

# Ashfield cum Thorpe Parish Council

## Approved Minutes of the Council Meeting held on Wednesday 14 March 2018 at 7.30pm at the Community Hall, Ashfield

**Present:** Cllr Myles Hansen (Chair), Cllr Geoff Hazlewood and Cllr Paul Whayman

**Attendance:** Brian Sivyer (Suffolk Neighbourhood Watch Association Secretary), Cllr Matthew Hicks (District & County Councillor) and Simon Ashton (Parish Clerk)

**1. Apologies and Approval of Absences**

Apologies were received from Cllr Simon Garrett, Cllr Robert Grimsey, Cllr Ruth Hart and Cllr Ann Langley and their absences were approved.

**2. Declarations of Pecuniary or Non-Pecuniary Interests by Members**

There were no interests declared by any of the Members.

**3. Approval of Minutes of the Previous Meeting on 13 December 2017**

Minutes of the previous meeting of the Parish Council on 13 December 2017 were received and approved as a true record and signed by the Chair.

**4. Reports by the District Councillor and County Councillor**

Cllr Hicks delivered his county council report at the meeting. A copy of the report has been made available at the end of these minutes for information. He also confirmed in his district council report that Mid Suffolk District Council had previously voted for the merger of BDC-MSDC whereas Babergh District Council had wanted a public vote.

**5. Contributions by Members of the Public**

There were no issues raised by members of the public.

**6. Neighbourhood Watch Presentation by the Secretary of Suffolk NW Association**

The SNWA's Secretary provided guidelines to the setting up and running of a neighbourhood watch scheme and provided leaflets for information and sharing.

**7. Purchase of Defibrillator for the Village Hall**

(a) Members agreed to postpone the review of an update to the Ashfield Community Council's funding application submission until the next meeting.

**8. Consideration of Planning Applications and Decision Notices**

There were no planning applications requiring comment and there were no decision notices for noting by Members.

**9. Finance**

(a) Cashbook, income, expenditure and budget reports of activity to 28 February 2018 were reviewed and noted.

(b) Approval of the bank reconciliation of activity to 28 February 2018 was proposed by Cllr Whayman, seconded by Cllr Hazlewood and agreed by Members.

(c) A payment was authorised in favour of the Parish Clerk's wages and office and personal expenses (£478.71). Approval of this payment was proposed by Cllr Hazlewood, seconded by Cllr Hansen and agreed by Members.

(d) The Parish Clerk confirmed that arrangements had already been made to secure the booking of the Internal Audit by SALC during week commencing 23 April 2018.

(e) The Parish Clerk advised that there were no issues which still required attention following the issue of previous Internal Audit and External Audit reports for 2016/17.

(f) Members agreed that the Council's new computer needed to be added to the previous year's version of the asset register. The amendment was proposed by Cllr Hansen, seconded by Cllr Hazlewood and agreed by Members.

(g) Following his attendance at a recent event hosted by SALC and as its income and expenditure was not expected to exceed £25,000, the Parish Clerk sought the Council's agreement to submit an exemption certificate to the external auditors at the end of 2017/18 thereby incurring no costs. Approval of exemption status was proposed by Cllr Hansen, seconded by Cllr Hazlewood and agreed by Members.

**10. Governance**

(a) Discussion took place regarding the requirements of the General Data Protection Regulations and the latest guidance from the National Association of Local Councils in the form of its recently issued toolkit. Further discussion was to take place at the next meeting.

(b) The Parish Clerk confirmed that he found his attendance useful at the recent Community Action Suffolk One Suffolk web site upgrade briefing session.

(c) The Parish Clerk reported that the completion of an updated Register of Interests form remained outstanding for Cllr Hazlewood.

(d) Members had previously agreed to the addition of a Vehicle Activated Signs report for inclusion on the agenda at the Annual Parish Meeting in May 2018. The Parish Clerk agreed to invite the necessary speakers to attend and present their reports.

**11. Highways**

(a) Members agreed the responses to the Suffolk Highways Self-Help Consultation questionnaire. Approval of its submission was proposed by Cllr Hazlewood, seconded by Cllr Hansen and agreed by Members.

(b) Members agreed that there were no current or previous Highways issues to discuss.

