

## Groton Parish Council

### Minutes of the Meeting held at 7 pm Wednesday 4 November 2015 at Groton Village Hall, Broad Street, Groton

**Present:** C Fraulo (in the Chair), J Osborne (Vice-Chair), N Cox, R Kelsey, A Dixon-Smith

**In attendance:** A Robinson (Clerk); B Hurren (BDC); J Finch (SCC – from 7.40pm)

1. Apologies for absence were received from Jeremy Osborne and P Roberts (approved).
2. Councillors' Declarations of Interests – N Cox declared a pecuniary interest in item 9.1.
3. The Minutes of the Meeting of 2 September 2015 were approved and signed.
4. Casual Vacancy – no candidates had come forward and the position will continue to be advertised
5. Reports
  - 5.1. Suffolk County Council

J Finch had previously provided a copy of his Report, covering the Suffolk Skills Show, Early Years education, school admissions consultation, a fund to help disadvantaged students, and the search for Short Stay Stopping Sites for travellers. J Finch said that he was still working on the problems caused by the sugar beet lorries. He reported that the winter salt and grit supplies were in place. He advised that there should soon be progress with additional fibre optic broadband provision.
  - 5.2. Babergh District Council

B Hurren reported that BDC was working with MSDC to build new council housing. He, along with the Councillors, expressed disappointment that the phone mast was not going ahead. He said that according to current records there was a small demand in Groton for affordable housing. It might be that a joint approach with Edwardstone, where the expressed need was higher, might be beneficial. R Kelsey said that she had expressed interest in attending the Boxford Neighbourhood Planning meeting but she had not been advised of the date of the meeting.
6. Reports and questions from Councillors and members of the public – R Kelsey had attended the recent SALC meeting. She felt that the Community Emergency Planning information was useful and it was agreed to put this on the next agenda.

7. Chairman's and Clerk's reports and correspondence

C Fraulo will pass the Suffolk Hedgerow Survey to John Norton, who prepared Groton's entry. She will ensure that the poppy wreath is passed on to someone who can lay it at the service on Sunday. She reminded the Council that the doors for the notice board were still at her house and they needed to be mended and glazed.

8. Highway and Footpath matters

8.1. Cutting of footpaths – this has now been carried out.

8.2. A notice has been received from SCC that Groton Street will be closed for resurfacing from 3 to 8 December between 8am and 6pm.

9. Planning Matters:

9.1. B/15/01326 – 3 Groton Place, Groton Street CO10 5EE – erection of side extension and alterations to outbuilding to create home office – N Cox did not take part in the discussion. The Council had no objections to the proposals.

9.2. B/15/01401 – Borehouse Manor Farm, Groton Street CO10 5EE – Change of use from agricultural barn to dwelling house to include change of use of agricultural land to residential and erection of 2 bay cartlodge and store – some Councillors had visited the site. The Council had no objections to the proposals.

9.3. Planning decisions received – B/15/00945 – Bulls Cross House, Round Maple – erection of two storey rear extension – approved.

10. Financial matters:

10.1. The Statement of Finances and Orders for Payment were approved as under.

Reserve Account as at 30 September 2015	£2516.46
Current Account as at 30 September 2015	<u>£5534.70</u>
<b>Total</b>	<b>£8051.16</b>

Cheque No	Amount	Payee	Purpose
694	£25	Royal British Legion	Poppy wreath
695	£16.80	Suffolk Association of Local Councils	Payroll service 6 months to 30/9/15
696	£16.91	Anita Robinson	Clerk's expenses Sept-Oct 2015
697	£505.99	Anita Robinson	Clerk's salary July-Sept 2015

10.2. The appointment of SALC as the Internal Auditor for 2015-2016 was approved.

10.3. The Responsible Financial Officer had drafted a budget for 2016-

2017 which was approved. It was agreed that the precept could remain the same for the next financial year, proposed by C Fraulo, seconded by R Kelsey.

- 10.4. The draft Financial Regulations based on NALC's 2014 model were considered and adopted by the Council.
- 10.5. Transparency Code Funding – Government funding is now available to help Councils comply with the Code. The Council agreed that the Clerk should apply for funding for a replacement computer and to cover the hours spent on uploading documents to the website to comply with the Code.
- 10.6. The Responsible Financial Officer advised that the bank had written to confirm that the changes to the bank mandates had finally been made. The Council agreed to transfer £1000 to the Reserve Account as originally agreed.
- 10.7. Councillors checked the first 6 months' accounts and bank reconciliations and found them to be correct.
- 10.8. The Responsible Financial Officer confirmed that the Council was signed up to the Automatic Enrolment for pensions, although as she only works 16 hours per month for the Council she will not be entitled to any contribution from the Council.
11. Future Agenda items – Whether to continue to find a site for local housing needs; Community Emergency Planning
12. Dates for meetings in 2016 were agreed as 13 January, 2 March, 4 May, 6 July, 7 September and 2 November.

There being no further business the Chairman declared the meeting closed at 9 pm.

Chairman

Date