

GREAT BRICETT PARISH COUNCIL

*Minutes of the Annual Parish Council Meeting held on
Tuesday 24th May 2016 in Great Bricett Village Hall*

Present: Cllr A Triggs, Cllr D Payne, Cllr R Craddock, Cllr S Hines
 In attendance: Vivienne Pratt (Clerk)
 Apologies: Cllr S Burnett, Cty Cllr Truelove, Dist Cllr Whybrow

	This meeting followed the Annual Meeting of the Parish and started at 8.45pm	
GBPC197/0516	Election of Chairman - The Clerk advised that following the resignation of Cllr James, one person had come forward to stand as chair, Cllr Sue Burnett, and no other nominations had been received prior to the meeting. Any other nominations were invited and none received. Decision – It was proposed and unanimously agreed that Cllr Sue Burnett become Chair. Although Cllr Burnett was not able to attend the meeting due to holiday, her confirmation in writing of her willingness to stand had been received in writing by the Clerk prior to the meeting. Clerk to forward Declaration of Acceptance form to Cllr Burnett.	Clerk
GBPC198/0516	Election of Vice Chairman - The Clerk advised that there had been no nominations made prior to the meeting. Cllr Triggs advised that she would be happy to stand. Decision – It was proposed and unanimously agreed that Cllr Avril Triggs become Vice Chair.	
GBPC199/0516	Signing of Councillors Declarations of Acceptance – All Councillors present signed Declarations of Acceptance forms to be held by the Clerk.	
GBPC200/0516	To receive Apologies for Absence – Apologies had been received from Cllr Burnett (holiday). Since the meeting on 22 nd March, resignations had been received from Cllrs Horne and James due to personal reasons	
GBPC201/0516	Receive Declarations of Interests regarding items on the agenda a) Pecuniary and non-pecuniary - none b) Requests for dispensation - none	
GBPC202/0516	To receive Police Report – The Clerk reported that the new format monthly report had been published online, however, the system is still not fully operational and no crime figures were available so she had not circulated the report. She advised that she had invited a member of the local Police Safer Neighbourhood team to attend the Annual Meeting of the Parish or prepare a report but none had been received.	
GBPC203/0516	To receive Report from Dist Cllr Whybrow – Copy attached. As reported in the Annual Meeting of the Parish, Cllr Whybrow had left earlier in the evening due to having to attend another meeting being held the same night.	
GBPC204/0516	To receive Report from County Cllr Truelove - As reported in the Annual Meeting of the Parish, Cllr Truelove had left earlier in the evening due to having to attend another meeting being held the same night.	
GBPC205/0516	Minutes of the Parish Council Annual Meeting held on 18th May 2015 - Decision - It was proposed and resolved to accept the minutes of the meeting held on 18 th May 2015 as a true record. The Minutes were duly signed by the Vice Chair.	
GBPC206/0516	Matters arising from the Minutes of the Parish Council Annual Meeting held on 18th May 2015 - None	
GBPC207/0516	Minutes of the Parish Council Meeting held on 22nd March 2016 - Decision - It was proposed and resolved to accept the minutes of the meeting held on 22 nd March 2016 as a true record. The Minutes were duly signed by the Chair.	

