**MINUTES OF ALDERTON PARISH COUNCIL MEETING**

Held in Alderton Village Hall on Monday 13 June 2016

**Present**: Christopher Langley (CL) Chairman, Nicolas Rose (NR), Will Palmer (WP), Ruth Clark (RC),

 Diana Loughlin (DL), Robin Gilbert (RG), Bill Vaudrey (BV) Darren King (DK)

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

**Members of public**: One

1. **Apologies for absence**: Alex Mann
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 11 April 2016 were approved and signed. The minutes of the Planning meeting held on 23 May 2016 were approved and signed.
4. **Matters arising from minutes**: None
5. **Approval of Annual Governance Statement and Accounting Statements for 2015/2016**: These were agreed by councillors and completed and signed by the chairman.
6. **To authorise payments**: The items listed below were authorised for payment.

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| Cancer Research UK | Collection in memory of V Burrows |  £ 53.50  |
| The Tower Mint Ltd | Queen's 90th Birthday medals |  £ 140.34  |
| C J Andrews | Clerks salary and expenses (April) |  £ 158.80  |
| D King | Preparation costs of allotments |  £ 73.20  |
| R Clark | Flyers and banners for fete and Queens birthday celebrations |  £ 134.03  |
| Suffolk Association of local councils | Subscription fee 2016/2017 |  £ 168.53  |
| R Clark | 2 Coleman Event shelters |  £ 295.90  |
| Anglian Water | Charges 13 Feb - 11 May 2016 |  £ 46.50  |
| Suffolk Association of local councils | Clerks Training |  £ 120.00  |
| C J Andrews | Clerks salary and expenses (May) |  £ 113.74  |
| D N M Garden Care | Grass cutting Play area |  £ 60.00  |
| C J Andrews | Clerks salary (June) |  £ 100.00  |
| C J Andrews | Clerks salary (July) |  £ 100.00  |
| C J Andrews | Clerks salary (August) |  £ 100.00  |
| East Fire Extinguishers & Alarms UK Ltd | Annual service of fire extinguishers |  £ 150.00  |
| R Gilbert | Musicians for Queen's 90th Birthday celebrations |  £ 150.00  |

The clerk explained the reconciliation of accounts to 31 May 2016 (copy attached) which shows a total bank balance of £11,101.83.

**7. District Councillor’s report**: Devolution – This will now be formed by Suffolk and Norfolk only as Cambridge has pulled out. SCDC councillors will decide on 30 June if they wish to proceed with this. If it goes ahead there will be a public consultation held throughout July and the final decision will be made in October. Again if this goes ahead an election will be held in May 2017 to appoint a directly elected mayor who will take over powers now held by the County Council. The mayor will be advised by a supporting forum made up of representatives from each District Council.

**8. Planning application DC/16/2259/FUL** **– proposed two storey side extension at 23 Mill Hoo, Alderton**: There were no objections to this application, clerk to inform SCDC.

**9. Housing Needs Survey**: CB informed the council that 250 copies of the survey would cost £15 to be printed and the same number of accompanying letters would cost £7.50. BV has agreed to have a collection point in the shop. It was agreed that this should go ahead.

**10. Community Emergency Plans**: NR agreed to be named as co-ordinator for Alderton and the clerk will inform Sgt. Scott Cullum who is collating a list of volunteers for the Environment Agency and Suffolk Police to contact in the case of an emergency.

**11. Maintenance of Pavilion**: NR stated that it was necessary to take advice on what preparation and type of paint is needed for the exterior of the pavilion. After discussion it was agreed that volunteers should meet on Sunday 10 July to start this work. RG pointed out that it will not be possible to work on the interior until new storage space is found for the items currently in the pavilion.

**12. OAP Christmas lunch**: The date set for this is Friday 9 December 2016.

**13. Councillors names to be published on website and notice board**: CL informed the councillors that according to the Transparency Act it is necessary for names of councillors to be displayed on the village website and notice board but it is not a legal requirement to give their personal contact details. All councillors agreed to this.

**14. Container on Recreation ground**: CL reported that there is a problem with positioning the container as there is a sceptic tank on the site chosen. It has been decided that the bottle banks will have to be moved and Steve Collins will be asked to prepare a base.

**15. Report on Bawdsey Coastal Protection**: BV reported that as no progress has been made by the Environmental Agency it has been decided that parishes need to become more engaged in the project. This will mean that funding will have to be raised and an IT specialist is needed. There will be a public awareness stand at Hollesley Fete.

**16. Update on allotments**: DK stated that the allotments and paths are now all marked out and 3 have been let. It was agreed that as a lack of water on site is deterring people from taking up the allotments DK will erect a lean-to which will direct rainwater into an IVC container for each allotment. This can be done as each allotment is taken up and will cost the council approx. £45 per allotment. BV proposed a vote of thanks to DK for all the hard work he has carried out preparing the allotments.

**17. Progress report on fete**: RC stated that more help is needed to erect and dismantle the tents on the weekend of the fete. BV suggested a list should be placed in the shop so volunteers can sign up. Mrs A. Fisher, landlady at the Swan will apply for a music licence along with the licence to sell alcohol. CL advised RC that if she makes up a list of tools etc. needed for use at the fete it is likely these can be donated and then stored in a toolbox for this purpose.

**18. Matters to be brought to the attention of the Council**: Mrs A. Fisher confirmed that the Swan Public House should be opening in mid July. Two picnic tables/benches have been donated for use on the recreation ground by the Swan and should be added to the register of assets. BV stated that there have been a number of complaints from parishioners about the very high fence which has been erected between the pub and chalets. CB stated that this whole situation is being dealt with by SCDC as an Enforcement case but as there is only one officer this will be a slow process. A trench for electricity and water supply has been dug along the land where St. Andrew’s church has a right of way and it is feared this may not meet safety regulations. CB agreed to take this up as a matter of urgency with SCDC Building control and Health and Safety departments. CL stated that the garden wall between The Old Post Office and The Street is unsafe and a letter needs to be sent to the owner of the property. CL felt that the event held on 11 June in celebration of the Queen’s 90th birthday had been a success and proposed a formal vote of thanks to RG who had worked extremely hard to make this happen.

**Date of next meeting**: Monday 12 September at 7 p.m

The meeting closed at 8.05 p.m.

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