**BADINGHAM PARISH COUNCIL**

**MINUTES OF PARISH COUNCIL MEETING**

**Held on Monday 23rd November 2015 at 7.30pm**

 **at Badingham Village Hall**

Reports from District & County Councillors, Police and Enterprise Badingham, and questions from members of public: -

County Cllr Stephen Burroughs, District Councillor Carol Poulter, 9 members of public present.

Reports: County Council report – County Cllr Burroughs - attached

 Suffolk District Council report – District Cllr Poulter -attached

Meeting opened at 7.30 pm

Councillors agreed to move Item 12 to follow Item 7, the Village Halls Consultant from Community Action Suffolk was invited to speak in relation to this item.

**1 PRESENT APOLOGIES**

 Cllr S Frost - Chair

 Cllr L McQuade- Vice Chair

 Cllr T Barber

 Cllr G Upton Cllr R Welham

 Cllr E Meigh

 Mrs Sue Piggott – Clerk

**2 DECLARATION OF INTERESTS**

Chair Enterprise Badingham Group - Cllr E Meigh

 Member of Village Hall Management Committee – Cllr G Upton

**3 MINUTES OF MEETING - Approve & Sign**

Council approved and signed the minutes for **2.7.15**

**4 MATTERS TO REPORT FROM ACTIONS OF LAST MEETING**

 The Clerk lodged a complaint with Barclays Bank, following the crossover of her password and membership registering as Badingham Village Hall. Barclays on the Clerks request has erased the password and membership details, new ones will be issued. The Clerk requested internet banking administration for the accounts but was told that the classification of the Bank Account meant that this could not be arranged.

 The Clerk asked Barclays to confirm the signatories for the Parish Council account concerned following the errors that came to light in the admin of Barclays for the account, Barclays confirmed that Gillian Upton, Sonia Frost and Sue Piggott were signatories. The instruction had never been given for the Clerk to be a signatory but because the instruction of administration by Sue Piggott was registered to do so Barclays have registered the Clerk as a signatory. This means that the account has three signatories.

 The Clerk has spoken to PCSO Christian Hassler who is the co-ordinator of Parish Community Speed Initiatives, PCSO Hassler explained that the process required assessment of the traffic numbers on the suitable stretches of road within the village to place community speed gun team members, a minimum of two to operate the gun and recording per session is required. A Parish Co-ordinator is required, the funds to cover the equipment which totals approximately £3.500.00 this includes the hi vis jackets. Once PCSO Hassler receives a request for a community speed gun, the traffic monitoring is put in place, it has to be proved that a team of approximately 12 people have come forward, and providing the traffic monitoring and site assessments provide the information for the initiative to be viable PCSO Hassler then guides the process through to training.

 The Clerk still awaits a reply from County Cllr Burroughs regarding the Locality fund monies to cover the cost of printing the Parish Plan.

**5 TO FILL CLLR VACANCY BY CO-OPTION**

Mr Mik Bedson put forward his nomination to become a Co-Opted Parish Councillor, due to unforeseen circumstances he has not been able to attend any meetings following the elections as an elected member. Council members considered his nomination, Cllr Frost Proposed to accept Mr Bedson as a Co-Opted member and Cllr Upton Seconded, Council members all agreed.

 Mr Bedson signed his Declaration of Acceptance and took his seat with Council members**.**

**6 FINANCE -** Financial Statement – To Approve

Councillors agreed the Financial Statement

**7 PLANNING**

Notification has been received for Shrublands Farm, Hollow Lane, Badingham for a Permitted Development Order to construct an Agricultural Storage and Lambing Shed**.**

**12 VILLAGE HALL – Cllr G Upton**

To update on plans for improvements to the hall and funding applications and to make Parish Council aware of any proposed and planned works.

 Cllr Upton reported that the Lime Tree had been felled, and was aware that the Parish Council should have been made aware, something the Village Hall Committee failed to do.

 Cllr Upton reported that the Constitution for the Village Hall has been updated into modern day language. The Parish Council as Custodian Trustee of the Village Hall was not consulted.