GBPC208/0516	Minutes of the Extraordinary Parish Council Meeting held on 24th April 2016 - Decision - It was proposed and resolved to accept the minutes of the meeting held on 24 th April 2016 as a true record. The Minutes were duly signed by the Chair.	
GBPC209/0516	Financial Overview for the last financial year 2015/16 – Update from the Clerk regarding – <ul style="list-style-type: none"> a) Payments against budget – Information attached - The Clerk advised that the previous spreadsheet format meant that receipts are not reflected in the year-end payment figures against budget eg. the transparency fund grant was only shown as an overall receipt rather than actually reducing the figure for the cost of the printer and laptop. She advised that the format for 2016/17 would be updated to allow for receipts to be shown against spend and budget figures. When asked, the Clerk confirmed that her other PC have provided their own laptop and that the day to day running costs of the printer, which was purchased through the GBPC grant, are shared on a 50/50 basis. b) Receipts - Information attached. The Clerk advised that although there was a higher than anticipated receipts total, £2000 of this is the grant from Cllr Truelove for the cost of a new defibrillator, which has not yet been purchased and is, therefore, ring fenced. c) Annual Return Information – Information for the Annual Return and a significant variations form (both attached) were provided prior to the meeting. Decision – It was unanimously agreed for the Clerk to submit the Annual Return information as per the draft. Both the Annual Return and a significant variations form were signed by the Chair and to be included in the information to go to the Internal Auditors. 	
GBPC210/0516	Clerks Update regarding matters arising from the meetings of 22nd March and 22nd April 2016 – <ul style="list-style-type: none"> I. Lower Farm Road flooding – Cllr Hines advised that the channel in the road had been flushed through but that as soon as there had been further rain, there had been further flooding. The Clerk advised that she had not received a response from Highways Dept. and asked that Cllr Hines takes photos should this situation arise again. II. Dangerous paving by Mace Shop – It was reported that this has now been repaired III. Community Speed Watch – The Clerk reported that the meeting with the other Clerks and PCSO has not taken place yet IV. Cesspit Insurance Claim – The Clerk advised that the ongoing situation with the Insurance Company was taking up a very large proportion of her hours. She advised that the Insurance Company were not happy with the information received from the Drainage Company and had instructed a Subsidence Expert to visit site and provide advice as to the cause of the damage. The Clerk advised that she is waiting for a further update from the Insurance Company but she had spent time on site with the Subsidence expert who had subsequently sent a letter advising of the following - <ul style="list-style-type: none"> a. In his opinion, the re-build value of the VH is currently only 75% of the cost and the VH is deemed to be underinsured which could result in a possible 25% contribution required towards any future claims 	

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	<p>b. In his opinion, the upgrade recommended by the drainage company is excessive and he is making further enquiries as to the reasoning behind their recommendations</p> <p>c. The wording on the Insurance Policy does not specifically mention the word Cesspit or Septic tank and only refers to 'buildings'.</p> <p>V. Defibrillator – The Clerk advised that she had contacted the Director at Tingdene again (the owners of Wixfield Park) and had received no response to any emails or calls since February. She advised that she had not ordered the new Defibrillator due to the need to install both units at the same time and not having the space in her house to store both units. A Cllr advised that a resident of Wixfield Park had offered to have the AED installed on his Park Home should Tingdene not agree and it was agreed to re-visit this item in July</p> <p>VI. Five Year Action Plan – The Clerk advised that she had now updated this with the progress so far and will upload to the website</p> <p>VII. Policies adopted at last meeting – All now uploaded onto website</p> <p>VIII. Contact with Jo Churchill MP – The Clerk had replied to the letter from Jo Churchill and the response was that she may be able to attend a PC meeting during the Parliamentary Recess in the summer</p> <p>IX. The Paddocks, Little Hill, Great Bricett – The Clerk advised that she had thoroughly examined the historical planning file which dates back to 2003. She advised that there is a letter and email on file from a Planning Officer in 2013 which clearly states that, although there is a breach of planning and the building is unlawful, due to the fact that it dates back more than 7 years, the enforcement team has closed the case. The Clerk advised that she had sought the advice of SALC and Cllr Whybrow and the response so far was that several of the items in the recently received complaint were, although undoubtedly extremely difficult and unpleasant, were in fact neighbour disputes rather than Parish Council or planning issues. It was agreed that no further action be taken until all responses received.</p>	<p>Clerk</p> <p>Clerk</p>
<p>GBPC211/0516</p>	<p>Co-option of new Councillor (s) - There are currently two vacancies as a result of the resignations of Cllr James & Cllr Horne and it was reported that, following contact with various local residents, no applications or nominations had been received. Decision – It was agreed to publish the vacancies on the website, the village noticeboards, within the Four Parish Magazine and that the Clerk would contact MSDC regarding the vacancies.</p>	<p>Clerk</p>
<p>GBPC212/0516</p>	<p>Planning Applications –</p> <p>a. For discussion and decision – <i>none</i></p> <p>b. Awaiting decision from MSDC –</p> <p>i. <u>Wixfield Park, The Street, Great Bricett IP7 7DW – Planning Application no. 1155/16</u> - Variation of conditions 2 5 & 9 of planning permission 2725/13 to allow for a variation of the approved layout.</p> <p>ii. <u>Broad View Farm, Lower Farm Road, Ringshall IP14 2JF – Planning Application no. 1150/16</u> – Conversion and extension of residential outbuilding to holiday let accommodation with upgrade to existing highways access and associated landscaping</p>	<p>Clerk</p>

