<sup>th</sup>. Annual Parish meeting on May 22<sup>nd</sup>

C R Turner-Clerk

#### List of payments made since 28<sup>th</sup> Feb 2019:

15/03/19	Grass Cutting St Eds BC	d/d	4813.92
ditto	D Kirkman Inv16 &17	729	175.00
ditto	A Water re Allotments	730	60.58
ditto	Zurich re Parish Ins	731	2346.00
ditto	HMRC re PAYE to 31/3/19	732	£322.00
ditto	C Turner Pay March 19	733	£447.13
16/03/19	Chubb re Hall	d/d	17.42
ditto	Haven Power re Hall	d/d	170.52
21/03/19	D Kirkman Inv18 &19	734	175.00
29/03/19	J Murcott re hall cleaning	735	96.00

10/4/19	Westcotec Ltd	736	3780.00
ditto	D Kirkman Inv21/22	737	203.22
14/4/19	Waste Hall	d/d	46.38
ditto	Waste Allotment	d/d	23.19
ditto	Haven Power re Hall elec.	d/d	187.51
15/4/19	SALC Subs	739	391.21
ditto	Wave/A.Water re Hall	738	50.38
18/4/19	D Kirkman Inv23/24	740	240.01
ditto	C Turner Wages/Exps	741	456.50
ditto	Office Exps stamps/env/pp	742	88.33
25/4/19	IJ Landscapes re Hall drains	743	845.00
ditto	J Gunn re Website costs	744	69.50
27/4/19	Chubb re Hall	d/d	17.42