**MINUTES OF ALDERTON PARISH COUNCIL**

**ANNUAL MEETING**

Held in Alderton Village Hall on Monday 14 May 2018

**Present**: Christopher Langley (CL), Alex Mann (AM), Nicholas Rose (NR), Will Palmer (WP), Robin Gilbert (RG),

Bill Vaudrey (BV), Diana Loughlin (DL)

**In attendance**: Joy Andrews (JA), clerk: Christine Block (CB), District Councillor.

**Members of public**: Two

1. **Election of Chair**:- BV proposed Christopher Langley for chairman, this was seconded by NR. CL agreed to stand and was duly appointed. Acceptance of Office was signed.
2. **Election of Vice-Chair**:- BV proposed Nicholas Rose for vice- chair, this was seconded by WP. NR was duly appointed. Acceptance of Office was signed.
3. **Apologies for absence**:- Darren King, Ruth Clark (both had work commitments)
4. **Councillor’s declaration of interest:-** None
5. **Approval of minutes of meeting held on 5 March 2018:-** The minutes were approved and signed as a true record.
6. **Matters arising from minutes**:- (i) The chairman reported that despite his best efforts he has been unable to gain a response from SC Highways regarding moving the 30mph signs on the Hollesley Road. This remains ongoing and Cllr. Block will try to help. (ii)The clerk reported that the problem of dog fouling seems to have eased and so no further action necessary at the moment.

**7. Committees:** – Village hall committee members – DL (chair), and NR agreed to continue. RC to be asked at next meeting. Recreation ground/Allotment committee members – RG (chair) agreed to continue, DK to be asked at next meeting.

**8. (i) Annual Governance document for external audit**:- reviewed, approved, and signed by the chairman.

**(ii) Accounting Statement for 2017/18**:- considered, approved and signed by the chairman.

**9. Adoption of accounts for year ending 31 March 2018**:- The accounts were adopted and signed by the chair. The clerk reported that the internal audit has been carried out and found to be satisfactory.

**10. Assets register**:- checked and agreed.

**11. Review of Policies**:- Safeguarding Children and Vulnerable Adults, Equal Opportunities and Health & Safety policies reviewed. Child Protection Policy updated and adopted.

**12. Review and adopt changes to Standing Orders:-** Standing Orders adopted.

**13. Community Land Trust:-** Cllr Block reported that CLT are in discussion with Orwell Housing and Saffron Homes regarding 2 possible sites in Bawdsey, namely School Lane and land opposite Crane’s garage. They are also discussing the best possible way to inform local people when these homes are available.

**14. Planning application**:- DC/18/1099/FUL – The Cottage, 4, Ramsholt Road – To construct a traditional style barn in appearance to provide garaging for classic cars and self-contained studio above. – This had been dealt with via email and ratification was given to the decision agreed that the PC has no objection to this application.

**15. Data Protection Legislation –** The chairman stated that the clerk has agreed to act as Data Protection Officer. The clerk then went on to report that she has attended a briefing at Suffolk Coastal District Council and a training session run by the Local Council Public Advisory Service which RC also attended. A Privacy Notice must be produced which will have to be displayed on the website and consent must be obtained from any person whose details are held. The clerk advised councillors that their computers should be password protected and particular care should be taken if forwarding emails as personal email addresses could be inadvertently passed on. It is now a requirement to register with the Information Commission Office at a cost of £40 per year.

**16. Clerk’s Salary:-** It was agreed that the clerk’s salary should be set at SCP20 according to the NJC for local government services new pay scales for clerks (£10.30 per hr). It was also agreed to increase the hours to 3 hours per week and the clerk will inform the council if more hours are needed. This all to be back dated to 1 April 2018.

**17. Play equipment on Recreation Ground:-** RC reported that all work has now been completed but the money from the SCDC Outdoor Playing Space Fund has not yet been received. Cllr. Block stated that if this becomes a problem to let her know.

**18. Village Fete** – It was agreed that shelving for the storage container and tables for outdoor use should be purchased. The chairman stated that Ramsholt Arms have donated a number of picnic tables to the village but they will need to be repaired before use. AM agreed to supply transport.

**19. Sutton Heath Football Club** – Discussion took place over the continued use of the recreation ground and pavilion by SHFC. It was felt that the club have not adhered to the Terms & Conditions which were signed last year, these are to be reviewed. The annual charge to be increased to £300, commencement date to be agreed. DL suggested the Parish Council should contribute towards the cost of electricity and water rates in the pavilion as this is currently paid for solely by the Bowls Club.

**20. Caravans on the Recreation Ground –** RC had produced a proposal for the Recreation Ground to be used to host a club or organisation’s ‘meet’ as a temporary holiday site which had been emailed to all councillors. After discussion it was felt that more details and costings were required. DL and NR to obtain these for next meeting. The chairman stressed that it is essential that residents near the Recreation Ground are consulted before any action is taken.

**21. Parking in Mill Hoo –** Councillors have met on site with a representative from Flagship Housing to discuss a solution to this problem. It was suggested that Flagship should lower the kerbs outside their properties enabling tenants to park in their gardens but they do not have the money to do this. Flagship have stated that they could consider providing off-road parking for each property when it changes tenants.

**22. Grit/Salt Bins –** The clerk reported that she has been contacted by a resident requesting a salt bin so that he could clear the paths in Mill Hoo in icy conditions. Enquiries have been made with SCC but they only supply bins and salt for use on roads. The clerk will make further enquires as to cost of obtaining these from elsewhere.

**23. Unusual activity in the village** – It was brought to the attention of the council that there has been suspicious activity taking place in the village possibly involving drugs. This has been reported to the police.

**24**. Matters to be brought to the attention of the Council - None

**25. Future dates of regular meetings:**- It was agreed that meetings for the coming year will be on 11 June 2018; 10 September 2018; 10 December 2018; 11 March 2019; AGM 13 May 2019, all commencing at 7p.m.

There being no further business the meeting closed at 8.30 p.m.

**These are draft minutes which will be verified at the next meeting**.