

**MICKFIELD PARISH COUNCIL  
ANNUAL MEETING**

**Minutes of Annual Meeting held at Mickfield Village Hall on 16 May 2011**

Present: Cllr Bridges, Cllr Heyhoe , Cllr King, Cllr Lynk , Cllr Snell and Cllr Spinner.

**Also present :** Mrs A Thompson (Clerk), Mrs C Latham, Mrs S Blackmore, Mr K Dowling, Mr D Carter, Mr P Davies, Mr K Catto, Mr K Tuddenham, Ms V Chidwick and Ms R Kilbourn.

**Meeting Opened 20.00**

**1. Election of Officers :** Chairman, (Cllr Lynk) Vice Chairman (Cllr Heyhoe) & RFO (Clerk) were proposed, seconded & elected

**2. Apologies for absence :** None

**Declarations of interest:** None

**3. Approval of the minutes of the meeting of Mickfield Parish Council held on 4 April 2011.**

The minutes were agreed as a true & accurate record of the meeting & duly signed by the Chairman.

**Meeting Opened to the Public 20.04**

Members of the public expressed interest in the planning application numbered 7 on the Agenda as well as discussion arising under item 9 of the Agenda of publication of the Agenda and minutes of Parish Council minutes, decision making processes of the Parish Council and a report from Silver Leaf.

**Meeting Closed to the Public 20.07**

**3. Reports**

**3.1 Police Report**

No representative was present at the meeting, nor report received.

**3.2 County Councillor's Report**

Cllr Stringer was not present at the meeting and his report to the meeting, a copy of which is attached to these Minutes, was read out by the Chairman.

**3.3 District Councillor's Report**

Cllr Tilbury was not present at the meeting and his report to the meeting, a copy of which is attached to these Minutes, was read out by the Chairman.

**4. Action Points/matters arising from those minutes**

<b>Summary of Action Points arising at Last Meeting</b>		
13.12.10 02	- Prepare list of actions and costings relating to an application to the Land Registry for voluntary registration of Parish Council land.	AT c/fwd
04.04.11 01	- Signage for the Meadow to be costed	Complete
04.04.11 02	- The Church is to be asked to make good it's fence along the boundary with the Meadow	AT

04.04.11 - 03	Write to Debenham Parish Council in response to letter re the Resource Centre	Complete
04.04.11 - 04	Write to Anglia Church Fund indicating that the Parish Council wish to make regular contributions to the Mickfield Messenger	Complete
04.04.11 - 05	Discuss the publication of the Agenda	

**Action Point: 04.04.11 – 02**

The Clerk confirmed that she had contacted Mark Wright on this issue who, in turn, had indicated that this was a matter for Stonham PCC and had suggested that she contact Revd Tim Hall. The Clerk had spoken with him at the telephone and was awaiting a response.

**Action Point 04.04.11 – 03**

The Clerk has responded to Debenham Parish Council advising that Mickfield Parish Council will revisit its request for a financial commitment towards the maintenance of the Debenham Resource Centre pending clarification of future funding for the Resource Centre.

**Action Point 04.04.11 – 05**

Questions have been raised by villagers surrounding the publication of the Agenda as it is felt that simply posting the same on the village noticeboard (as required by statute) is not reaching enough residents. There was a suggestion that some villagers felt excluded from the Parish Council, its meetings and decision making. Given the new media available, it was agreed that Cllr Turner would set up a village website for Mickfield which website would then be used to publish the Agenda of forthcoming meetings and publication of minutes from previous meetings. In this way it is hoped that the workings of the Parish Council will reach a wider audience and possibly result in greater participation by the public in meetings. The cost of providing a website should be £10.00 payable every 2 years to the Domain Registry, which was approved.

**5. Planning**

**5.1 Planning Application 2700.10** for the change of use from agricultural land to church amenity land, including the creation of overflow car park at Mickfield Evangelical Church Stonham Road Mickfield. The application was unanimously supported.

