

# Minutes of Cavendish Parish Council meeting on 25th July 2018

Meeting held in Memorial Hall, on 25th July at 7.30pm

**Attendees:** Parish Councillors: Malcolm Halliday (Chair), Shannon Craig, Annette Williamott, Danny Rowe, Edward Gittens and Patricia Rudd. County Councillor Mary Evans and one member of the public. Chris Turner (Clerk). Two representatives from the “Friends of Clare Community First Responders”; Margaret Godwin and Paul Ricketts.

**Apologies:** Borough Councillor Peter Stevens and Parish Councillor Rosemary Silver.

The Chair, Malcolm Halliday opened proceedings to offer our condolences to Councillor Rosemary Silver on the death of her husband John. A few words were said about John’s involvement in village life over the years and his valuable contribution to the Memorial Hall committee.

Apologies for the postponed Parish Council meeting from 11<sup>th</sup> July 2018.

**Open Forum:** Comments from a Parishioner; one being the potholes in The Columbines, one has been fixed but insufficient mixture was used resulting in a bad repair. CC Mary Evans asked whether the resident could take a photo and send it to her. Additionally, there are 2 x 30 mph signs that need replacing, one at The Columbines and one by the BT boxes in Nether Road.

**Report from County Councillor Mary Evans:** Among Mary’s new responsibilities is to improve the CC’s road repairs by making them more efficient and she has set up a Highways Improvement and Innovation Board. This year they will be working on re-organising the way the many potholes are fixed, ensuring teams don’t have to keep returning to the same area and duplicating working practices. Next year the onus will be on the way road closures are organised.

The re-cycling centres in this area are being improved with a greater capacity at Haverhill and sunken pits to aid access, whilst the Sudbury centre is moving its operations.

Grit bins need to be filled before winter and we need to note where our bins are located and confirm this with the County Council.

Bus company Beestons are stopping their service from Sudbury at Clare instead of carrying on to Haverhill. However, that route has been put out to tender and is being taken over by The Big Green Bus Company, from Haverhill, from the end of August. Passengers will need to disembark in Clare and wait a few minutes for the new bus service to arrive. It is to be cheaper and is being subsidised by the CC.

Mary was advised that the road leading to Pentlow Bridge was in a bad state of repair. We need to report it with photos if possible and send a copy to Mary.

We then had a presentation by two representatives of The Friends of Clare Community First Responders. They have a number of First Responders in Clare and also deal with surrounding villages. The personnel are provided with some equipment but also fund various things themselves. They are volunteers working for the good of the community and as such should not have to be personally burdened with costs for courses, equipment, uniforms, etc. They would welcome some financial help, if we could assist. This will be discussed at the next Finance Committee meeting.

## Meeting closed for Parish Meeting.

### 1. **Approval of minutes of meeting held on 17<sup>th</sup> May 2018**

It was resolved that the minutes were correct. The Chair then signed them.

### 2. **Matters Arising:** Under the Standing Orders we are adopting, there will no longer be a need for matters arising. In the future anything that is outstanding and requires action from the previous meeting will be included as an agenda item for the next meeting. A suggestion was made that the clerk could make a note of the actions taken and outcomes, when asking for items for the bi-monthly agenda.

### 3. **Finance:** The accounts for the 2 months to 30<sup>th</sup> June had been circulated, it was resolved that they were in order. The Chair then signed them. (We went through the list of payments which had been made, with cheques signed by 2 councillors and invoices initialled at the time. Because we have a large number of expenses we approve the payments made, retrospectively.)

See page 4 for payments made 1<sup>st</sup> May to 30<sup>th</sup> June 2018.

We had received from our Internal Auditors their report on the Annual Return to 31<sup>st</sup> March 2018. There were a number of points raised by SALC which the clerk went through. A full discussion on the Annual return will take place at the next Finance Committee meeting once the External Auditors Report has been received.

### 4. **GDPR:** It was agreed that various Parish Councils policies should be on the Cavendish Village website. Currently we are showing our policies for Data Protection and Privacy. We need to formally adopt these policies, and this was done, all in agreement. Our Standing Order policy had been circulated to councillors. Comment made that they should be “gender neutral” and all agreed that they needed to be changed and would then be acceptable. The revised policy is to be re-circulated, as is the Financial Regulations policy. Others being looked at are: Code of Conduct, Planning Policy and we will be showing a list of our current councillors but with no contact details, all contact to be via the clerk whose details are on the website. They will be circulated as and when completed. GDPR compliance forms were handed out to each Councillor with a check list to ensure they are aware of their responsibilities under the Data Protection Act and were asked to return these with details of new e mail addresses to the clerk.

### 5. **Chair & Councillors Reports:** Cllr Halliday has been updating our pages on the Cavendish Village website via John Gunn (Webmaster), with more information to follow. He still needs to complete a list of key holders for the Memorial Hall. He has noticed that new gates are now on the orchard, our thanks to George Hardy. Cllr Gittens is happy to continue as our planning adviser.

**Planning:** DC/18/1293/HH Householder planning application – Dropped Kerb and alterations to existing site access at 2 Dalhams, Poole St. It was resolved that no objection would be submitted.

