

# Ashfield cum Thorpe Parish Council

## Approved Minutes of the Council Meeting held on Wednesday 11 January 2017 at 7.00pm at the Village Hall, The Street, Ashfield cum Thorpe

**Present:** Cllr Simon Garrett (Chair), Cllr Robert Grimsey, Cllr Ruth Hart and Cllr Ann Langley

**Attendance:** Cllr Matthew Hicks (District & County Councillor) and Simon Ashton (Parish Clerk)

**1. Apologies and Approval of Absences**

Apologies were received from Cllr Hazlewood and Cllr Hansen and their absences were approved by Members.

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

Non-pecuniary interests were declared by Cllr Garrett and Cllr Langley in connection with matters relating to the Village Hall and Ashfield cum Thorpe Community Council.

**3. Approval of Minutes of the Previous Meeting on 12 October 2016**

Minutes of the meeting of the Parish Council on 12 October 2016 were received, approved as a true record and signed by the Chair.

**4. Matters Arising**

Matters presented to Members for information included the previous approval of a completed risk assessment at the meeting on 28 June 2016, the receipt of a £36 grant from Cllr Hicks' locality budget on 6 December 2016 and the receipt and subsequent sharing of SCC Trading Standards weekly email newsletters.

**5. Reports by the District Councillor & County Councillor**

Cllr Hicks confirmed that he had just returned from leave and that his monthly report would be circulated for sharing with Members as soon as possible.

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

There were no issues raised by members of the public.

**7. Purchase of a Defibrillator via the BHF Funding Scheme**

The Parish Clerk had identified the availability of the full funding of a defibrillator via the BHF's funding scheme and would look into its training requirements. Arrangements would also be made to obtain approval from the Community Council to host the unit at the Village Hall and to provide the power supply. An application was agreed to be made.

**8. Replacement & Relocation of Notice Board**

Quotations for a new notice board for £984 (+ VAT) and £545 (+ VAT) were presented by the Parish Clerk. Following agreement with Cllr Hicks, the proposal by Cllr Grimsey, seconded by Cllr Hart, to proceed with the cheaper option with the Parish Notice Board Company to provide a black version subject to 50% funding from Cllr Hicks' locality budget was agreed by Members. This would also be subject to the gaining of approval from the Community Council to arrange for its installation on the Village Hall's grounds.

**9. Installation of Vehicle Activated Signs**

Cllr Hicks confirmed that he had forwarded the Parish Council's interest in vehicle activated signs in the village to the relevant team and that a survey would be required to determine the location of the posts. Members agreed to continue the discussion with the benefit of the community's contribution at the Annual Parish Meeting on 10 May 2017.

**10. Consideration of Planning Applications & Decision Notices**

MSDC 4675/16: Planning Application Received on 18 November 2016

Cllr Hicks confirmed that a meeting to be attended by its parishioners was to be hosted by Monk Soham Parish Council on 17 January 2017 to discuss the applicant's proposals. Members agreed that there would not be enough time to arrange a meeting of the Parish Council before consultee comments were required to be submitted. It was therefore agreed to ask the Community Council to publicise the above event to local parishioners. Members therefore agreed that the Parish Council would not be making any comments. There were no decision notices for consideration and planning activity to date was noted.

**11. Finance**

Reports confirming income and expenditure to the end of December 2016 were reviewed and noted. Approval of the bank reconciliation of activity to the end of December 2016 was proposed by Cllr Langley, seconded by Cllr Hart and approved by Members. Payments were authorised in favour of the Parish Clerk's wages (£476.14), office and personal expenses (£153.61) and income tax to HMRC (£119.00), Ashfield cum Thorpe Community Council for a grant to cover Community Action Suffolk web site costs (£36.00) and the hire of the village hall for the two years to March 2017 (£84.99). Approval of these payments was proposed by Cllr Garrett, seconded by Cllr Hart and agreed by Members. The Parish Clerk confirmed that the bank mandate and correspondence address had been successfully updated. The budget presented to Members, resulting in a precept of £1,700 to be requested from Mid Suffolk District Council for 2017/18, was proposed by Cllr Hart, seconded by Cllr Garrett and agreed by Members.

**12. Governance**

Members agreed to postpone the review and approval of the Standing Orders, Financial Regulations and Code of Conduct, prepared by the Parish Clerk, until the next meeting planned to take place on 8 March 2017. Cllr Hart agreed to provide the Parish Clerk with copies of other key governance documents suitable for adaptation by the Parish Council.

**13. Consultations**

Members noted the content of the two consultations presented at the meeting.

**14. Correspondence Received**

Items of correspondence received since the last meeting were noted by Members. The request for a grant from St Elizabeth Hospice was denied following a previous decision made by the Parish Council not to make awards of this nature.

**15. Matters for Future Consideration**

The Parish Clerk requested the need for the Parish Council to hold an additional meeting to consider the approval and payment of his wages to the end of March 2017. There was also a proposal to consider the commencement of future meetings at 7.30pm. The meeting finished at 9.00pm.

**16. Dates of the Next Meetings**

(a) 8 March 2017 (7.30pm)

(b) 10 May 2017 (AGM/APM) (7.30pm)

Simon Ashton, Parish Clerk

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8 March 2017