

**Groton Parish Council**  
**Minutes of the Meeting held at 7 pm Wednesday 7 March 2018 at Groton Village Hall, Broad Street, Groton**

**Present:** J Osborne (Chair), C Fraulo, N Cox, R Cheeseman, D Wills

**In attendance:** A Robinson (Clerk), J Finch (SCC), B Hurren (BDC)

1. **Apologies for absence** – A Dixon-Smith, P Roberts (both approved)
2. **Councillors' declarations of interest** – none.
3. **Local Affordable Housing** – J Osborne welcomed Isobel Wright, Regional Development Manager of Hastoe Housing Association who was in attendance to provide an update. She advised that the option agreement had been signed off with the landowner, and plans had been drawn up for two one bedroom bungalows and two semi-detached two bedroom houses. She has a pre-application meeting with BDC's planners arranged for the end of March and has booked Groton Village Hall for an open consultation meeting between 4pm and 6.30pm on Wednesday 4 April 2018 to which all are welcome. There will be display boards and interest forms for people to complete. J Osborne confirmed that he would put a note in the Box River News regarding the meeting, and I Wright will let him have flyers to be inserted, and some posters to be displayed. The Clerk will update the website.
4. **Reports**
  - 4.1. J Osborne welcomed J Finch back. J Finch said he was pleased to be back and had provided a detailed written report covering the increase in Council Tax of 4.99% for SCC, confirming that more than 97% of students received their preferred Secondary School choice, and details of proposals to changes to home to school travel. He confirmed that he had resigned from the Cabinet. The issue of potholes was raised by C Fraulo and R Cheeseman in respect of Howe Road and Heath Road, where once again contractors had marked and/or filled in only a proportion of the many potholes that were present. J Finch said he will take up the issue with his successor. The contractors have authority to phone and ask for permission to fill in potholes not on their list. D Wills said that many local roads were closed at the same time for road repairs, which made diversions difficult, especially where "Road Closed" signs were not promptly removed.
  - 4.2. B Hurren confirmed that BDC's share of the Council Tax will increase by 3.25%. The Local Plan received about 13,000 responses which are being considered, and it will be published later this year. It is clear that the land bank is insufficient. Regarding the boundary review, he said that his preferred solution had not been approved although the new proposals do keep Boxford, Edwardstone and Groton together, which is important. Milden remains in the District but instead of Kersey and Lindsey, the proposal is to include Monks Eleigh and Brent Eleigh instead. This should not really affect Groton. The PC resolved that it was happy for Boxford, Groton, Edwardstone and Lindsey to be kept as one entity. B Hurren will support the PC's Local Housing initiative. There is likely to be an application for another phase of development at Sand Hill, Boxford soon. The Goodlands development proposals have not yet gone to appeal, and the Konings proposals will probably not proceed.
5. **The Minutes** of the meeting of 24 January 2018 were approved and signed.
6. **Reports and questions from Councillors** – none
7. **Planning Matters**
  - 7.1. **Applications received** – DC/18/00605 Mulberry House, Groton Street CO10 5EE – erection of a cartlodge and extended driveway – the PC had no objections;

DC/18/00539 – Smalls Farm, Park Corner CO10 5EG – erection of two storey rear/side extension – the PC had no objections.

- 7.2. **Planning decisions received** – DC/17/05843 – Mannings Farm, Castlings Heath CO10 EU – outline application for erection of detached single-storey dwelling and associated outbuilding including improvements to existing vehicular access - refused
8. **Chairman’s and Clerk’s reports and correspondence** – no applications have been received for the Clerk’s job and she will continue to advertise in the BRN and on the SALC website. The NALC crime survey was considered but it was resolved that it was not relevant to Groton PC.
9. **Highway and Footpath matters**
  - 9.1. **Suffolk Highways Community Self Help survey** – it was resolved that this was not relevant to Groton PC.
  - 9.2. **Footpath cutting** – J Osborne will liaise with Andy Adams in mid April regarding the timing of the first cut.
  - 9.3. **Dog waste bin** – BDC has confirmed that it is happy with the proposed position of the new dog waste bin near the Village Hall, as is the neighbour. The Clerk will order the same style of bin and post as purchased for Groton Street previously. J Osborne and R Cheeseman will arrange to install it.
  - 9.4. **Other Highway or Footpath matters** – Many new potholes have opened up after the severe weather. The Clerk will again chase the road/hedge clearance required on Heath Road near its junction with Broad Street.
10. **Broadband** – C Fraulo reported that despite a lot of pushing from the group, there was no real progress. She will keep the PC informed.
11. **General Data Protection Regulations** – Following the latest update on the Data Protection Regulation the PC noted the Toolkit provided by NALC, and in particular the Action Plan, and resolved to continue to work towards compliance with the Regulation, in conjunction with SALC.
12. **Standing Orders and Financial Regulations** – the PC resolved to adopt the draft Standing Orders and Financial Regulations provided by the Clerk, to include the proposed changes.
13. **Financial matters**
  - 13.1. The Statement of Finance and Orders for Payment were approved as under, proposed by J Osborne and seconded by C Fraulo. The accounts for the third quarter were checked and approved.

Reserve Account as at 5 February 2018	£3519.11
Current Account as at 5 February 2018	<u>£4888.89</u>
<b>Total</b>	<b>£8408.00</b>

<b>Cheque No</b>	<b>Amount £</b>	<b>Payee</b>	<b>Purpose</b>
000754	25.22	Anita Robinson	Clerk’s expenses
000755	148.64	BDC	Dog bin emptying

- 13.2. The adequacy of the budget was considered and approved.
- 13.3. The PC considered donations and s 137 payments for 2017-18 and resolved to make the following payments:

East Anglian Air Ambulance	£100	s 137 LGA 1972
Boxford Playing Fields (includes additional £100 towards the Pavilion costs)	£420	donation
Groton PCC	£330	donation
Sudbury CAB	£150	s 142a LGA 1972
East Anglia's Children's Hospices	£100	s 137 LGA 1972
Kernos Centre	£100	s 137 LGA 1972

- 13.4. The PC resolved to increase the Clerk's salary in accordance with her contract from 1 April 2018 from SCP 19 to SCP 20 (£10.099 per hour).
- 13.5. The Clerk confirmed that she had booked the internal audit with SALC for week commencing 23 April 2018. She had attended SALC's free training session on the new external audit process and confirmed that the PC could now certify itself exempt from an external audit, so no fee should be incurred, although the Annual Governance and Accountability Return would still have to be completed and displayed.
14. Future agenda items – the next meeting is the Annual Meeting so the normal Agenda items will apply.
15. The Annual Meeting will take place on 2 May at 7pm followed by the Annual Parish Meeting at 7.30pm.

There being no further business the Chairman closed the meeting at 8.55pm.

Chairman

Date