

**MINUTES OF THE THEBERTON AND EASTBRIDGE PARISH COUNCIL ANNUAL MEETING HELD
AT THE JUBILEE HALL, THEBERTON ON WEDNESDAY 8th MAY 2019 AT 8:00 PM**

1. Election of Chair and signing of Declaration of Office

Cllr. Stephen Brett was nominated by Cllr. Graham Bickers and seconded by Cllr. Paul Collins to remain in office as Chairman. All members present voted in favour. Cllr. Stephen Brett completed and signed the Declaration of Office and the Clerk signed as witness.

2. Election of Vice-Chair and signing of Declaration of Office

Cllr. Hilary Ward was nominated by Cllr. Stephen Brett and seconded by Cllr. Stephen Morphey to remain in office as Vice-Chairman. All members present voted in favour. Cllr. Hilary Ward completed and signed the Declaration of Office and the Clerk signed as witness.

3. Members signing of Declaration of Office

The Councillors completed and signed the Declarations of Office and the Clerk signed as witness. The Chairman welcomed Cllr. Nat Bacon to the Parish Council.

4. Attendance and Apologies

Attendees:

Cllr. Stephen Brett - Chair
Cllr. Hilary Ward - Vice-Chair
Cllr. Stephen Morphey
Cllr. Graham Bickers
Cllr. Paul Collins
Cllr. Philip Baskett
Cllr. Nat Bacon

Apologies for absence:

Cllr. Beth Goose – written and accepted
Cllr. Julian Wallis – written and accepted
District Cllr. Tony Cooper
District Cllr. TJ Haworth-Culf
District Cllr. Jocelyn Bond

In attendance:

County Cllr. Richard Smith
Sharon Smith - Clerk/RFO

5. Declarations of Pecuniary and Non-Pecuniary Interests

There were no declarations. Councillors were reminded of the requirement to complete their Register of Interests and their Election Expense Forms and submit to East Suffolk Council.

6. Public Forum

County Cllr. Richard Smith congratulated the members for their election to office and complimented the Council for being an effective and good Council under the direction of the Chair and Vice-Chair. Cllr. Smith noted that the recent work around the proposed Sizewell C development has brought the parish together. Cllr. Smith said that this was a relatively quiet period for the County Council and we all await the feedback from the Sizewell C stage 3 consultation and EDF's timetable to apply for a Development Consent Order from the Planning Inspectorate. It is the County Council's turn to chair the Joint Local Authority Group and Cllr. Smith will take on this role at the next meeting. Budgeting for 2020/2021 has begun but information regarding central government grants is yet to be received. The County Council expect to make savings of £25 million again.

7. Minutes

It was proposed by Cllr. Stephen Brett, seconded by Cllr. Hilary Ward and agreed that the minutes for the meeting of 10th April 2019 be signed as a true record.

8. Matters Arising

None. The outstanding actions are detailed in **Appendix I**.

9. Councillors

a) Progress Reports:

- i) Defibrillator – the Community Heartbeat Trust agreed to send a replacement part for the faulty heat pad in the Eastbridge defibrillator. The Hall Management Committee waived the rental fee for the training held in Jubilee Hall as it was for community benefit. The Council are considering the appropriate use and dissemination of the cabinet codes in the community.
 - ii) Theberton Play Area – the Community Council are raising funds and researching ideas for new play equipment.
 - iii) Grit Bin – a plan showing the location of three alternative sites has been provided to County Cllr. Richard Smith who will pursue permission from Highways at their next meeting. Cllr. Smith agreed to fund the cost of the grit bin from his Locality Budget or Highways Budget.
 - iv) Police – no update.
 - v) Speed Indicator Device - report attached as **Appendix II**.
 - vi) Sizewell C – no further update to the report provided at the Annual Parish Meeting.
 - vii) Hall Management Committee – the Committee plan to control parking at events with 4 large traffic cones by the flag pole and control barriers. The Community Council are holding a Garden Party on 15th June 2019. The ground outside the kitchen is to be hard landscaped to provide a suitable area to serve refreshments.
- b) The Councillors reviewed their appointments to liaise with outside bodies. Eastbridge burial ground is to be the responsibility of Cllr. Stephen Brett. Cllr. Paul Collins no longer has responsibility for Eastbridge playing field.
- c) To Councillors agreed to publish their contact details on the noticeboards and village website.

10. Parish Matters

- a) Cllr. Graham Bickers proposed to support planning application DC/19/1556/FUL – extensions to East and West – Hall Cottage, Rattla Corner, Theberton. Seconded by Cllr. Stephen Morphey. All in favour.

