

MELLIS PARISH COUNCIL

ANNUAL MEETING

Minutes of the meeting of Mellis Parish Council
6pm Thursday 3rd May 2018, Mellis Memorial Hall.

Present:

Councillors: Sue Barr (Chairman) Carl Wilby
 Lawrie Read Tina Wilby
 Diana Kearsley (MSDC) Jessica Fleming (SCC)
 5 members of the public

- 1 To elect Chair for 2018/19 Sue Barr Elected**, proposed Cllr T Wilby, second Cllr Read
- 2 Apologies for absence**
Cllr Cunningham and Cllr Paterson
- 3 To consider co-option of new Parish Councillor**
None
- 4 To note Declarations of Interest**
 - 4.1 To receive declarations of pecuniary and non-pecuniary interests on agenda items
None
 - 4.2 To consider any requests for dispensations with regards to declarations of interests
None
- 5 To approve draft minutes of the Parish Council meeting 19th March 2018**
Approved, Proposed Cllr T Wilby, Seconded Cllr Read
- 6 To note matters arising from the minutes of meeting 19th March 2018 (for report and not on the agenda)**

19/02/18 13	Mellis E-News and Facebook	Cllr Read to continuing updating site, will bring invoice to next meeting for consideration last year charge £50 for enews, to be moved to general agenda item ongoing
19/02/18 13	Church Yard Maintenance grant	Cllr Barr to arrange payment later in meeting
19/02/18 13	Phone Box Repair	Cllr Read now repaired, to a arrange payment later in meeting
19/02/18 13	Defibrillator Tea Party	Cllr T Wilby is arranging speaker and training, date to be arranged. PC to pay for hire of village hall, proposed by Cllr Barr, second Cllr Read

7 Public Forum

- 7.1 To receive reports from the County Councillor, advised that there is a new contractor for verge grass cutting and over grown areas can be reported to her also the report from the Annual Parish meeting is attached.
District Councillor, report attached, advised that CIL funds may be available for large projects. Advised that the Mr Spence thought the manhole may have belonged to the water board. Contractors who fix the carpark will repair cover.
- 7.2 To receive comments from members of the public in attendance
Memorial Hall requested that the web hosting continues to be a collective agreement and therefore reduce costs and they may request a grant from the PC.

8 To consider Planning

- 8.1 **Applications received** None received
8.2 **Planning decisions** None received

- 9 **To appoint internal auditors**, SACL appointed for 2017/18 internal audit proposed by Cllr T Wilby, seconded by Cllr Barr, Passed
Clerk advised the PC that some administrative procedure of the year was not carried out but finance balanced. Partly due to the time to restart the Parish Council.

10 Finance

- 10.1 To update on Barclays Bank mandate, in process, Clerk filled in paperwork.
10.2 To review and approve available bank reconciliations all last year's available statements reconciled and signed.
10.3 Payment of Invoices, grants, expenses and pay
Payments of invoices at meeting 03 04 2018

MSDC, Inv 2000062695	17/04/18	Ecclesiastical Insurance 1/10/17 - 30/9/18	£280.00
MSDC Inv 2000062599	12/04/18	Litter & Dog bin emptying, 1/4/18 – 31/3/19	£162.00
JC'S Cleaning Service	15/2/18	Bus Shelter clean & Removal of Graffiti	£33.00
Suffolk.cloud Inv 28056C		Mellis Parish Council web hosting 1/4/18 – 31/3/19	£100.00
SALC Inv 20172	19/03/18	Clerks Training	£120.00
SALC Inv 20689	31/03/18	Councillor Training	£360.00
SALC Inv 20703	31/03/18	Bookkeeping Workshop	£36.00
SALC Inv 20505	01/04/18	Subscription 2018/19	£249.42
Clerk expenses	03/05/18	Ink, postage, travel	£70.49
Derek Whiting	03/05/18	Cutting of Football Pitch Grant	£50.00

Laurence Hall	03/05/18	Phone box repair	£50.00
Mellis PCC	03/05/18	Mellis Church Yard	£500.00

11 Review training needs

Cllr Barr and Cllr T Wilby may attend a planning application course provided by Suffolk Preservation Society.

12 Reports

- 12.1 Clerks report for last year's parish expenses was distributed for examination. Appendix III Clerk has been asked to identify if the PCC received a grant last year. Budget v expense report distributed and examined. Appendix IV Noted last year was underspent and thorough review of 2019/20 budget process late in 2018.
- 12.2 Update on GDPR, Clerk has been reviewing requirements of new law and identifying data held by the parish. PC updated that a DPO was now not required by a PC.