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	<p>iii. <u>Building 339 Wattisham Airfield (Childcare centre), Roman Road, Great Bricett IP7 7RW – Planning Application no. 1554/16</u> – Partial demolition to remove single storey store and erection of conservatory</p> <p>c. Decisions made by MSDC – <i>none</i></p>	
GBPC213/0516	<p>Wattisham Base – The Clerk provided a newspaper article advising that the delivery of the short wing aircraft had been delayed until next year. It was discussed that there has been a number of rumours around the long term future of the Base but that, as there is no official source or comment, no further action was required. The Clerk advised that she had contacted Robbie Silk (the previous Wattisham Liaison Contact) to invite him to attend the Annual Meeting of the Parish but she had received no response.</p>	
GBPC214/0516	<p>Street Lighting – The Clerk had forwarded all Cllrs the estimate from SCC for costings for additional street lights should it be decided to purchase one/two from the reserve fund. The possible locations were discussed for either of the additional street lights and SCC had offered to supply a location plan in order to provide a firm quotation.</p> <p>Decision – It was agreed that the Clerk request a plan from SCC and that Cllr Craddock would visit the sites and mark on the map and, if possible, take photographs of the two locations – one where the kerb is dropped at the junction from Lower Farm Road and The Street and one opposite the entrance to Wixfield Park.</p>	
GBPC215/0516	<p>Parish Council Representatives – To consider and determine representatives to other local organisations</p> <p>Decision – It was proposed and unanimously agreed that the representatives would be –</p> <p>Village Hall Management Committee Representative – Cllr Hines Wattisham Base Liaison – Cllr Triggs Parish Liaison Meetings – Cllr Triggs Wixfield Park Representative – Cllr Craddock SALC – All Cllrs are welcome to attend meetings.</p>	
GBPC216/0516	<p>Finance – the Clerk advised the following –</p> <ol style="list-style-type: none"> Precept & CTSG had been received from MSDC for £4750 and £71.08 An annual Direct Debit had been set up for ICO for £35 per year for the data protection registration fee, which is a mandatory requirement Community Action Suffolk (CAS) membership is now free of charge and the membership had been renewed in April 16 A cheque to cover the donation of £400 towards VHMC event to celebrate the Queens 90th Birthday was raised for approval in tonight's meeting re. minute no. GBPC188/0316 Clerk's Finance Report (copy attached) had been circulated prior to the meeting Authorisation of Payments - The Clerk presented payments for authorisation. Decision - Payments totalling £1376.42 were authorised. Clerk to action. Banking Update – The Clerk advised that due to the fact that Cllrs James and Horne were both signatories on the bank account, there are now only two signatories and another signatory is required. Cllr Triggs advised that she was happy to be added and the Clerk will prepare the paperwork for her to complete. 	<p>Clerk</p> <p>Clerk & Cllr Triggs</p>

