**Minutes of the Meeting of Ubbeston Parish Council** at The Hub in Huntingfield on Wednesday 16th November 2016 at 7.30pm.

**Attendees:** Cllr Allan Pike (Chair), Cllr Tracey Moore, Cllr Chrissie Wootton, Cllr Nigel Youngs,
CC & DC Stepehn Burroughes, I resident, I member of the public & Julie Collett (Parish Clerk).

**1 To consider accepting apologies for absence** No Apologies

**2 To consider co-opting a new councillor** Following the advertising for councillors, I resident put his name forward. The council voted and unanimously agreed to co-opt Carl Walker. Cllr Walker duly accepted and signed the declaration of office form. Clerk will add his name to the register and Cllr Walker will complete his register of Interests within the statutory 28 days.

**3 To approve and sign the minutes of the council meeting on 15th September 2016.** Minutes were approved & signed.

**4 To record declarations of interest from members in any item to be discussed** Nothing declared.

**5 To consider dispensation from members in any item to be discussed.** None received

**Public Forum**

* 1. Parishioner’s questions or comments A member of the public requested information on the derelict house in Ubbeston.
	2. District & County Councillors’ reports. Cllr Stephen Burroughes presented reports and the clerk will arrange to have these put on the website.
	3. To receive the Footpath Warden’s report No footpath warden
	4. To receive a report from the Tree Warden The next tree wardens get together is on Wednesday 7th December at Cockfield Hall. Cllr Youngs hopes to attend.

**6 To receive an update on outstanding actions from last meeting:**

(i) Speed Indicator Devices – The memorandum of Intent has been signed & returned. There is a protocol to follow. The area will be assessed by the Highways & Police. The post will firstly be installed with the battery. Peasenhall is also interested. Clerk will contact their clerk to see if interested in sharing a unit as it needs to be moved every 4 weeks.

(ii) Telephone Box – No further update. Cllr Youngs will check whether it is listed and if not, whether it can be moved or maybe adopted.

(iii)Siting of the dog bins-Cllr Wootton has arranged for a bin to be moved from The Croft to the junction of Clay Hills & B1117. The other red bin will also be changed for a green bin when SCDC receive more supplies.

(Iv)Transparency Code Fund Grants – Clerk confirmed that this grant only covers items connected with the website, internet & laptops, not notice boards. Cllr Burroughes confirmed that we could apply to him for funds for a notice board from his Enabling Budget, a district budget.

**7 To consider new & outstanding planning applications, including consultation responses**

None Received

**8 To consider the correspondence received.**

(i) Letter from Barclays Bank

 (ii) Invite to the Annual Town & Parish Council Budget Liaison Event

(iii)Letter from SCDC re Site Allocations & Area Specific Policies Development Plan Document

All correspondence noted.

**9 To receive the findings of the internal audit** The Council accepted the findings.

**10 To receive the findings of the external audit** The Council accepted the findings.

**11 To appoint an internal auditor.** The Council agreed to appoint Heather Heelis from Heelis & Lodge to be the internal auditor for the current financial year.

**12 To update the asset register as per the External Audit.** The asset register has been updated and agreed by the council.

**13 To consider the position of the post box** The council agreed that there was no need to move the post box.

**14 To review the problems associated with The Croft and consider remedial action.** Problems identified with The Croft are noise over the summer, cars mistaking other properties for the Campsite. The dog mess problem seems to of been addressed. The clerk to contact environmental health to analyse the site. Cllr Youngs will email concerns to Cllr Burroughes for assistance. Update due at next meeting.

**15 To consider a request for information regarding the derelict house in Ubbeston.** Concerns were that this building had become unsafe. Clerk will contact the Private Sector Housing team at SCDC who can place an order on the property to make it safe. New legislation states that the property should be kept in a liveable state.

**16 To review the insurance policy.** The councilrenewed the insurance by agreeing to the 5-year undertaking. Clerk will add the dog bins to the insurance.

**17 To received updated accounts for the current year.** Accounts received.

**18 To approve the budget for year 2017/2018** The Councillors approved the budget.

**19 Finance**

Ipswich Building Society £0-00 A/C closed

 Barclays Bank £1960.97

 Noted

**20 To approve the Account Payments**

(i) Community Action Suffolk £60-00

 (ii) Business Services at CAS £159-85

 (iii) Suffolk Coastal Norse Ltd £360.00

 (iv)J Collett £167.40

 (v) J Collett £41.80

 Payments agreed.

**21 To approve the Account Receipts**

Balance from Ipswich B/Scy £1960.97

 Interest £0.88

 Interest £0.89

 Receipts noted

**22 To receive and discuss items from Parish Councillors**

Concerns were raised regarding the repairs required to Clay Hills and the flooded area caused by the river. Clerk confirmed that these items could be reported using SCC Reporting Tool online

**23 To receive items for the next Agenda**

Precept

 Update Derelict building

Update on SID

**24 Meeting Closed 8-50pm.**

 **Date of next meeting agreed as 12th January 2017**

 **Minutes checked & agreed**

 **Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**