ACTION: Clerk to inform the planning department.

- b) The Council declined a request from Middleton Primary School to erect a notice board in Theberton but gave permission for the school to use the existing notice boards in the parish.

ACTION: Clerk to inform the school.

- c) The Council agreed to ask Community Heartbeat Trust to instruct BT to remove the redundant telephone kiosk in Eastbridge.

ACTION: Clerk to send request to Community Heartbeat Trust.

- d) The Council noted the verge grass cutting programme from SCC Highways and declined to appoint a contractor to undertake additional cuts as local farmers assist voluntarily.

- e) Cllr. Stephen Morphey may attend the SCC Highways Community Self Help Scheme event.

- f) The Council agreed to cover the cost of printing two pages per month for the parish newsletter.

- g) Cllr. Graham Bickers and Cllr. Stephen Morphey agreed to attend the East Suffolk Council Planning Forum.

ACTION: Clerk to book two places.

11. Administration

The Council approved the continuation of the Clerk as Responsible Financial Officer.

12. Finance

- a) The Council noted the latest financial position detailed in **Appendix III**.
- b) The Council approved the bank reconciliations for the 4th quarter and for the financial year 2018/19.
- c) The Council approved the Accounts for the financial year 2018/2019.
- d) The Council approved the Annual Governance Statement (Section 1) of the AGAR 2018/2019.
- e) The Council approved the Accounting Statements (Section 2) of the AGAR 2018/2019.
- f) The Council noted the explanation of the Significant Variances from the previous financial year.
- g) The Council agreed to set the period for the exercise of public rights from 17th June 2019 to 26th July 2019.

ACTION: Clerk to prepare records for the internal audit and submit the AGAR and supporting documents to the external auditor.

- h) It was proposed by Cllr. Paul Collins, seconded by Cllr. Stephen Morphey and agreed to authorise the payments listed below.

Details	Payee	Amount	Power
Newsletter Printing	Leiston Press	£20.00	LGA 1972 s.111
Clerk's Expenses	Sharon Smith	£74.84	LGA 1972 s.111

13. Correspondence

The Council noted the correspondence received between 5th April 2019 and 30th April 2019 detailed in **Appendix IV**.

14. Questions to the Chair

- a) The Clerk informed the Council that a planning application for Theberton Hall Farm has been received which requires a response before the next Ordinary meeting. Members of the Council agreed to meet on site to review the plans before considering the application at a meeting.

ACTION: Clerk to circulate proposed dates for an Extraordinary meeting.

- b) Cllr. Stephen Morphey asked if Wi-Fi can be provided in Jubilee Hall.

ACTION: Cllr. Hilary Ward to raise this with the Hall Management Committee.

- c) The Clerk informed the Council of upcoming SALC training 'Post Election Briefing for Councillors'.

ACTION: Clerk to email details to Cllr. Nat Bacon, Cllr. Beth Goose, Cllr. Stephen Morphey and Cllr. Julian Wallis and book places if required.

15. Date and Time of Next Meeting

The Council confirmed the date and time of the next Ordinary meeting is scheduled for Wednesday 12th June 2019 at 7:30 pm.

The meeting closed at 9:35 pm.

Appendix I - Outstanding Actions

Meeting Date	Item Ref	Action	Responsibility	Comments
11/01/17	5a	Ascertain quantity of documentation to be stored and obtain quote from Sizewell Storage.	Clerk/Cllr. Joan Harvey/Cllr. Beth Goose	06/02/18 - to form part of the GDPR review. 10/04/19 - Cllr. Harvey to continue rationalising paper records and will liaise with the Clerk. Cllr. Goose to obtain quote.
06/09/17 08/11/17	5b 7c	Send SID data to SCC Highways and request a visit from the speed camera unit.	Cllr. Stephen Brett/Clerk	10/04/19 – Cllr. Brett to speak to County Cllr. Richard Smith.
06/09/17	5g	Order two playpark ownership signs.	Clerk.	13/06/18 - updated under item 10b. 10/04/19 – Clerk to progress.
06/09/17	6e	Ascertain whether a litter bin can be placed on Highways land, whether Suffolk Norse will empty it and whether the sign can be renewed at the Theberton layby.	Cllr. Hilary Ward/Clerk	13/06/18 - updated under item 5c. 10/04/19 – Cllr. Ward to speak to Suffolk Coastal Norse. 08/05/19 – request submitted to Norse for a bin, also to County Council Highways re the lay-by sign and to East Suffolk Council re the penalty notice. Photographs submitted for further identification.
08/11/17	10a	Purchase work party tools to the value of £515.	Cllr. Stephen Brett	10/04/19 – Cllr. Brett to progress.
08/11/17	12a	Draft an emergency plan and add to a future agenda for approval and also consideration of the provision of grit bins.	Clerk/Cllr. Beth Goose	29/11/18 - grit bin requested from County Cllr. Richard Smith. 10/04/19 – Clerk to send draft emergency plan to Cllr. Goose to progress. 08/05/19 – Clerk sent draft plan to Cllr. Goose.