13 To consider and approve

- 13.1 The updated Standing orders, the PC decided to leave the amended Standing Orders until the GDPR rules were clearer and required more consideration.

Cllr Read left the meeting.

- 13.2 The Asset Register was examined and approved. Proposed Cllr C Wilby Second Cllr T Wilby

14 To consider works to the Memorial Hall Car Park

The existing quotes of 2016 were examined and the three contractors have agreed to keep to quote price. Garrod Construction selected to repair the carpark as per quote Ref 1039, Proposed Cllr C Wilby Second Cllr Barr. Clerk to engage and liaise with Memorial Hall.

15 Progress Power Gas Power Station update on workshop

Cllr T Wilby updated PC with some of the basic design information.

16 Memorial Hall Management Committee representative

Cllr T Wilby volunteered to take this role, clerk to advise management committee.

17 Annual Litter Pick

Postponed till next year.

18 Update on any action regarding

- 18.1 footpath between Chapel Lane an Earlsford Road, Request for the clerk to write to a local stable informing them of the reported issue and request that riders keep off footpaths, to raise awareness of the issue in the parish.
- 18.2 flooding from ditches by Glebe Farm (Mellis Road), It was noted during recent heavy rain there was no evident flooding and any flooding should be reported via the County web reporting.

19 Items to be considered for the next agenda

Extra hours work for Clerk

20 Dates of further meetings 2018 – 19

Meetings to be on second Thursday of each month at 6pm, June 14th, July 12th, August no meeting, September 13th, October 11th, November 8th, December 13th

Summary of action points:

19/02/18 13	Defibrillator Tea Party	Cllr T Wilby is arranging speaker and training, date to be arranged. PC to pay for hire of village hall, proposed by Cllr Barr, second Cllr Read
2018 05 03, 13.1	Approve amended Standing orders at later meeting	Clerk to bring new Standing orders to a later meeting
2018 05 03, 14	Memorial Hall Carpark	Clerk to Engage contractors
2018 05 03, 16	Memorial Hall PC representative	Clerk to advise Hall of Cllr T Wilby's acceptance
2018 05 03, 17	Annual litter pick	To be diarised for early 2019
2018 05 03, 18.1	footpath between Chapel Lane an Earlsford Road	Clerk to write letter of local stables

Annual Parish Meeting – Mellis

Mid Suffolk District Council is committed to getting value for money and over this past year has delivered a combination of savings and investments keeping the financial position strong. The core funding from central Government has been decreasing year on year and by 2019/2020 will be zero. Considering this, it has been prudent to increase your council tax by a small percentage each year which and thereby trying to make these small increases easier for our communities to manage. An important factor is that the council only receive 10% of your local tax bill – the remainder goes towards funding other public services including SCC, police, town and parish councils. Mid Suffolk's own share of the rise is equivalent to 81p a year for a band D property and the larger properties pay £1.62 more and the smaller homes 54p more per annum. What have we done in the past year?

1) Housing

Increasing the number of affordable homes available for local people in the district is one of the key priorities. We Successfully bid for £226,476 from the Government to develop community-led housing projects in partnership with local groups, while we plan to deliver 98 new homes by 2021. This past year, residents have moved into the first council homes for three decades and the first shared ownership homes were made available for the first time in 25 years.

The national housing crisis effects all districts up and down the country and requires robust polices and local plans to enable our rural Suffolk develop without losing the charm of our villages and market towns. In order that this is achieved a new Joint Local Plan has been developed for both Babergh and Mid Suffolk and is in its final stage of consultation before being adopted later in 2018. To ensure the housing needs, stipulated by Central Government, reaches this level, careful consideration has been given to all areas with potential for development. There have been public consultations with towns and parishes, workshops and all input from these has been considered in this local plan which is a key document for the future. The Community Infrastructure Levy (CIL) has also been introduced to Mid Suffolk's housing developments. This places developers in the position to contribute to the infrastructure needed for the increased housing and will be used in ways that will contribute to a successful Suffolk. Homelessness is a national scandal and MSDC has not escaped this. The council is reducing the length of time council houses are empty (tenant change) which will help house people more quickly who desperately need a home to live in. A full review is taking place to assess the fire risk in all accommodation that has communal areas, blocks of flats etc. following the Grenfell Tower tragedy.

