**MINUTES OF ALDERTON PARISH COUNCIL MEETING**

Held in Alderton Village Hall on Monday 12 September 2016

**Present**: Christopher Langley (CL) Chairman, Will Palmer (WP), Diana Loughlin (DL), Bill Vaudrey (BV) Darren King (DK)

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

**Members of public**: Two

1. **Apologies for absence**: Alex Mann, Nicholas Rose, Robin Gilbert, Ruth Clark
2. **Declarations of member’s interests in any items on this agenda:** None
3. **Approval of minutes of meetings**: The minutes of meeting held on 13 June 2016 were approved and signed. The minutes of the Planning meeting held on 15 August 2016 were approved and signed.
4. **Matters arising from minutes**: (1) The pavilion has been washed down on the outside but nothing can be done inside until equipment which is currently stored there has been moved. (2) Container –S Collins has been asked to move bottle banks and then lay a concrete base for a new container, also old container needs hole to be welded in roof. (3) A letter was sent to SCDC planning dept re height of fence and use of chalets behind The Swan on 4 August but no reply has been received. (4) The issue of the unsafe wall at The Old Post Office has been resolved.
5. **District Councillor’s Report:** District Cllr Christine Block reported that the offices of Suffolk Coastal District Council will be moving to the new site in Melton during October/November and some furniture and office equipment will be available if the parish council are in need of any. The decision regarding devolution (Suffolk and Norfolk) will be made on 31 October and although there will be further briefings regarding this the consultation period has now finished. The development of the site at BT in Martlesham which could involve 2000 homes is likely to be reactivated fairly soon. CB stated that she has received a lot of applications for grants from her community enabling budget so if there is anything the parish council needs help with an application should be made promptly.
6. **Finance:** The clerk presented a reconciliation of the accounts to 31 August 2016 (copy attached) which shows a total bank balance of £11,359.39. The insurance policy is due for renewal on 9 November and the clerk pointed out that it will need to be checked for adequate cover.
7. **To authorise payments**: The items listed below were authorised for payment.

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| Payee | Description |  Amount  |  |
|  |  |  |  |
| Eon | Electricity in village hall |  £ 74.26  |  |
| DNM Garden Care | Grass cutting in play area |  £ 60.00  |  |
| R Clark | Gala Tent Marquee |  £ 392.94  |  |
| R Clark | Fete set up and tents |  £ 331.67  |  |
| T Carter (Phoenix K9) | Dog agility display at fete |  £ 50.00  |  |
| Anglian Water | Water rates at village hall |  £ 56.09  |  |
| C J Andrews | Clerk's September Salary and office expenses |  £ 109.01  |  |
| C J Andrews | Clerk's October Salary |  £ 100.00  |  |
| C J Andrews | Clerk's November Salary |  £ 100.00  |  |
| Came & Co | Insurance |  £ 1,220.00  | (estimate) |
| SCDC | Printing – Housing Needs Survey forms | £ 24.30 |  |

1. **Purchase of computer equipment**: The clerk explained that since the introduction of the Transparency Code parish councils are obliged to publish information on a website. It has been recognised that this has put councils to extra expense and to help with this a Transparency Fund has been brought in. It is now also recommended that all councils have their own laptop, scanner/printer and software for use by the clerk. It was agreed that the clerk should apply for money from this fund in order to purchase the above items. WP agreed to help with this. WP stated that the onesuffolk website we currently use will no longer be supported by Suffolk County Council and there will be an annual charge of £50 from 1 November 2016.
2. **Housing Needs Survey Results**: A summary of the results was presented by the clerk (copy attached). These will now be amalgamated with the Bawdsey Parish results. CB advised that many more houses will need to be built in the Suffolk Coastal area and new sites must be found. It will be prudent to keep an eye on development and the survey results can be used to support or object to future planning applications.
3. **Landfill Tax**: CB stated that Alderton may be too far away from the landfill site to benefit from this but she would investigate and inform by email.
4. **Pollinator Patches**: It was agreed that a Pollinator Patch should be created on the north- east corner of the recreation ground. It may be necessary to supply a water butt on the end of the pavilion but the cost to the council should not exceed £100. RG has agreed to oversee the planting and maintenance of the patch.
5. **OAP Christmas Lunch and Coffee morning**: It was felt that the name of this event should be changed to attract more people. CL asked for a concerted effort to ensure older people, especially those living alone and in need should attend. DL and RC were asked to organise this event. A coffee morning with Santa’s Grotto will be held on Sunday 11 December to help cover costs.
6. **Macro card**: It was agreed the clerk should apply for a Macro card in the name of Alderton Parish Council.
7. **Tesco Bags of Help grant scheme**: It was agreed it would be a good idea to apply for a grant from this scheme when a decision has been made on what extra equipment is needed on the recreation ground.
8. **Queen’s 90th Birthday Celebrations**: The clerk presented an account of costs of this event (copy attached), this was well within the amount authorised.
9. **Allotments**: It was agreed that no charge should be made to the new allotment holders for the year April 2016 – March 2017. A water catchment area will be completed during the winter months.
10. **Matters to be brought to the attention of the Council**: (1) WP raised concern over hedges being planted beside the footpath in front of the Pastures. (2) The Swan public house has now reopened and is being well supported by local people. (3) A complaint has been received from a new resident regarding dog waste bags being thrown into her garden.
11. **Date of next meeting**: Monday 12 December 2016 at 7 p.m

The meeting closed at 7.55 p.m.

These are draft minutes and will be verified at the next meeting