Cllr Craig has been having problems with the attachments on e mails from the clerks new e mail address, [cavvpc@outlook.com](mailto:cavvpc@outlook.com). Clerk to circulate the annual play area report and then a meeting is to be arranged between Cllr. Craig, David Kirkman (maintenance) and the clerk to discuss the points raised.

### 6. **Memorial Hall:** Cllr Halliday has received a quotation for work needed on the Memorial Hall from Marjoram Specialist Builders. He went through the quote which involved work to the outside of the building. It was resolved that the work involving the

pre-school could go ahead in the school summer break and the remaining work required be discussed at the next Finance Committee meeting. Cllr Halliday is also seeing a contractor for a quote for the hall floor refurbishment. The Memorial Hall Committee is to meet shortly, Cllr Halliday being the council's representative is to discuss the best way forward as to the committee's future.

7. **Highways:** The only matter to report is the state of the road leading up to Pentlow Bridge, Cllr. Rudd is responsible for Highways and will report the problem, in conjunction with Cllr Gittens, who brought the bad state of the road, to our attention.
  
8. **Allotments/Cemetery:** Cllr Rowe is responsible for both of these areas and has been reviewing them. The allotments have a number of under-worked plots, they have been paid for but not cultivated. The clerk was instructed to write to the tenants of these plots, to remind them of the rules and that their leases will not be renewed unless they can guarantee that they will be utilised. We have had some of the unused plots cut back by a neighbouring tenant, the only cost to the council being petrol. This has made a difference. Cllr Rowe mentioned that if we have vacant plots we need to keep them under control, it is better for the current tenants as well as being easier to re-let in the future. It was noted that the three allotment standpipe taps had been changed to comply with current regulations.  
We received adverse comments on the bad state of the cemetery, and this has now been addressed. However, Cllr Rowe would like to see the cemetery kept to the same condition as the village green. He is willing to help out with maintenance etc and was instrumental in clearing a lot of loose grass from the cemetery. We are now utilising the cemetery extension, and with this in mind it needs to be cleared of the bonfire materials and some other solution for the disposal of cuttings and rubbish found.
  
9. **Correspondence:** Issues relating to the bottle bank and whether we need another for mixed glass, the safety of the steps leading up to them and possibly a new bin for rubbish in the same area. This will be on the next agenda. The road leading up to the school from Nether Road is full of potholes, this is not a Highway issue but the responsibility of Suffolk CC Education Dept. Clerk to look into. Various trees may need attention, one opposite Church Farm which may be falling over (this may be Glebe Land), and the one near the War Memorial. An e mail regarding a new 'A' frame advertising board needed for the Community shop received, Cllr Craig has been in touch with them as to its suitability.  
Clerk to write to local businesses requesting that they take their 'A' boards in at night. An e mail received from the church answering a query we have regarding the safety of the structure of the tower, we are to write seeking clarification of the comments made.

Finance Committee meeting arranged for 6.30pm on 7<sup>th</sup> August at Cllr Halliday's

Next Parish Council meeting set for 19<sup>th</sup> September at 7.30pm at the Memorial Hall

There being no further business the meeting closed at 9.20pm

**C Turner (Clerk)**

Signed..... (Chair) Dated.....

**Payments made in period 1<sup>st</sup> May to 30<sup>th</sup> June 2018**

| TO WHOM                     | Chq No. | AMT             |
|-----------------------------|---------|-----------------|
|                             |         |                 |
| D Kirkman Inv 78/79         | 634     | £191.20         |
| C Turner April Sal/Exps     | 635     | £439.45         |
| J Murcott re Hall Cleaner   | 636     | £110.00         |
| Maestro Tree Svcs           | 637     | £260.00         |
| LCPAS re DPO course         | 638     | £40.00          |
| Wave-Ang.Water re Hall      | 639     | £369.29         |
| D Kirkman Inv 80/81         | 640     | £213.60         |
| C Turner May Sal/Exps       | 641     | £455.01         |
| Eon Hall Electric           | d/d     | £165.00         |
| St Eds BC re Allots d/d     | d/d     | £22.62          |
| St Eds BC re Mem. Hall d/d  | d/d     | £45.24          |
| Chubb re Mem Hall           | d/d     | £16.92          |
| J Murcott re Hall Cleaner   | 642     | £111.00         |
| Chubb Fire re Hall          | 643     | £179.17         |
| Jacksons re Cav in Colour   | 644     | £1179.56        |
| C Turner Ink/Stationery     | 645     | £32.75          |
| D Kirkman Inv 82/83         | 647     | £244.14         |
| LCPAS re training fees      | 646     | £120.00         |
| Chubb re Memorial Hall      | d/d     | £16.92          |
| SALC Audit Fee              | 648     | £308.40         |
| S Letten re Speedwatch exps | 649     | £32.45          |
| P Crawford Green Spraying   | 650     | £192.00         |
| HMRC re PAYE                | 651     | £321.80         |
| C Turner Pay/Exps June 18   | 652     | £447.33         |
| ICO Sub                     | 653     | £40.00          |
| D Kirkman Inv 84/85         | 654     | £234.79         |
| Eon Hall Electric d/d       | d/d     | £262.00         |
| St Eds BC re Allots d/d     | d/d     | £22.62          |
| ditto re Mem Hall d/d       | d/d     | £45.24          |
|                             |         |                 |
| <b>Total</b>                |         | <b>£6118.50</b> |