2) Economy & Organisational

2017 saw several changes in the working arrangements for both Babergh and Mid Suffolk councils – the move to Endeavour House in Ipswich was a major step towards cost reduction and once settled into the new offices with benefits to SCC, and MSDC/BDC being under one roof – saving MSDC £5.8m in running costs over the next 10 years. The redesigned website and new single contact telephone system makes for easier access to the council services for our communities and two new access points have opened, one in Sudbury, the other in Ipswich Street, Stowmarket.

Supporting local economy is a key priority area and negotiations have started in this last year to develop council owned sites and seeking opportunities to embrace offers to local businesses along the A14 corridor. As part of this work, Stowmarket is seen as a key economic focal point and consultation with residents, stakeholders began with a view to develop a vision of revitalising the town centre.

Other achievements:

Business Growth and Increased Productivity - Eat Out Eat Well Awards – 29 businesses in Babergh & Mid Suffolk have won this award.

A140 road improvements - A bid for £3.75m was supported and gained from Department of transport

Suffolk Climate Change Partnership – 57 businesses have received free audits which will reduce energy bills by £108k saving 520 tonnes of carbon emissions

Creation of a New Economic & Tourism Strategy – authorised and maintained 900 licensed leisure, clubs, retail and event premises, 1000 temporary events, 350 licenced vehicles (taxi & private hire) and 400 drivers

3) Environment & Communities – enabled and efficient

Some of the achievements: 1600 new garden waste customers and 57 new commercial waste customers - 5 waste (fly) tipping offences resulted in prosecuted. 250 street and car park lighting units are being replaced with LED reducing running costs by 75%.

Charging for Pre- application advice came into force, reaching an income of £88k since introduction.

On-line services are now all available on the MSDC website to increase self-service with a more efficient system for your community.

During the year 2017/18, and together with Babergh & MSDCs we won silver awards in the 'Working Together' & 'The Council of the Year' categories of the Public-Sector Transformation Awards.

The councils continue to work hard to provide high quality services in all areas for which the council is responsible. In recognition of this work, Mid Suffolk Leisure Centre was rated 'excellent' by Quest, the national quality scheme for sports and leisure.

*Cllr Diana Kearsley
Member for Gislegham Ward
Mid Suffolk District Council
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Annual Report 2017/ 2018

Mellis Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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State of the County – Districts and Boroughs in Suffolk have taken steps toward joining together (East and West ‘super-districts’ are anticipated) or move, the County Council is working with its partners to streamline functions and manage public funds efficiently. The County Council intends to review unitary government possibilities with some or all of its partner authorities.

The Council has initiated several large projects over the past year with help from Government funding, including The Orwell River Crossings in Ipswich (below); the Lowestoft Third River Crossing; planning approval for The Hold records repository in Ipswich; upgrades(2 new roundabouts) to the A140 near Eye; and potentially A12 upgrades near Fornham and Stratford St Andrew.



Local Transport – Some local bus services on the Stowmarket to Eye route including Mellis will be reduced as of May 29th. Connecting Communities offers minibus and community car services in this area, contact Bury St Edmunds Volunteer Centre on 01284 766126 to arrange on demand transport.

For bus times see: <https://www.suffolkonboard.com/buses/bus-timetable-updates/may-2018/>

Highways - Suffolk Highways has established its regional customer service centres at Rougham, Halesworth and Ipswich. The web based reporting system is now in place for road and drainage issues. More money has been allocated to pothole repair programmes during 2018.

As a reminder: Report a defect/ pothole <https://highwaysreporting.suffolk.gov.uk/>