GBPC217/0516	Clerks Update re. urgent decisions since the last meeting – none	Cllrs
GBPC218/0516	Correspondence for Information - The Information Folder for Councillors to read, sign and return was circulated containing – <ul style="list-style-type: none"> 1) Clerk & Council Direct magazine May 16 edition 2) Donation request from Helimed 3) Letter from SCC re. Suffolk Fire & Rescue Integrated Risk Management 2015-18 4) Email from SLCC re. Membership subscription fee 5) Local Council Briefing from BDO external audit 6) Email from SALC re. Parish Councils right to appeal planning applications 7) New Household Waste centre opening hours 8) Briefing from MSDC re. new CIL (Community Infrastructure Levy) 9) Letter from Suffolk Constabulary re. recent changes in Neighbourhood Policing 10) Info re. Free hearing checks in Bildeston on 10th June 11) Update re. Suffolks Year of Walking 12) Email from MSDC re. Open for Business survey <p>The folder from the last meeting was returned to the Clerk</p>	
GBPC219/0516	To consider the exclusion of the public and press in the public interest for consideration of the following items: none	
GBPC220/0516	Matters to be brought to the attention of the Council <ul style="list-style-type: none"> i. The Clerk advised that she will be attending an info session for the new Community Transport service which is being held at MSDC on 8th June. A Cllr raised the issue that there is confusion as to how this system will be paid for as their understanding was that the current vouchers/bus passes will not be taken. The Clerk advised that she will report after attending the info session. ii. The Clerk advised that she had received notification of the new Clerk pay scales from NALC which is to be backdated to 1st April 16. She advised that the increase is approximately 15p per hour and will have less than £50 per annum increase. iii. It was proposed that at the next meeting the 'ownership' of the VH website be raised as it is understood that the current webmaster has moved away from the village. The Clerk advised that he also has ownership of several parts of the website that she needs to access was asked to make enquiries regarding how to make changes if we cannot make contact with the existing webmaster. iv. It was reported that the tree pruning on the Village Green as reported at the last meeting (minute no GBPC172/0316) has not been completed and that the work will be carried out by the Tree warden v. The poor condition of the two noticeboards was mentioned and the fact that they require some attention – possibly linseed oil. The Clerk mentioned that the Village Sign may also require some attention. To be added to next agenda. 	Clerk DP Clerk
	Date of Next Meeting	
	The date and time of the next meeting is Tuesday 26 th July 2016 commencing at 7.00pm	
	Meeting closed at 10.40pm	

Chairman *Susan Burnett*
Date *26.7.2016*

Training Tracker - Clerk - Vivienne Pratt

Course	Date	Cost to GBPC	Cost to FPC	CPD Points	Hrs
Good Councillor Guide 2016	Half given to GBC and half to FPC	£ 45.00			
Planning Training	12/04/2016		£25.00	1.00	4.00
Village Hall training	05/05/2016		£25.00	1.00	3.00
Total Cost/CPD Points Achieved		£45.00	£50.00	2.00	7.00
Budget/Target					

Info as of 9-5-16

Training Tracker 2015-16 - Clerk - Vivienne Pratt

	Date	Cost	CPD Points	Hrs
	08/09/2015	£0.00	1.00	2.50
Clerk workshop - agenda, notice, minutes				
Clerk information day				
Budget Workshop	10/09/2015	£15.00	1.00	3.00
New clerks course part 1	10/10/2015	£25.00	1.00	3.00
New clerks course part 2	14/10/2015	£50.00	2.50	6.00
Practical Book keeping	21/10/2015	£50.00	2.50	6.00
Website	29/10/2015	£25.00	1.00	3.00
Website	26/11/2015	£20.00	2.00	3.00
Clerk information day	09/12/2015	£15.00	1.00	3.00
Advanced Website	10/12/2015	£20.00	1.00	3.00
End of year accounts	23/01/2016	£0.00	0.00	0.00
Clerk Magazine	Jan	£0.00	1.00	0.50
Clerk Magazine	Feb	£0.00	1.00	0.50
Clerk information day	09/03/2016	£15.00	1.00	3.00
Total Cost/CPD Points Achieved		£235.00	16.00	36.50
Previous YTD training costs		£9.00		
Budget/Target		£300	12	
Transparency grant		£45		
Nett budget after grant		£101.00		

Info as of 1-3-16

Year End Figures 2015-16

Great Bricett Parish Council - Year End Financials 2015 -16

Bank Account Info		Receipts Summary		Payments Summary	
Community Saver - Opening bank balance as of 1/4/15	£586.43	Precept	£7,964.00	Clerks Salary	£3,298.52
Community Saver Bank balance as of 31/3/16	£3,014.13	CTSG	£142.17	Clerk Expenses	£735.08
Active Saver - Opening bank balance as of 1/4/15	£12,532.87	Bank Interest	£48.79	Grass Cutting & Ground maint	£475.00
Active Saver - Bank balance as of 31/3/16	£12,581.66	Grants	£2,649.00	Insurance	£534.53
		Bank goodwill gesture	£100.00	Elections	£87.50
		HMRC receipt in error (FPC VAT)	£1,159.21	£137	£62.00
		VAT refund	£452.10	Audit	£66.00
		Receipts total	£12,515.27	Maint/misc	£3,134.45
				CSW	£100.93
				Training	£272.50
				Lighting	£97.21
				Legal fees	£600.00
				Subs	£212.00
				VAT	£423.06
				Payments total	£10,038.78

