

RICKINGHALL PARISH COUNCIL

Minutes of the ANNUAL meeting held Thursday 11 May 2017
Rickinghall Village Hall

Present: Cllr Gillian Crossley-Holland Cllr Dominic Ebert
Cllr Rosemary Jones Cllr William Maskell
Cllr Sally Smith
Parish Clerk – Leeann Jackson-Eve
4 Members of the public

7.30pm The Vice-Chairman welcomed those present and opened the meeting.

1. **To Elect a Chairman for the Year 2017/18.** Nominations were sought for the post of Chairman. Cllr Short, proposed by Cllr Jones, seconded by Cllr Ebert, and agreed unanimously, was elected in his absence, having indicated his willingness to stand again.
2. **To receive the Chairman's Declaration of Acceptance of Office.** The Council would receive Cllr Short's Declaration of Acceptance of Office at the June meeting.
3. **Apologies for absence.** Apologies were received from Cllr Robin Brown and Cllr Geoffrey Short.
4. **To elect a Vice Chairman.** Cllr Crossley-Holland, proposed by Cllr Smith, seconded by Cllr Jones and agreed unanimously, was elected as Vice Chairman.
5. **Casual Vacancies:** One prospective candidate, William Maskell, was considered by the Council. It was RESOLVED unanimously to co-opt Mr Maskell, who was invited to take his seat on the Council.
6. **To elect Council Officers and Representatives to outside bodies:** The following appointments were agreed:
 - Allotments Man't Committee: Receive reports from M Smith
 - BARWOODS: Cllr Jones
 - Local Charities: Cllr Crossley-Holland
 - Local Transport: Cllr Smith
 - Parish Assets: Cllr Crossley-Holland
 - Planning Working Party: Cllrs Short & Smith
 - Public Rights of Way: Cllr Jones
 - SALC/Parish Liaison: Receive reports from W Sargeant/Clerk
 - Tree Warden: Cllr Jones
 - Village Hall: Cllr Ebert
 - War Memorial/ROCP: Cllr Crossley-Holland
7. **To confirm the Minutes of the Meeting held 6 April 2017.** The minutes of the Meeting, circulated with the agenda, were agreed and signed.
8. **Magazine Input:** The Clerk would do a short report due to the tight deadline.
9. **Declaration of Members Interests:** None.
10. **Public Forum:** A resident asked about the future of the land in front of Jubilee House post-hedge removal and the Clerk would make enquiries.
11. **Planning:**
 - 11.1 **Planning Applications:**
 - 11.1.1 **Southgate Farmhouse, The Street.** Ref. 1391/17. Conversion of garage to home office. *Planning Permission*. It was RESOLVED, with all agreed, to have no objection to the application.

- 11.1.2 **Southgate Farmhouse, The Street.** Ref. 1392/17. Conversion of garage to home office. *Listed Building Consent*. It was RESOLVED, with all agreed, to have no objection to the application.
- 11.1.3 **Land at Tudor House, Bury Road.** Ref. 1403/17. Severance of garden and erection of a two storey detached dwelling. The Council felt that the size of the building was out of proportion to the plot, leading to loss of privacy, with upstairs windows looking directly into Maplestead House, and loss of light to that property. The position of the garage might also lead to loss of light to Tudor House, though that could not be confirmed as there was conflicting information about the position of the garage. There were a number of inaccuracies in the application, including the position of a new garage vs the retention of an existing building, the building materials (which appeared to be copied from the previous application) and the statement that there were no windows in the elevation of Maplestead House overlooking the site (which was untrue). It was agreed that this made it very difficult to assess the application properly and the Parish Council therefore RESOLVED, with all agreed, to object to the application.
- 11.1.4 **Willow Cottage, West Hall Road.** Ref. 1566/17. Erection of first floor extension over flat roofed annex. It was RESOLVED, with all agreed, to have no objection to the application.
- 11.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:** None.
- 11.3 **Notification of Planning Decisions by Mid Suffolk DC:** None.
- 11.4 **Neighbourhood Plan Update:** The Clerk reported on the progress of the NHP. Since the last meeting of the PC, there had been two meetings of the Steering Group at which terms of reference and a logo were agreed and a consultant hired to provide advice, support and expertise on the planning sections of the NHP. The Steering Group also had an information stall at the recent plant sale in the Market Place and would have further stalls during the Garage Sale Trail and at the Open Gardens. Diana Maywhort, the village history recorder, had agreed to sit on the Steering Group
12. **Progress Reports:**
- 12.1 **Chairman's Report:** None.
- 12.2 **Clerk's Report:**
- There had been a delay in the design of the footpath map display but SCC hoped to pick it back up in mid-May.
 - There would be a new MSDC planning website in mid-May.
 - There was no update on when UK Power Networks would turn on the light on Rectory Hill at the corner of Bury Road.
13. **Correspondence:**
- 13.1 **County Cllr Fleming:** Cllr Fleming would be setting up a meeting with SCC's Development Contributions Manager, Neil McManus, to discuss concerns about the accumulative effect of new development on the community. Councillors from Redgrave, Botesdale and Rickinghall would be invited.
- 13.2 **SCC:** The PC noted that there would be a road closure on the B1113 from the A143 to New Delight Road from 22-25 May.
14. **General Items:**
- 14.1 **Annual Parish Meeting on 6 April 2017:** The DRAFT minutes of the meeting were noted by the Council and acknowledged by those councillors present as a true record.
- 14.2 **Rickinghall News:** This would be printed in mid-June for distribution with the July parish magazine. It was RESOLVED, with all agreed, to use the same printer in Bury St Edmunds as the price was still only £287.50. It was also RESOLVED, with all agreed, to distribute the magazine through the parish magazine at a cost of £35.