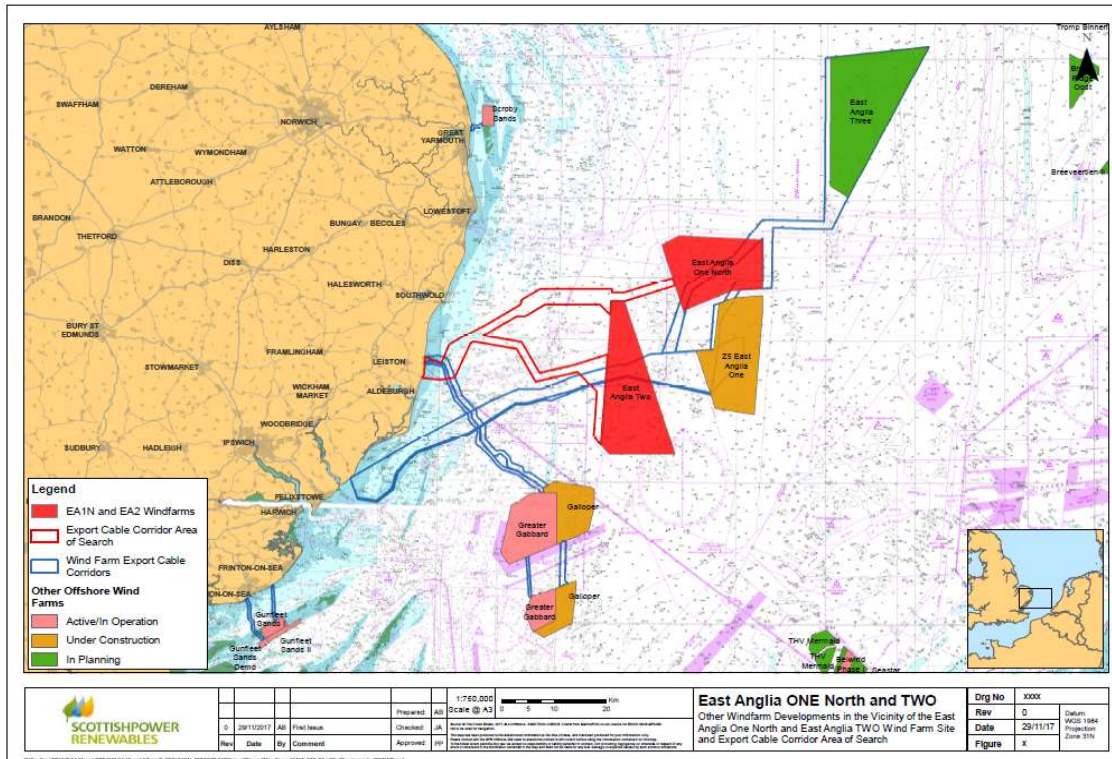
Customer Service Number: 0345 606 6171 for follow up once reported

To check on area roadworks - <https://roadworks.org/>

Railways – Network Rail is continuing to assess level crossings for potential closure. Review plans on <https://www.networkrail.co.uk/running-the-railway/our-routes/anglia/anglia-level-crossings/>

Home to School Transport – Consultation was undertaken during winter 2017/ 2018 about proposals to change the way Home to School Transport is supported in the County, the main changes would limit free transport to the nearest geographic school (rather than catchment) and remove subsidy for post-16 transport. The results of the consultation are under review, any changes would be decided upon by Cabinet this summer.

Planning – Suffolk County Council is statutory consultee on highways, flooding, education, and natural and historic environment, it also maintains traffic data and models flow and congestion. SCC continues to participate in major projects, such as Sizewell C, the Eye Airfield Gas Fired Power Plant (likely to go ahead in 2019 despite failing to obtain a contract in February), and Scottish Renewables’ offshore wind farms (see below):



Anglia Three (green) received planning approval in 2017 with construction expected to commence in 2022. Anglia One, Two and One – North are at various stages of planning and construction. These projects all demand major supporting infrastructure such as power cables and grid connections.

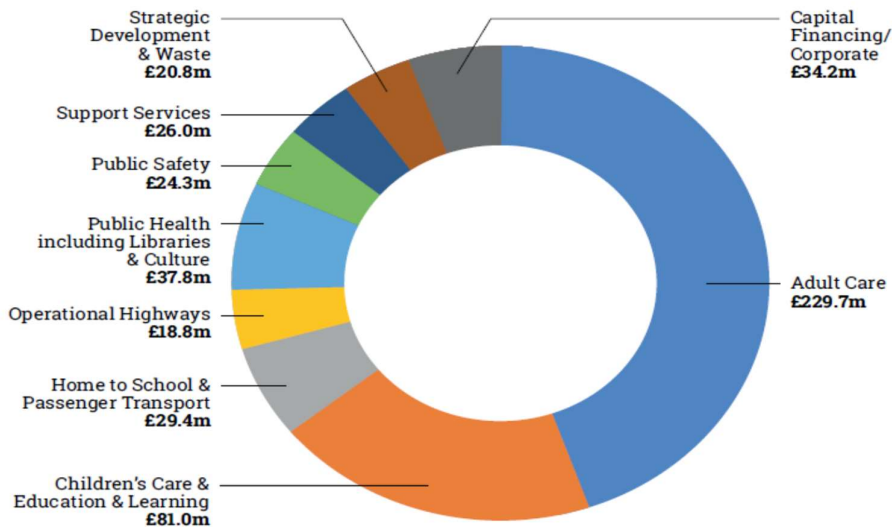
Progress Power/ Drax continues to discharge planning conditions at District Council level relating to its Development Consent Order and has recently completed a series of design workshops for the Eye power plant and associated infrastructure in Yaxley.