Overview for year 2015 - 2016	
Opening Bank Balance	£13,119.30
Total receipts	£12,515.27
Less Payments total	£10,038.78
Payments made	£15,595.79

The above figures will be reflected in the Annual Return as detailed below: (figures rounded up as required for the purpose of the Annual Return)

Brought forward bank balance	£13,120.00
Precept	£7,964.00
Other receipts	£4,552.00
Salaries	£3,299.00
Payments	£6,740.00
Closing balance	£15,597.00

Chairman's Signature _____ Date _____

V Pratt, Clerk & RFO _____ Date _____

Prepared by V Pratt, Clerk & RFO

Great Bricett Parish Council - Significant Variations for Audit 2015-16

An explanation is required within Section 2 - Accounting statements for 2015/16 for any audit heading with a 10% differential (up or down) from last year's figures

No.	Heading	2014/15	2015/16	Explanation
3	Total other receipts	£252	£4,552	<p>£649 - Grant from Transparency Fund. £450 - VAT refund from HMRC £2,000 - Locality Grant from County Council ring fenced for new defibrillator. £1,159 - HMRC Vat refund paid to Great Bricett PC in error. The claim was submitted in the name of Framsdon Parish Council (the other Council that employs the same Clerk) but they searched by her post code for the address rather than the payee. Now been given unique ref. no. to ensure that this wont happen again. £100 - Goodwill gesture(s) from Barclays Bank due to time wasted by Clerk.</p>
4	Staff costs	£1,843	£3,299	<p>Former clerk resigned and was replaced 3.8.15 which resulted in two clerks employed and paid for during 4 week handover period. Approx £400 additional cost. New Clerk required training to enable her to do the job and to meet requirements of Local Foundation Award - approx. 40 hours - £400. Clerks hours were increased in Jan 16 from 3.5 per week to an average of 5 per week (a minimum of 4 and maximum of 6) due to increased workload and transparency code implications. Approx 10 hours a month extra for 3 mths from Jan - approx. £300</p>
6	All other payments	£2,115	£6,740	<p>£720 - Legal fees for new Village Hall lease £720 - Drains issue with VH kitchen resulting in installation of new Saniflo pump system £275 - Clerk Training courses at SALC £240 - New dog waste bin for Chestnut Avenue £1159 - To re-pay Framsdon Parish Council for VAT paid in error to GBPC (as above) Approx. £600 - Purchase of laptop, software, scanner and printer for new Clerk £255 - Emergency emptying of cesspit for Loss adjusters</p>

Prepared by V Pratt, Clerk & RFO, Great Bricett Parish Council
20th May 2016

Signature of Chair _____ Date _____

Signature of Clerk _____ Date _____

Great Bricett Parish Council

Clerks Finance Report - 24.05.16

Total Funds prior to Meeting - £20,416.87

Clerks report on the Councils current financial position and movements since the last report