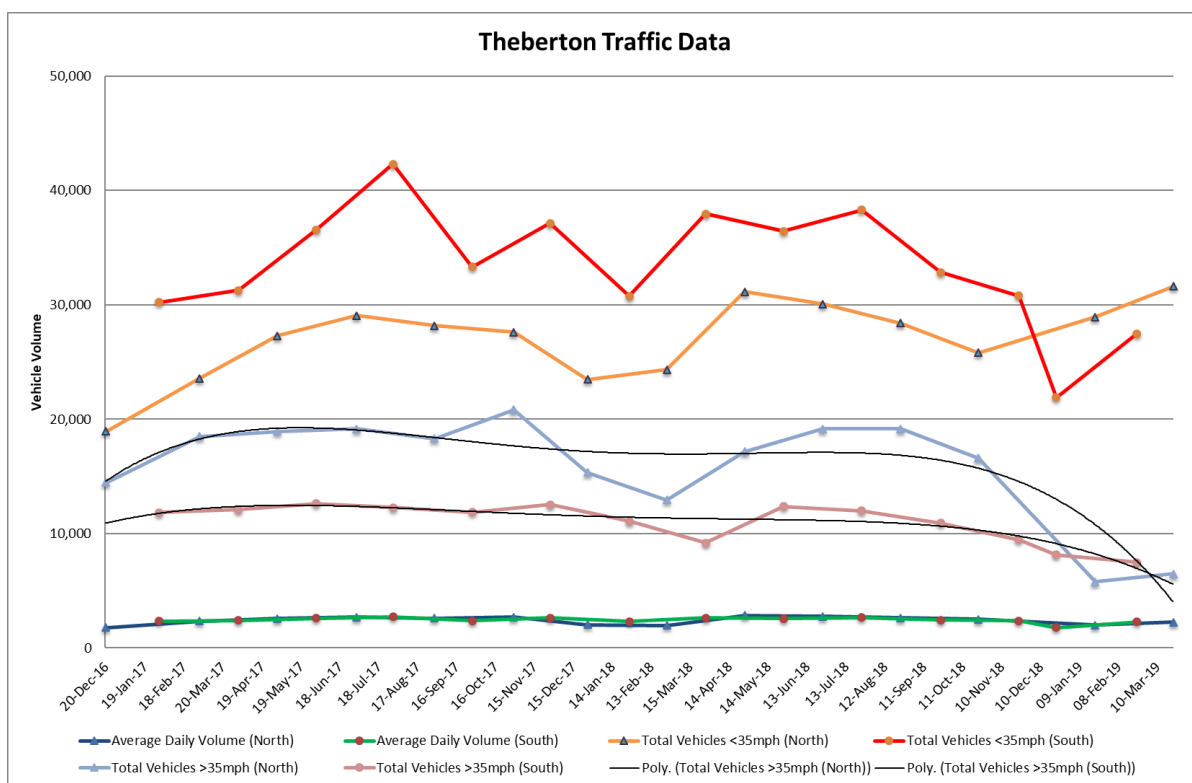
10/01/18	5a	Install gate at Theberton play area.	Cllr. Stephen Brett/Cllr. Graham Bickers	29/11/18 - posts installed. 10/04/19 – waiting for trees by proposed gate site to be removed by a volunteer.
15/08/18	5c	Apply to Outdoor Play Scheme Fund for a grant to replace slide and provide a climbing frame at Theberton play area.	Cllr. Hilary Ward	10/04/19 – Cllr. Ward to begin researching ideas.
09/01/19	8c	Establish a sinking fund to cover the cost of repairs and replacement of play equipment. Remove old play equipment.	Cllr. Paul Collins	Waiting for information from Sovereign. 10/04/19 – Cllr. Collins to progress.
13/02/19	8c	Register the Eel's Foot Inn as an Asset of Community Value.	Clerk	10/04/19 – Clerk to progress.
13/03/19	3	To discuss the proposal to impose a speed limit in Eastbridge with an SCC Highways engineer.	Cllr. Stephen Brett	08/05/19 - Cllr. Brett to email request to County Cllr. Richard Smith

Appendix II - Speed Indicator Device

The speed indicator device has been operational for twenty-seven ~20-day periods since 20th December 2016. It is placed at one end of the village or other at ~30 day intervals.