More locally, the County Council advises and comments on planning applications and Neighbourhood Plans. It is taking an active part in the developing Diss Area NP.

Council Budget Challenge –We are now a Business Rates Retention Pilot county with 100% retention being phased in over the next two years. Rates and Community Infrastructure Developments Levy monies are collected by Districts so the County has to bid for the funds it needs to support growth. These ways of raising funds are fairly new and designed to replace the Revenue Support Grant over time.

The County Council needed to raise Council Tax this year to help pay for needed services, unfortunately the demands on services are increasing mainly for health and social care meaning other areas are squeezed.

The graph shows how County funds are allocated:



Our priorities of inclusive growth, health care and well-being, and efficient public services were agreed last June and guide decision making about funds and resources. If you have comments on the priorities or any of this report please get in touch as I would like to hear your views.

Thank you for your support and participation over the past year.

Appendix IV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Meeting Dates 1 Apr 2017 - 31 March 2018											Total	Budget	BALANCE						
2	Budget Summary											Spent		IN FUND						
3	Chairman Allowance											0.00	-100.00	-100.00						
4	Gifts Exp	25.00										25.00	-300.00	-275.00						
5	Donations/Grants											0.00	-500.00	-500.00						
6	<i>Molly Purcell Grant</i>											500.00	-500.00	0.00						
7	<i>Molly Rosewood Hall</i>						500.00					500.00	-500.00	0.00						
8	<i>Molly Adams</i>	50.00										50.00	-50.00	0.00						
9	z13T	100.00						25.00				125.00	-100.00	25.00						
10	Subscriptions																			
11	<i>SALC</i>		242.73									242.73	-250.00	-7.27						
12	<i>Swiftek Reservation</i>											0.00	-30.00	-30.00						
13	Training	25.00						22.00				47.00	-300.00	-253.00						
14	Village Maintenance																			
15	<i>Football pitch maint</i>											0.00	-100.00	-100.00						
16	<i>Bus Shelter</i>								18.00			18.00	-150.00	-132.00						
17	<i>Binz (MSDC)</i>			135.00								135.00	-150.00	-15.00						
18	Admin																			
19	<i>Communications</i>											0.00	-100.00	-100.00						
20	<i>Payroll Services</i>											0.00	-120.00	-120.00						
21	<i>Mail Misc</i>			105.00						70.00		175.00	-250.00	-75.00						
22	<i>Insurance</i>											0.00	-330.00	-330.00						
23	<i>Postage/Stationery etc</i>	0.00	6.72								10.16	16.88	-150.00	-133.12						
24	<i>Audio</i>		135.00									135.00	-140.00	-5.00						
25	<i>100 Annual Renewal</i>			35.00								35.00	-40.00	-5.00						
26	<i>IT Replacement Fund</i>											0.00	-100.00	-100.00						
27	<i>Internet Exp</i>											0.00	-50.00	-50.00						
28	<i>Mobiles</i>	100.00										100.00	-125.00	-25.00						
29	Clerks Salary	53.60	15.20									68.80	1001.20	-2800.00	-1738.80					
30	xx											0.00	-600.00	-600.00						
31	Contingencies											0.00	-500.00	-500.00						
32	Projects																			
33	<i>Car Park & Access Track</i>											0.00	-300.00	-300.00						
34	<i>Community Transport</i>											0.00	-100.00	-100.00						
35	VAT (recoverable)	5.00	27.00	27.00		56.00		4.40				176.00	233.40	233.40						
36	Sub Total	358.60	486.71	302.00	0.00	58.00	500.00	51.40	18.00	70.00	1110.56	2955.27	-8435.00	-5473.73						
37	Earmarked Reserves																			
38	<i>Contested Election Exp</i>											0.00	-1400.00	-1400.00						
39	<i>Mountain Land</i>					290.00						290.00	-1500.00	-1210.00						
40	<i>Community Transport</i>											0.00	-100.00	-100.00						
41	<i>Car Park</i>											0.00	-6840.00	-6840.00						
42	<i>Transportation Fund</i>											0.00	-101.23	-101.23						
43	<i>SALC Award</i>											0.00	-100.00	-100.00						
44	General reserve											0.00	-5000.00	-5000.00						
45	TOTAL	358.60	486.71	302.00	0.00	348.00	500.00	51.40	18.00	70.00	1110.56	3245.27	-23482.23	-20237.02						