Bank Bal	Minute No.	Date	Chq No	Payee	Desc	Amount	Power to Pay
Community Account (Current)							
Payments agreed at last meeting							
	GBPC191/0316		100910	Framsden Parish Council (VAT refund	VAT refund paid to GBPC in error by HMRC	£1,159.21	
	GBPC191/0316	22/03/2016	100911	Vivienne Pratt - chq total £797.29	Clerk Feb Salary & Training	£260.00	LGA 1972 S111 & 112
	GBPC191/0316	22/03/2016	100911	Vivienne Pratt - chq total £797.29	Clerk Feb expenses	£49.07	LGA 1972 S111
	GBPC191/0316	22/03/2016	100912	Community Action Suffolk	VH Renewal 2016/17	£356.76	LGA 1972 S111
	GBPC191/0316	22/03/2016	100913	Four Parish Magazine	Printing Contribution 16/17	£45.00	LGA 1972 S137
	GBPC191/0316	22/03/2016	100914	SALC (half to be reimbursed by FPC)	Good Councillor guide	£45.00	LGA 1972 S111
	GBPC191/0316	22/03/2016	100911	Vivienne Pratt - chq total £797.29	Clerk Mar Salary, Training & Holiday pay	£380.00	LGA 1972 S111 & 112
	GBPC191/0316	22/03/2016	100911	Vivienne Pratt - chq total £797.29	Clerk Mar expenses & Year end expenses	£108.22	LGA 1972 S111
	GBPC191/0316	22/03/2016	100912	A K Services	Cesspit emptying for Insurance inspection	£255.00	LGA 1972 S133
	GBPC191/0316	22/03/2016	100913	Battisford Village Hall Committee	Hire of Hall for PC meeting as GB hall closed	£30.00	LGA 1972 S111
£3,014.13	Balance after last meeting				Payments total	£2,688.26	

Receipts since last meeting							
		19/04/2016	BACS	MSDC	Half precept	£4,750.00	
		19/04/2016	BACS	MSDC	CTSG	£71.08	
£7,835.21	Balance prior to meeting				Total Receipts since last meeting	£4,821.08	

Payments for approval this meeting							
		29/05/2016	DD	ICO	Data protection fee	-£35.00	LGA 1972 S111
		28/04/2016	100917	V Pratt sal (chq total £669.26)	Clerk salary & training Apr	-£280.00	LGA 1972 S111 & 112
		28/04/2016	100917	V Pratt exps (chq total £669.26)	Clerk exps Apr	-£46.71	LGA 1972 S111
		24/05/2016	100918	SLCC	SLCC Membership	-£59.00	LGA 1972 S111
		23/03/2016	100919	SALC (chq total £213.16)	SALC AGM BKS attend	-£12.00	LGA 1972 S111
		23/03/2016	100919	SALC (chq total £213.16)	Clerk info day 9/3/16	-£18.00	LGA 1972 S111
		25/04/2016	100919	SALC (chq total £213.16)	Annual subs NALC & SALC	-£183.16	LGA 1972 S111
		24/05/2016	100917	V Pratt salary (chq total £669.26)	Clerk sal & training May	-£280.00	LGA 1972 S111 & 112
		24/05/2016	100917	V Pratt exps (chq total £669.26)	Clerk exps May	-£62.55	LGA 1972 S111
		24/05/2016	100920	GBPC VHMC	Donation to Queens 90th event	-£400.00	LGA 1972 S137
£6,458.79	Balance after payments approved				Total Payments	-£1,376.42	

Active Saver	
£12,581.66	Balance brought forward from year end

Prepared by - Vivienne Pratt 18.05.16
Clerk & Responsible Finance Officer

**Report to Great Bricett Parish Council
for Full Council Meeting on Tuesday 24th May 2016
from David Whybrow, Mid Suffolk District Councillor.**

1.0 Planning (since 22nd March 2016 to date of report issue)

1.1 Validated

1.1.1 Wixfield Park, The Street, Great Bricett IP7 7DW

Reference 1155/16

Variation of Conditions 2, 5 and 9 of Planning Permission 2725/13 to allow variation of the approved layout

Validated 16 March 2016

Consultancy Expiry 12 April 2016

Target Determination 11 May 2016

1.1.2 Building 339, Wattisham Airfield, Roman Road, Great Bricett IP7 7RW

Reference 1154/16

Partial demolition to remove single storey store and erection of conservatory

Validated 20 April 2016

Consultancy Expiry 18 May 2016

Target Determination 15 June 2016

1.2 Decisions – I am not aware of any Decisions within the parish

1.3 Permitted Developments – I'm not aware of any PD's within the parish

1.4 Appeals – I'm not aware of any appeals within the parish.

2.0 Personnel changes following MSDC AGM on 28th April 2016

Cllr Nick Gowrley was confirmed as the new Leader for Mid Suffolk District Council. Nick previously worked for MSDC from 1988 until his retirement as Corporate Director in May 2012. He stood as Conservative candidate for the Stowmarket South Ward in the 2015 district council elections and after winning the seat he became Mid Suffolk's Deputy Leader and also Portfolio Holder for Housing. Cllr Glen Horn is now Deputy Leader and Cllr Elizabeth Gibson-Harries was elected as Chairman of the Council.

