

**MINUTES OF THE ANNUAL MEETING OF ONEHOUSE PARISH COUNCIL
HELD ON MONDAY 8 MAY 2017 AT 7.30 P.M. IN TRINITY HALL**

Present: Cllrs Raisey, Cruickshanks, Corker, Willshere, Copping and Taylor.

In attendance: Mr Eade, Mr Ball and Mrs Raisey.

1. **Election of Chairman.** Cllr Raisey was proposed, seconded and elected.
2. **Election of Vice-Chairman.** Cllr Cruickshanks was proposed, seconded and elected.
3. **Apologies for absence** were received from Cllr Crissell.
4. **Signing of Declarations of Acceptance of Office.** Forms were duly signed and witnessed by the Clerk.
5. **Nomination of representative to SALC.** This was carried forward to the next meeting.
6. **Nomination of representatives to OHS Village Hall & Playing Field Trust Management Committee.** Cllr Corker was elected and a further representative will be elected at a later date.
7. **Nomination of Public Transport Liaison Officer.** The Clerk will continue in this role.
8. **Nomination of Road Safety Officer.** Cllr Corker was elected to this office.
9. **Nomination of Tree and Footpath Warden** Cllr Taylor was duly elected.
- 9a. **Nomination of Paupers Graves Officer.** Cllr Taylor was unanimously elected.
10. **Appointment of OHSMag/website Committee.**
Cllrs Raisey and Copping along with Mrs Fuller were elected. They will serve on the committee with Mrs Raisey Distribution Manager and Matthew Ball Graphic Designer.
11. **To appoint Responsible Financial Officer** Mrs Fuller as Clerk was appointed.
12. **Nomination of Cllr to carry out internal financial checks** Cllr Willshere was proposed, seconded and elected if she is willing to continue in this role.
13. **To review insurance and cheque signatories.**
Cllrs are happy with the service and cost of insurance with Suffolk ACRE Services. The bank mandate needs to be amended so that Cllrs Crissell and Copping can be cheque signatories.
14. **To review the effectiveness of our internal audit and systems of internal control.**
Cllrs have reviewed current systems which they find to be effective and satisfactory.
15. **To confirm and approve the minutes of the meetings 10 April 2017.**
The minutes were approved and signed.
16. **To receive members Declarations of Interest on agenda items.**
There were none.

17. Adjournment.

No adjournment was taken.

2872

18. Planning Matters

a) To discuss and make recommendation to MSDC on the following and any other applications received prior to this meeting

1642/17 Erection of single storey sun room extension following removal of existing conservatory structure. 1 Birch Road - support.

1473/17 Submission of details of the appearance, scale and layout of the building. The means of access and the landscaping of the site. ('Reserved Matters') pursuant to outline planning permission 5062/16 (Application for Outline Planning Permission for the erection of a detached dwelling). Riverside Lake, Wash Lane – support.

b) To receive MSDC decisions on previously considered applications.

There were none.

0981/17 Erection of single storey rear extension. 38 Northfield Road – permission granted.

EN17/00090 MSDC is checking whether the velux windows being installed at 105 Northfield Road require planning permission.

19. Finances

To approve payment of the following invoices:

a) 17/006 £346.63 SALC subscription 2017/18

b) 17/007 £411.55 Mrs P Fuller salary and expenses April 2017

c) 17/008 £148.40 Suffolk County Council pension payment May 2017 to be sent off 5 June 2017. Items a) –c) + e) were approved and cheques issued.

d) To receive monthly financial report from the Clerk.

There is no report as the Clerk is working on the end of year accounts as at 31 March 2017.

e) 17/009 325.41 Gipping Press May OHSMag.

20. Highway Matters.

Cllr Corker has cut sheep's parsley at the Union Road/Starhouse Lane junction to improve visibility. Someone has also done the same at Finborough Road/Lower Road. There are lots of potholes and uneven road surfaces and Cllrs road repairs are very poor at the moment.

21. To receive an update on a Health and Safety Policy and take any necessary action. Cllr Crissell is dealing with this there carried forward to the next meeting.

22. To receive an update on the Paupers Graves site and take any necessary action. The last working party was held at the end of April. The summer programme of meeting once a month commences in May cutting the grass. The Local History Group is visiting the site in June. Cllr Taylor has proof read and approved an item for the 'In Touch' magazine.

23. To discuss Onehouse website and OHSMag and take any necessary action.

Cllr Raisey is disappointed that village groups are not using the site and updating pages. OHSMag is looking OK and picking up a few short term adverts. The Clerk advised that OHSMag ran at a loss of £824.07 in 2016/17.

24. To discuss development of land around the parish and take any necessary action. District Cllr Matthissen has advised that the Hopkins Homes development in Union Road is likely to go to committee in July.

2873

25. To receive **correspondence/communications** and to deal with any matters.
The following items have been circulated to Cllrs: Clerks & Councils Direct May. **Community Action Suffolk** CAS volunteering sector survey, news 19 April, 3 May, Suffolk Volunteering conference 25 May. **Rural Services Network** rural vulnerability service rural broadband and fuel poverty April, news digest 18, 24 April 2, 8 May, rural housing spotlight, rural opportunities bulletin, free RSN seminar (re)defining rural places. **SALC** information bulletin 10, 17, 24 April, 1 May, Transparency code application 2017/18, LAIS1398 running free consultation. **Suffolk Community Foundation** grants update May, Stimulus fund applications accepted now, Comic Relief community cash. **MSDC** Parish Liaison meeting 15 & 16 May and postponement, The Great Get Together campaign, April CIL payments.

26. To receive reports

a) Report from the Clerk

Proposed dog litter bin Northfield Road near footpath – this area is owned and maintained by six residents with garages in the area and the Clerk will write to them seeking permission for MSDC operative to access the area to empty any bin.

Transparency funding application – has been approved and £970.80 should be received shortly.

Commemoration of the end of WWI – the church is happy to be involved.

Open Spaces survey – will be completed by Cllr Raisey and the Clerk.

b) Report from Community Speedwatch Scheme

2 further sessions help with no recordings over the speed limit.

27. **Questions to the Chairman.** There were none.

28. Items for next agenda

Health and Safety policy, SALC representative, OHSMag/website, development, Pauper's Graves.

29. To confirm date, time and place of the next Parish Council meeting as Monday 12 June 2017 at 7.30 p.m. in Trinity Hall. Noted.

The meeting closed at 8.23 p.m.

Signed.....

Date.....

