

# MICKFIELD PARISH COUNCIL ANNUAL MEETING

## Minutes of Mickfield Parish Council Meeting held at Mickfield Village Centre on 14 May 2018

**Present:** Cllr Bridges, Cllr Heyhoe (Vice Chairman), Cllr Lynk (Chairman), Cllr Rainer and Cllr Turner

**Also present:** Mrs A Thompson (Clerk) D Cllr Horn and Cty Cllr Stringer

### Meeting Opened 19.46

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

**2. Apologies for absence:** None

**Declarations of Pecuniary:** None

**Non-Pecuniary interests:** None

### 3. Meeting Opened to the Public 19.48

No declarations of interests were expressed in any specific Agenda item.

### Meeting Closed to the Public 19.48

### 4. Approval of the minutes of the meeting of Mickfield Parish Council held on 9 April 2018.

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

### 5. Action Points/matters arising from those minutes

| Summary of Action Points from the Last Meeting |  |          |
|--|--|----------|
| <b>16.10.17 – 02</b>                           | Write to Anglian Church Trust re Roll of Honour                                | Complete |
| <b>11.12.17 – 01</b>                           | Ascertain costings for posts & tape and pedestrian gate for the Village Centre | DL       |
| <b>22.01.18 – 02</b>                           | Write to Highways re the state of the roads in Mickfield                       | AT c/fwd |

**16.10.17 – 02** Yesterday evening the Clerk received an email from Mark Wright advising that he would deliver the Roll of Honour to the Village Centre this afternoon, and indeed, the same was left there as advised. It has now been put up on the wall of the Village Centre. It was agreed that the Clerk would write to Mr Wright to acknowledging receipt of and thanking him for the return of the Roll of Honour. Councillors mentioned that, in the light of the impending sale of the Church there is a

photograph album with photographs of the Village Centre during its construction as well as of events which have taken place at the Village Centre over the years. Councillors are keen to keep track of the album which is of value to, inter alia, the local history club. The Clerk will mention this in her letter suggesting that the album is passed to the Parish Council for safe storage in its container.

Picking up on a comment made in the report received from Anglia Church Trust for the Annual Parish Meeting held immediately before the Parish Council Annual Meeting, Councillors noted the fact that potential purchasers have now been found for the Church and the fact the Mr Wright is to secure public access to the Chancel in perpetuity by means of a covenant to be imposed in the transfer deed to the purchasers. Councillors are keen to ensure that the same is expressed as a restrictive covenant which will run with and bind the land as opposed to a positive covenant which will not. Mindful of the fact the Parish Council cannot insist on approving the wording of the covenant, the Clerk will, in her letter to Mr Wright highlight these concerns and express a desire of Councillors to meet the purchasers following exchange of contracts. **Action Point 14.05.18 – 01**

**11.12.17 – 01** Cllr Heyhoe mentioned that he has been made aware that motorised bikes have recently been seen riding on the meadow and wonders how access to bikes of this nature can be stopped. It was suggested that a double hinged gate with an arm closer might act as a deterrent and it was agreed Cllr Lynk would revert to Alpha Rural Services Limited for their suggestions.

## **Meeting Opened to the Public 20.30**

### **6. Reports**

#### **6.1 County Councillor's Report**

Cllr Stringer was present at the meeting and delivered his report a copy of which is attached.

#### **6.2 District Councillor's Report**

District Councillor G Horn was present at the meeting and delivered his report.

## **Meeting Closed to the Public 20.50**

### **7. Planning**

**7.1 Planning Applications:** None

**7.2 Listed Planning Applications:** None

**7.3 Listed Building Consents:** None

**7.4 Planning Decisions:** None

**7.5 Other Planning Issues:** None

### **8. Clerk's Report**

## 8.1 Financial Update

### Bank Balances:

Treasurer's Cheque Account: £6,064.47

Business Instant Access Account: £6,044.09

### 8.2 Payments to be made:

| Date Rcvd | Payee                        | Purchase/Service            | Amount (£)     | VAT/IPT        | Total (£)      | Agreed/ Declined | Chq No. (& ref)        |
|-----------|------------------------------|-----------------------------|----------------|----------------|----------------|------------------|------------------------|
| 14.05.18  | Alpha Rural Services Limited | Annual Subscription         | 500.00         | 100.00         | 600.00         | Agreed           | 000605<br>(18/19 - 04) |
| 14.05.18  | MSDC                         | Litter and Dog Bin emptying | 135.00         | 27.00          | 162.00         | Agreed           | 000606<br>(18/19 - 05) |
| 14.05.18  | HMRC                         | PAYE                        | 19.78          |                | 19.78          | Agreed           | 000607<br>(18/19 - 06) |
| 14.05.18  | Mrs A J Thompson             | Clerks salary & expenses    | 90.50          |                | 90.50          | Agreed           | 000608<br>(18/19 - 07) |
|           |                              |                             | <b>£745.28</b> | <b>£127.00</b> | <b>£872.28</b> |                  |                        |

**8.3** The Clerk confirmed that the internal audit was now complete and Councillors completed the Annual Governance Statements.

**8.4** Cllr Lynk has received a quotation from Alpha Rural Services Limited for clearing the brambles and cutting trees back around the edge of the meadow. They are suggesting basing the charges on a day rate of £460 + VAT. Before approving the works Councillors asked for an estimate of time the works would take. Cllr Lynk will revert to Alpha Rural Services Limited to ascertain this information. **Action Point 14.05.18 – 02**

**8.5** The Parish Council has received a letter from Stonham Aspal with Mickfield PCC following a recent meeting at which a comment was made there is no receptacle in the churchyard in which to deposit cellophane and flower waste. The secretary to the PCC has contacted Mid Suffolk District Council and it is prepared to provide a black bin. The issue arising from this suggestion is that the bin will need to be put out onto the road for emptying and the PCC wondered whether the Parish Council would be willing to organise this. It was agreed to leave this matter in abeyance pending completion of the sale of the Church when the same can be discussed with the new owners.

## 9. Correspondence

**9.1** A villager has emailed suggesting the installation of a concave mirror at the crossroads as a means of improving visibility as the same are approached from Stonham Road. IT was confirmed that the Police would oppose any such installation as would Highways. As a means of addressing these concerns the Clerk will ask Cty Cllr Stringer to arrange a visit by an engineer from Highways to see what measures he would suggest.

## **10. AOB & Meeting opened to the public 21.35**

**10.1** Following receipt of D Cllr's locality monies it was agreed that the Clerk will arrange the acquisition of a defibrillator, liaising with Mr J Feeney-Howells as to model to be purchased.

**10.2** The new General Data Protection Rules come into effect on 26 May next. Councillors discussed their impact on the Parish Council whose data is kept on a memory stick by the Clerk and whose email account is password protected. It was agreed that the Clerk should acquire a lockable box for storage of other papers.

### **Meeting closed to public 21.39**

**10.** Next meeting date is **Monday 9 July 2018** at 7.30 pm

### **MEETING CLOSED 21.40**

| <b>Summary of Action Points for the Next Meeting</b> |  |          |
|--|--|----------|
| <b>11.12.17 - 01</b>                                 | Ascertain costings for posts & tape and pedestrian gate for the Village Centre               | DL       |
| <b>22.01.18 - 02</b>                                 | Write to Highways re the state of the roads in Mickfield                                     | AT c/fwd |
| <b>14.05.18 - 01</b>                                 | Write to Mark Wright re photograph album and restrictive covenant on sale of Church          | AT       |
| <b>14.05.18 - 02</b>                                 | Approval of costs for clearance of perimeter of meadow once days works will take established | DL       |