**12. Matters for Future Consideration**

Members agreed to include the following items on the agenda at the next meetings:

(a) Consideration of Installation of Vehicle Activated Signs SCC Highways Update (APM)

(b) Election of Chair and Signing of the Declaration of the Chair's Acceptance (AGM)

(c) Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance

(d) Apologies, Reporting & Approval of Absences & Non-Attendance at Meetings

(e) Consideration of Internal Audit 2017/18 by SALC on 23 April 2018 Progress Update

- (f) Review & Approval of Draft Statement of Accounts, Income & Expenditure 2017/18
- (g) Review & Approval of Draft Bank Reconciliation & Asset Register 2017/18
- (h) Approval of Governance & Accounting Statements & Significant Variances 2017/18
- (i) Review & Approval of the Parish Council's Members' Responsibilities 2018/19

**13. Dates of the Next Meeting**

- (a) Members agreed the dates of the Council's meetings in 2018/19: 9 May (APM/AGM), 13 June, 12 September and 12 December 2018 and 13 March 2019.
- (b) 9 May 2018 (APM) (7.30pm) (Agenda Items & Documents Received by 1 May 2018)
- (c) 9 May 2018 (AGM) (8.00pm) (Agenda Items & Documents Received by 1 May 2018)
- (d) The meeting finished at 9.30pm.

Simon Ashton, Parish Clerk

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9 May 2018

## March 2018 report for the Thredling Division from Cllr Matthew Hicks

### **More than 97% of students receive their preferred Secondary School on National Offer Day**

This year, Suffolk County Council received its highest number of applications from parents and carers indicating which secondary school they would prefer their child to be educated at from September 2018 in Year 7. The total was 7,447. Last year it was 7,171. 91.61% of applicants received offers for their first preference school and 97.23% of applicants received an offer for one of their top three preferred schools. This percentage figure of 91.61% equates to a total of 6822 pupils. It is extremely positive to see that we have been able to offer a preferred school to the majority of applicants this year. We use published national criteria to decide who has priority for places so that the process is fair and clear. We do, however, understand that some families may be disappointed or anxious about the offer we have made. When a parent's preference is refused, we will put their child's name on the waiting list for that school automatically and tell them how they can make an appeal, should they wish to do so. Starting secondary school is an important moment for any child, so the more we can do to make the transition right for the student, the better. Any parents or carers with children born between 1 September 2006 and 31 August 2007 and who have not yet applied for a school place should make an application immediately by downloading the CAF1 application form from the council's website: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

### **Suffolk Fire and Rescue Service calling for new recruits**

For the first time in nine years, Suffolk Fire and Rescue Service is recruiting wholetime firefighters. The application process opened on Thursday 1 March and closes on Thursday 15 March 2018. Anyone interested in applying is urged to respond quickly though, as the application process will close early if 1500 applications are received. Applications are welcome from all Suffolk residents that are 18 years of age or older and reasonably fit and healthy with a combination of strength and stamina. Applications from black and minority ethnic groups and female candidates are particularly encouraged as the service recognises these are groups of society that are currently under-represented.

Candidates that are shortlisted from the application process will go through a series of assessments similar to the challenges they may face in the role, along with a formal interview and medical assessment. The opening of the application process follows the popular taster sessions that Suffolk Fire and Rescue Service recently held around the county. The role of a firefighter has changed significantly over the years and it is far more diverse than people might expect. From conducting home safety checks, to talking to people about fire prevention, carrying out water rescues and dealing with road traffic collisions. It is a hugely rewarding role that encompasses a great breadth of work including of course putting out fires. If you think you might be suitable for the role and would like to join a team that puts the community first, I would really encourage you to apply. For more information please visit:

[www.suffolk.gov.uk/suffolk-fire-and-rescue-service/working-and-volunteering-for-fire-and-rescue/wholetime-recruitment/](http://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/working-and-volunteering-for-fire-and-rescue/wholetime-recruitment/)

### **Great East Run challenge for 50 inactive Suffolk residents**

50 Suffolk residents who are currently inactive are being given the opportunity to change their lives. Residents in Suffolk can sign up for a supported run training programme in Ipswich, with the aim of completing the challenge of the Great East Run half marathon on 16 September 2018. Participants will receive an extensive programme of support which will include; advice and guidance by double Olympic long-distance runner Paul Evans; expert weekly coaching sessions; gait analysis and exclusive discounts on running gear at Coes in Ipswich; specialist diet and nutrition support; entry into the Twilight 10k and Great East Run Over the course of 4 months, participants will be supported to develop their stamina, fitness and confidence to take on the 13.1 mile course. The programme which has been developed by Suffolk County Council and supported by Suffolk Sport is open to individuals over the age of 18. Its hoped that the programme will provide an opportunity for participants to embark on a life changing journey, which will see them complete the half marathon alongside 3,500 other runners. We have seen the transformation that mass participation events can have on individuals lives and this programme provides an incredible opportunity for 50 Suffolk residents to take that first step to an active lifestyle and all the benefits this can provide. The inaugural Great East Run last year was a great success with all 3,000 places selling out in a matter of months. To apply for a place on the programme, visit [www.suffolksport.com/ger2018](http://www.suffolksport.com/ger2018) where full details of the eligibility criteria are available, alongside the application form. On application, the programme coordinator will then be in touch directly to discuss the programme in more detail.

### **Matthew Hicks - County Councillor for the Thredling Division**

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