- 14.3 **Vehicle Activated Sign:** The Clerk reported that the unit had arrived but there was a delay on the assessment of the site locations for posts.
15. **Finance:**
- 15.1 **Account Balance:** £33,553.56
Income: £10,195.01 MSDC ½ Council Tax Precept
£ 1,500.00 BPC Neighbourhood Plan Contribution
- 15.2 **Accounts for Payment:**
- | | | | |
|---------------|---|--------|-------------------------------|
| L Jackson-Eve | £ | 610.01 | Sal/Exps Apr 17 |
| | £ | 147.63 | Additional Hours (Neigh Plan) |
| T Gaddis | £ | 229.79 | St Clean/Paths May 17 |
| SALC | £ | 507.56 | Membership Fees 2017-18 |
- RESOLVED, with all agreed, to approve payment of the accounts above.
- 15.3 **Payment of Grant Funding for 2017/18:** (as agreed under Minute Ref: 10.3, 6 April 2017). Grant to Royal British Legion to be paid at later date.
- | | | | |
|-----------------------------|---|-----|---------------------------------|
| Rickinghall Day Centre | £ | 300 | s137 LGA 1972 |
| RBGNS Community Bus | £ | 100 | s137 LGA 1972 |
| Methodist Chapel | £ | 50 | s137 LGA 1972 (new furnishings) |
| Diss CAB | £ | 30 | s142 LGA 1972 |
| Botesdale & Rickinghall NHW | £ | 30 | s137 LGA 1972 |
- RESOLVED, with all agreed, to approve payment of the grants detailed above.
- 15.4 **Inspection of the Financial Statement for Year Ending 31st March 2017.**
The Clerk presented the Financial Statement and supporting documents for the year ending 31st March 2017. The Clerk would follow up on some queries about bench locations on the Assets Register. The Council RESOLVED, with all in favour, to approve the accounts submitted, which were then signed by the Vice-Chairman and Clerk. (Appendix 1)
- 15.5 **Signing of the Annual Return Year Ending 31st March 2017.**
The Annual Return for the Year Ending 31st March 2017 was presented for approval. The Council RESOLVED, with all in favour, to approve the signing of the Annual Return and the Annual Governance Statement.
The Council noted that the accounts were due on 19 June 2017 and the period during which the accounts will be open to public inspection had been set by the auditor, BDO Stoy Haywood, as 05 June – 14 July. A notice to this effect would be posted on the parish notice board.
- 15.6 **Annual Review of the Council's Risk Assessment Policy.** The Council's policy for Risk Assessment was considered and it was felt that, with the current policies in place, on the whole the risk remained LOW.
16. **Highways Issues:** None.
17. **Councillors Reports:**
- Tree Warden: Cllr Jones had attended a meeting of the Ancient Tree Forum and a local Tree Wardens' meeting in Eye.
 - Village Hall: It was noted that the Model Railway Exhibition had been very successful.
18. **Matters to be brought to the attention of the Council / Items for the next agenda:** It was agreed that the Clerk would make a complaint about the PC not receiving notification of the Planning Committee meeting about Garden House Lane.
19. **Next Meeting:** 1 June 2017

The Chairman closed the meeting at 8.52 pm.