

PEASENHALL PARISH COUNCIL

MEETING – 16TH JUNE 2015

DRAFT MINUTES [not yet approved by councillors]

1. The chairman, Chris Norrington, welcomed councillors Tony Sore, Nicholas Levett-Scrivener, Frank Potter, Teddy Forsythe, John Bimson, Christopher Bishop and John Bawtree. Apologies were received from Kenneth Parry Brown, Oliver Platt, and the police. The clerk, Caroline Cardwell, was in attendance, and also Stephen Burroughes, Suffolk County and SCD councillor. There were 6 members of the public present.
2. **Declarations of interest** – none
3. **Public Forum** – Stephen Burroughes [SC and SCD councillor] gave a brief report [*the complete report had been circulated to councillors*], highlighting changes at SC headquarters, the perennial need to save money and for his SCDC report commented on planning changes. He was also asked if “locality money” might be available for a new village guide. The chair thanked Stephen Burroughes for attending. Concerns were raised over the manhole covers in The Street and the noise created by passing traffic; Stephen Burroughes would raise this with the County Surveyor. There was a general discussion over speeding, both in the Street and Rendham Rd – various traffic calming options were considered; Stephen Burroughes said that he had flash signs on order and would also raise this with the County Surveyor.
Work in cemetery – Scott Ling gave an outline of his firm’s approach to the work requested. Further comments were made by Peter Dance, who, when a councillor, had joint responsibility for the cemetery with the clerk. Details and recollections of works ordered and scheduled were commented on by the Lings and Peter Dance, who had not asked for a quote for tree trimming. Scott Ling commented that he had done work in the past with only a verbal order, as he was under a maintenance contract with the council.
4. **Minutes of previous meeting** [19-05-15] were approved and signed as a true record.
5. **Matters arising** – Chris Norrington, appointed in May as PC representative on the Peasenhall United Charities Trust, resigned as he felt there could be a conflict of interest as he was both Secretary and Treasurer. Councillors agreed to appoint representatives at the July meeting.
6. **Tree Warden and Cemetery contacts** – Kenneth Parry Brown and Teddy Forsythe appointed tree wardens. The clerk has responsibility for the cemetery and it was agreed that an extra contact was not necessary.
7. **Cemetery works** – councillors agreed to move this item to the end of the meeting.
8. **Finances** –
 - balances as follows: c/acct - £11,010.27; sav/acct £7,088.85;
 - cheques were approved as follows: no. 100502 to Peasenhall Methodist church for £60 [hall hire]; no. 100503 to SALC for £227.00 [sub]; no.100504 to C. Cardwell for £175.38 [June sal net]; no. 100505 to HMRC for £131.40 [tax to 5 July].
 - Budget for 2015/16 was discussed and reviewed.
 - Internal auditor [Heelis and Lodge] report – received and recommendations noted; clerk to send copies to councillors.
 - External audit [BDO] and annual statement – approved and signed
 - Internal financial controls – briefly discussed; clerk to prepare schedule and present to July meeting.

- Village Guide – 1 quote received; clerk to source 2 others when proposed contents are finalised, further funding ideas were suggested including sponsorship.
 - Mandate Change – clerk reported delays in authorising changed signatory as paperwork had gone astray at the bank.
9. **Planning** – clerk reported that the Community Infrastructure Levy payment level for Peasenhall was £150 per sq.m. with fuller information on SCDC website.
10. **Rendham Rd.** speeding problems – concerns were raised by residents over lack of compliance with 30mph sign, SLOW on road might be useful, and the clerk was asked to contact Suffolk Highways to see if this could be arranged. There was a suggestion for a joint meeting with Suffolk Highways and Sibton parish council to discuss general need for traffic calming in the two villages.
11. **Correspondence** – received and discussed
12. **Any other business** – suggested possible footpath in Sibton Rd – clerk asked to write to Peasenhall Church Lands Trust as it would need to be taken out of their land; risk assessment of assets – deferred to July; a query re Sizewell C routes was deferred until Kenneth Parry Brown could attend.
13. **Next meeting** – councillors agreed, after discussion, to keep the July meeting for the 21st; Chris Norrington gave his apologies as he would be away. Clerk to circulate meeting dates for rest of year to councillors.
- 14 - **Item 7 Cemetery Works** – a resolution was moved by Chris Norrington, seconded by Frank Potter that due to the confidential nature of the business, the public should be excluded; all councillors were in agreement and members of the public duly left the room –

Due to the confidential nature of the discussions and decisions the full minutes of this item will be approved at the next meeting on 21st July

The meeting ended at 10pm.