**5.2 Planning Application 0448.11** for a single storey extension at Coram House Stonham Road Mickfield has been approved

**6. Clerks Report**

**Financial Update**

**Bank Balances:**

Treasurer's Cheque Account: £330.09

Business Instant Access Account: £9,223.12

**Payments to be made:**

Date Rcvd	Payee	Purchase/Service	Amount (£)	VAT/IPT	Total (£)	Agreed/ Declined	Chq No. (& ref)
11.04.11	Mark Wassell Garden Services	Meadow Clearance (Gen Admin)	£1,405.00		1,405.00	Agreed	000339 (11.12 - 01)
27 Apr 2011	Charlie Spinner	Bike Track Safety Signs (Gen Admin)	£22.75	£4.55	£27.30	Agreed	000340 (11/12 - 02)
05 Apr	SALC	Annual	£111.00		£111.00	Agreed	000342 (11/12 -

2011		Subscription					03)
16 May 2011	MSDC	RoSPA Inspection	£43.25	£8.64	£51.89	Agreed	000343 (11/12 - 04)
		<b>Total</b>	<b>£1,582.00</b>	<b>£13.19</b>	<b>£1,595.19</b>		

- 6.1** The Clerk advised that she was still getting to grips with the PAYE system and so was not rendering her invoice until the next meeting.
- 6.2** The Clerk reported on the Audit and reading out the accounting statements in the Annual Return and the annual governance statement. Both statements were agreed and approved, and the Annual Return signed by the Clerk and Chairman.
- 6.3** The question of grass cutting was discussed having received a quotation from Martin Staples. After considering looking for volunteers within the village and taking account of the cost of petrol it was decided to proceed with Martin Staples quotation for this season and revisit the issue next year. The Clerk will advise Mr Staples accordingly.
- Action point 16.05.11 – 01**

## **7. Correspondence**

None

## **8. AOB & Meeting opened to the public**

### **Meeting opened to the public at 20.55**

**8.1** Questions were asked as to whether the farmer was aware of the riding of motor bikes on his field. It was confirmed that the issue had been brought to his attention and he was to speak to the children concerned.

**8.2** Concern was raised about the overflowing bottle bank and risk the broken glass poses for children. Evidently the Parish Council have been trying for weeks to get the same emptied without much success. One problem arose from the availability of a key holder to unlock the padlock on the gate to afford access to the bottle bank. With this in mind, it was agreed that the Chairman should have additional keys for the padlock on the gate to the meadow to be cut and for a key to be given to each of the Bottle Bank and Grass Cutting contractors.

**8.3** Concerns around communication of the work of the Parish Council should be allayed by the creation of a village website.

**8.4** Discussion was had about the creation of the Bike Track and questions asked as to the validity of the decision making process surrounding the project. These issues were addressed by both the Vice Chairman and Chairman who explained that the initial work done to date was as a goodwill gesture by the contractor engaged to clear the meadow. Completion of the project would be the subject of further consideration and approval.

**8.5** Sally Blackmore reported on forthcoming functions to be held by Silver Leaf.

### **Meeting closed to public 21.50**

**9. Next meeting date was confirmed as Monday 6 June, 2011 at 8pm.**

**MEETING CLOSED 21.54**

<b>Summary of Action Points for Next Meeting</b>		
13.12.10 - 02	Prepare list of actions and costings relating to an application to the Land Registry for voluntary registration of Parish Council land.	AT c/fwd
04.04.11 - 01	Signage for the Meadow to be costed	CS
04.04.11 - 02	The Church is to be asked to make good it's fence along the boundary with the Meadow	AT
04.04.11 - 03	Write to Debenham Parish Council in response to letter re the Resource Centre	AT
04.04.11 - 04	Write to Anglia Church Fund indicating that the Parish Council wish to make regular contributions to the Mickfield Messenger	AT
04.04.11 - 05	Discuss the publication of the Agenda	

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