In addition to this, the following Portfolio Holders were also approved as follows -

Cllr Gerard Brewster – Business Growth and Increased Productivity

Cllr David Burn - Environment

Cllr Julie Flatman – Community Capacity Building and Engagement

Cllr Nick Gowrley – Assets and Investments

Cllr Glen Horn - Enabled and Efficient Organisation

Cllr John Levantis – Housing Delivery

Cllr John Whitehead – Finance

A new role of "Members with Special Responsibilities" was also created with appointments as follows -

Cllr Roy Barker - Waste

Cllr Diana Kearsley – Community Activities

Cllr Suzie Morley – Public Access

Cllr Jill Wilshaw – Landlord Function

I have been asked to carry out this role for “Planning”. In these roles we have no executive powers but are the lead member for the particular area of responsibility and point of contact for other Members, officers and members of the public. Additionally, I will continue to sit on Development Control Cttee A and the Planning Referrals Cttee.

3.0 June 2016 Town & Parish Liaison meetings

Invitations and details of these events have been sent to Parish Clerks. These will be held on Thursday 9th June

Mid Suffolk District Council will be holding the next Town & Parish Liaison meetings on Thursday 9th June 2016 at 10.00am and at 6.30pm in the Council Chamber, 131 high Street, Needham Market and I would like town or parish councils to send up to two representatives to this meeting. Clerks are welcome to attend. The main topics for the agenda will be broadly as follows:

- Self-Build Housing Schemes
- Sheltered Housing Scheme Consultation
- Supporting Growth within the districts, our community engagement events
- Community Infrastructure Levy
- Prevent – awareness

Places are restricted to a maximum of 35 attendees per session on a first come first served basis, so please book early. The session will last approximately two hours.

Please email Josephine.beever@babergmidsuffolk.gov.uk to let her know who will attend and the capacity in which that person is attending i.e. Councillor, Chairman or Clerk also indicating which session they prefer.

4.0 Town and Parish Council Newsletter May 2016

I've appended the above to this report for your information. The principal matters covered in this Newsletter are as follows –

- Our Joint Strategic Plan – a Refresh for 2016-20
- June Town & Parish Liaison Meetings Confirmed (see above)
- Charlie Adan to take up new post at Kingston upon Thames
- Developer Contributions Update (CIL and S106) Engagement Events coming soon
- Community Heroes Recognised at Awards Evening
- Tourism Development in Mid Suffolk and Babergh
- Councils on the Lookout for Fraud 6 Composting Offer now available
- Mid Suffolk announces its Leader & Portfolio Holders
- Consultation Launched on Union Road Development Brief
- New Tenants Pick up their Keys

5.0 Planning pre-application non-appointment advice service extended

From Monday 16 May Development Management will be introducing extra mornings to its duty pre-application advice service. Members of the public and developers will be able to

drop-in on Monday, Thursday and Friday mornings at both our Needham and Hadleigh offices. Appointments for pre-application advice remain available Monday to Thursday afternoons. Heritage will still be operating one morning a week at each office for Tuesday and Wednesdays.

Development Management is also introducing new email and contact details for the area teams and these will be advertised soon. It is anticipated that overall these changes will improve the service and increase availability.

Contact details

John Pateman-Gee, Senior Development Management Planning Officer – Key Growth Projects

Tel: 01449 724535

Email: John.Pateman-Gee@baberghmidsuffolk.gov.uk

6.0 Conclusion

I trust the forgoing is informative and relevant.

Finally, if there are specific matters that you would like me to investigate or report on – just ask.

Contacts details as follows:

david.whybrow@midsuffolk.gov.uk

david@dswwhybrow.com

07799 068 926

Or visit me at The Old Rectory, Stowmarket Road, Ringshall. IP14 2HZ

Appendices

- MSDC Town and Parish Newsletter May 2016