



ASHFIELD-CUM-THORPE PARISH COUNCIL

All Councillors are reminded of their obligations under the Code of Conduct Regulations.

Minutes of the Extraordinary Meeting held on Tuesday 7th January 2020 at the Community Hall.

Attendance Myles Hansen (Chair) (MHa) Ruth Hart (RH) Simon Garrett (SG)
Robert Grimsey (Vice-Chair) (RG) Paul Whayman (PW) Sarah Clare (Clerk)

Public present at the meeting: 1

Public Contributions

RG noted that he had received some comments from parishioner who was at the December meeting, but who was unable to attend the January meeting and would raise these under point ACTP 20-01-05 b) ii).

ACTPC 20-01-01 Apologies for Absence

Kathie Guthrie (District Councillor) (KG) was unable to attend due to previously booked work commitments and had sent her apologies. The Council accepted.

ACTPC 20-01-02 Declaration of Interests


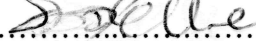
RH declared interest in ACTPC 20-01-06 b) i) as the funding request relates to a group that her spouse volunteers with.

ACTPC 20-01-03 Minutes of previous meetings

The Minutes of the meeting held on Wednesday 11th December 2019 as a true and accurate record, were proposed by RH, seconded by SG and **WERE SO RESOLVED**. The Minutes were signed by the Vice-Chair and the Clerk

ACTPC 20-01-04 Matters Arising and Action Points

- 4.1 Submission of 2018/2019 VAT return. DISCHARGED
- 4.2 Completion of new bank mandate. DISCHARGED.
- 4.3 Circulate information about the Parish Councillor vacancies on the Ashfield Group Email. ONGOING
- 4.4 Forward Clerk a copy of the village newsletter. DISCHARGED
- 4.5 Check manual to see if defibrillator should have a light. RH reported that she has the manual for the defib itself, but not for the cabinet. The electrician has the manual for the cabinet, so RH will make contact with the cabinet supplier to find out if it should have a light, if the answer is no then the matter will go no further, if yes, then RH will ask the electrician to look into it. ONGOING
- 4.6 Publish third version budget, as approved at the meeting, on the village website. DISCHARGED
- 4.7 Submit precept request for 2020-2021. DISCHARGED
- 4.8 Purchase computer mouse for Parish Council use. DISCHARGED
- 4.9 To distribute payments as approved at the December meeting. DISCHARGED
- 4.10 Arrange suitable date for an Extraordinary meeting in early January. DISCHARGED

Signed  (Chair) Signed  (Clerk)

ACTPC 20-01-05 Parish Council Activities

- a) To consider co-option to fill vacancies on Council – MHa asked whether anyone present wished to be considered for co-option to the Council. Nobody came forward. The Clerk confirmed that the vacancy is published on the village website.

Further discussion took place about how to encourage volunteers to come forward. MHa will circulate information on the Parish Councillor vacancies on the Ashfield Group email, with RH suggesting using the New Year as a catalyst to encourage community involvement.

- b) Highways

- i) Consideration of an extension to the 30mph speed limit on The Street – Prior to the meeting PW had circulated a report on his proposals. PW thanked all the Councillors for their comments and contributions towards the report.

MHa proposed accepting the report and forwarding it to Suffolk Highways to request the 30mph speed limit be extended, SG seconded and **IT WAS SO RESOLVED**.

The Clerk will forward the proposal to Suffolk Highways, with the background supporting letter signed by a number of parishioners that formed the initial request received by the Parish Council.

- ii) Update on installation of SID signs – PW confirmed that the responses given at the December meeting in his absence to questions raised by a parishioner were correct. Two sites for the SID have been approved by Suffolk Highways; (1) A1120 end of the village, facing incoming traffic from the main road and (2) opposite the church, facing incoming traffic from Monk Soham.

Five other sites that had been put forward by the Parish Council were rejected, three by residents (who are consulted and asked if they agree to a SID outside their property) and two which were refused by Highways due to their close proximity to Grove Lane.

PW reiterated his email update from the December meeting, that unfortunately there had been delays in progressing the installations due to staff changes at Suffolk Highways, but he has since chased again and has had an email dated 2nd January confirming that an on-site Risk Assessment will be conducted, after which the Suffolk Highways team will carry out the work. PW suggested waiting a fortnight to see if the work takes place and if not then chase again.

ACTPC 20-01-06 Finance

- a) To consider new policy on funding or donation requests (see example from Worlingworth) – MHa had raised the issue about having a policy for Section 137 requests. The Clerk had provided a copy of the form that is currently used by Worlingworth Parish Council to standardise funding requests. The Councillors considered the form and agreed that with a few minor amendments to personalise the form to Ashfield-cum-Thorpe it would be good to adopt the form as it provided evidence of transparency in a standardised format.

SG proposed adoption, RH seconded and **IT WAS SO RESOLVED**. The Clerk will personalise the form to Ashfield-cum-Thorpe and publish it on the village website. An item will go into the next available newsletter to explain that the Parish Council have very limited funds available that can help groups within the parish and that the form to apply can be downloaded from the website.

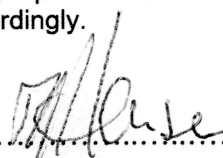

- b) To consider applications for funding as received

- i) *Contribution towards First Responder Group for first aid training*

After a short discussion, RG proposed making a donation of £50 to Debenham First Responders in return for them having provided free at point of contact, first aid training sessions within the village. MHa seconded and **IT WAS SO RESOLVED**

- c) To agree payments as detailed on the Payment Schedule

PW proposed authorisation, SG seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.

Signed  (Chair) Signed  (Clerk)

ACTPC 20-01-07 Planning

a) To consider planning applications that had been submitted since the last meeting:

- i) DC/19/05653 – Householder Planning Application – erection of side and rear extensions at Blacksmiths Cottage, The Street.

Councillors had all studied the application in advance of the meeting. After discussion, it was decided to SUPPORT the application, this decision is based on the following points:

- o The building work is in keeping with the nature of the village.

MHa proposed, SG seconded, all voted in favour and **THIS WAS SO RESOLVED.**

b) Any other applications received to date (if applicable):

None received

ACTPC 20-01-08 Matters to be brought to the attention of the Council

RG is liaising with local landowners to encourage them to unblock ditches and other drainage channels, to help minimise flooding on the local roads.



ACTPC 20-01-09 Items for the March Agenda (not previously noted)

- Preparations for the May AGM and APM to be held on the fourth Wednesday of May (27th)

There being no further business requiring the attention of the Parish Council, the meeting was closed at 8.30pm. The next meeting is set for **Wednesday 11th March 2020** at 7.30 pm at the Community Hall.

Sarah Clare
Parish Clerk

Myles Hansen
Chair

Signed  (Chair) Signed  (Clerk)