**Meeting closed** to allow Mr R Horne, Village Hall Consultant, Community Action Suffolk to speak. Mr Horne made the Parish Council aware of the availability of Public Loans and donating the cost and management of projects to the Village Hall. Mr Horne was asked advice concerning Insurance Cover issues with regard to matters concerning the Village Hall.

**Meeting opened**

Following Mr Horne’s advice the Parish Council is assured that there will never be any liability arising against their insurance with regard to matters relating to the Village Hall, Mr Horne had explained that the Village Hall insurance provides the cover for matters that concern the Village Hall and in no event will the Parish Council Insurance be required to underwrite the Village Hall Insurance**.**

Council members all agreed that to consider any support for the Village Hall that they must be fully informed of any plans of expenditure to renovate and improve the building, a business plan will be required and details of grant funding applications.

 Council members agreed that having been informed of plans to fell another tree on the site and because of complications and affects to the neighbour, they would expect that full and proper reports have been commissioned giving a full risk analysis. Cllr Frost made clear that it was hard to see that a full duty of care and exposure of liability to the neighbours had been addressed, that is was vitally important that the risks were identified and legal liabilities considered. Council members agreed that these important factors should be in place.

**8 SITE ALLOCATION & SITE SPECIFIC LOCAL PLAN REVIEW CONSULTATION**

Council considered their response to the consultation, it was agreed that members supported the revised Parish boundary and SHLAA site with potential for 10 new dwellings. Council agreed that they did not consider that the Parish needed any further Affordable (Social rental) housing since the quota in the village is more than adequate and could not support a mix of housing that included Affordable, what they fully support is a mix of housing stock with the emphasis on Low Cost housing to buy or as Shared Ownership. The Clerk was requested to submit the response to the consultation accordingly. **SP**

**9 HIGHWAYS – Cllr G Upton**

The Clerk reported that she had spoken to PCSO Hassler the Community Speed Initiative Co-ordinator. PCSO Hassler needs to receive the instruction to assess the village for a Speed Initiative programme, this will be carried out and if viable and there is a team of 12 volunteers to form teams and a rota, the purchase of a speed gun can then be made, this is possible under various grant funding opportunities available from County and District councils. Council agreed that having received a petition with regards to speeding traffic in the village that the Clerk contacts PCSO Hassler requesting an assessment for the village and to give all options available which could include a mobile flashing sign unit. **SP**

**10 PARISH PLAN** – **Cllr Frost**

Suffolk County Council is processing the funding request for printing costs.

**11** **POCKET PARK – Cllr R Welham**

The ROSPA report highlights the need for a thicker bark surface for the nest swing and the replacement of the twin tower unit. Cllr Barber and Cllr Welham will obtain quotes to remove the twin tower unit and for an additional supply of bark.The Clerk explained that the Parish Council met the criteria for Tesco’s Grant Application for Green Spaces and could submit an application for funding which could be a maximum of £12,000 to install new Play equipment and surfacing. Council members agreed and requested the Clerk submits a Grant Application to Tesco’s. **SP**

 The ROSPA report for the Pocket Park Pond requires the Gate latch to be on the inside of the Gate and for a sign to be placed warning of deep water. Cllr Barber will arrange to move the latch and to purchase a sign for the gate. **TB**

**13 EMERGENCY PLANNING – Cllr Barber**

Cllr Barber reported that he still needs volunteers for the telephone contact tree, there has been no response to the piece in the Echo. Council agreed to organise an event to promote awareness of the Emergency Plan and roles that volunteers can have to ensure that a worthwhile plan is in place. **SP & TB**

**14** **CORRESPONDENCE-** None

**15 ITEMS FOR NEXT AGENDA**

* + Training Dates
	+ Budget for 2016/17 and Precept
	+ Ratify Policies: Risk Assessment, Financial Regulations, Standing Orders, Internal Auditor

**16 DATE OF NEXT MEETING**

21st January 2016

 17th March 2016

Meeting closed 9.40pm

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Chair Date

**Attached:**

**Reports- Suffolk Coastal District Council – District Councillor C Poulter**

 **Suffolk County Council – County Councillor S Burroughs**