For the last 3 months the SID was placed at each end of the village but turned around to watch the traffic leaving the village. There is a drop in number of vehicle movements but that may be due to the SID being confused when traffic is going in both directions. So whilst the vehicle movements data may be low, the more interesting statistics are that the percentage exceeding 35mph has decreased to 16.9% and 21.4% and the 85th percentile speed* is 35.8mph and 37.1mph compared to 40.7mph and 38.6mph when they enter the village showing that vehicles are slowing down further as they pass through the village.

A second set of values will be obtained over the next two periods and if this persists, the SID will be reversed again to detect vehicles as they enter the village.



												Village End		
SID Start Date	25-Feb-18	27-Mar-18	26-Apr-18	26-May-18	25-Jun-18	25-Jul-18	24-Aug-18	24-Sep-18	23-Oct-18	23-Nov-18	22-Dec-18	21-Jan-19	22-Feb-19	22-Mar-19
Average Daily Volume (North)	1,962		2,843		2,740		2,643		2,494			2,007		2,240
Average Daily Volume (South)		2,619		2,570		2,647		2,431		2,368	1,768		2,284	
Total Vehicles (North)	37,283	47,145	48,329	48,821	49,239	50,301	47,560	43,755	42,397	40,254	30,054	34,733	34,956	38,091
Total Vehicles (South)														
Total Vehicles <35mph (North)	24,338		31,152	48,821	30,076	38,303	28,405	32,833	25,804	30,790	21,912	28,938	27,472	31,606
Total Vehicles <35mph (South)		37,959		36,446		38,303		32,833		30,790	21,912		27,472	
Total Vehicles >35mph (North)	12,945		17,177	19,163	19,163	11,998	19,155	16,593	16,593	9,464	8,142	5,795	7,484	6,485
Total Vehicles >35mph (South)		9,186		12,375		11,998		10,922		9,464	8,142		7,484	
85th percentile speed North (mph)	39.4		39.8	38.2	40.1	37.9	40.4	38.3	40.2	38.0	38.6	35.7	37.1	35.9
85th percentile speed South (mph)		36.8												
% <35mph (North)	65.3%		64.5%		61.1%		59.7%		60.9%			83.3%		83.0%
% <35mph (South)		80.5%		74.7%		76.1%		75.0%		76.5%	72.9%		78.6%	
% >35mph (North)	34.7%		35.5%		38.9%		40.3%		39.1%		23.5%	16.7%	17.0%	
% >35mph (South)		19.5%		25.3%		23.9%		25.0%		23.5%	27.1%		21.4%	
Avg Speeding (North)														16.9%
Avg Speeding (South)														21.4%
Avg 85th percentile speed North (mph)														35.8
Avg 85th percentile speed South (mph)														37.1

*The 85th Percentile is indicative of the speed that the majority of road users are travelling at.

Appendix III - Financial Position

Bank Balances as at 11th April 2019

Barclays Current Account	£4,020.25
Barclays Savings Account	£1,514.52
	<u>£5,534.77</u>

General and Earmarked Reserves

EDF Energy Grant - Work Party Tools	£515.00
Earmarked - Eastbridge Common Legal Costs	£600.00
General Reserves	£2,495.00
	<u>£3,610.00</u>

Bank Balance less Reserves

£1,924.77

Income – May 2019

Precept – 1 st Instalment	£3,006.99
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Payments - May 2019

Leiston Press – Newsletter Printing	£20.00
Sharon Smith – Clerk's Expenses	£74.84
	<u>£94.84</u>

Net Balance

£4,836.92

Appendix IV - Correspondence

Suffolk Association of Local Councils

- a) Move Suffolk Week – 18th-26th May.

District Council and County Council

- a) ESDC - Copies of replies from the Head of Legal and Democratic Services to a resident of Eastbridge Common.
- b) ESDC – Invitation to the Parish and Town Council Planning Forum.
- c) SCC – Save The Date – Highways Community Self-Help Launch.
- d) ESDC - New Online Register of Interests System.
- e) SCC Highways - Surface Dressing - B1122.

Energy Companies

- a) SPLG – Minutes.
- b) East Anglia Offshore Windfarms Phase 4 Consultations – thank you for participating.
- c) WYG – Idea re workers' accommodation campus.

Other

- a) PSMA Newsletters – April 2019.
- b) Suffolk View – Spring Edition.
- c) AONB - April Monthly Update.
- d) Community Heartbeat Trust - Eastbridge telephone kiosk.
- e) Middleton Primary School - request to erect a noticeboard.