

Ubbeston Parish Council

Minutes of the Annual Meeting of Ubbeston Parish Council at The Hub in Huntingfield on Thursday 18th May 2017 at 7.00pm.

Attendees: Cllrs Allan Pike, Chrissie Wootton, Nigel Youngs & Carl Walker. 5 Residents & Clerk Julie Collett.

41.17 To elect the Chairman Cllr Pike proposed Cllr Wootton, seconded by Cllr Youngs. All in favour and duly elected. Cllr Wootton signed the acceptance of Office Form and took over as chair.

42.17 To elect the Vice-Chairman Cllr Youngs proposed Cllr Pike & seconded by Cllr Walker. All in favour.

43.17 To consider accepting apologies for absence. No apologies

44.17 To approve and sign the minutes of the council meeting on 16th March 2017. Minutes were approved and signed as correct.

45.17 To consider the co-option of a Parish Councillor Lynne Ward had expressed an interest in becoming a Councillor. Proposed by Cllr Wootton, seconded by Cllr Youngs and all in favour. Cllr Ward was duly elected and signed the Acceptance of Office form.

46.17 To record declarations of interest from members in any item to be discussed None

47.17 To consider dispensation from members in any item to be discussed None

Public Forum

- (i) Parishioner's questions or comments. Thanks were expressed to Cllr Youngs for cutting the grass and the top of Clay Hill & round the signs.
- (ii) District & County Councillors' reports Apologies from Cllr Burroughes, but reports received and uploaded to the website.
- (iii) To receive the Footpath Warden's report No Footpath Warden
- (iv) To receive a report from the Tree Warden Cllr Youngs Nothing to report.

48.17 To receive an update on outstanding actions from last meeting:

- (i) Update on Highways issues with Clay Hill Although some areas are marked ready for repair, parts of the road are getting steadily worse. Cllr Youngs will report again on Suffolk County Council's highways page on the website.
- (ii) Telephone Box The clerk has received Pre-Application planning advice. Clerk will now complete the forms for Listed Building Consent.
- (iii) Meeting attended re SID A resume was outlined to the Councillors and residents who did not attend this meeting. Full minutes will be received shortly and will be circulated. Cllrs agreed that this would be a good project to pursue.
- (iv) The Croft Campsite Planning permission conditions will be checked as concerns regarding two proposals for the coming year: 1 Wedding Receptions, and 2 Music weekend planned for October. Cllr Wootton to check before next meeting. Clerk to write to the Croft asking for details of future plans.

49.17 To consider new & outstanding planning applications, including consultation responses
None received

50.17 To consider the correspondence received.

- (i) Site Allocations & Area Specific Policies Copies circulated
- (ii) The Local Councillor Copies circulated
- (iii) Letter from Matthew Wallis Clerk will reply to Mr Wallis confirming that the Council are looking into the criteria required for installing additional highway signs.

51.17 To consider registering with the Information Commissioners Office The council agreed that we need to be registered with the Information Commissioners Office. Clerk will register.

52.17 To review & update the asset register. The asset register has been updated to include the new notice board.

53.17 To approve the end of year accounts Approved.

54.17 To approve the Annual Governance Statement. Approved.

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55.17 To received updated accounts for the current year. Accounts noted

56.17 Finance

Barclays Bank 27/4/2017 £1936.36

Noted

57.17 To approve the Account Payments

(i) J Collett Salary £313.81

(ii) J Collett Magnets for notice board £11.98

(iii) SALC Payroll service £18.00

(iv)SALC Subscription 17/18 £34.30

Payments approved

58.17 To approve the Account Receipts

(i) SCDC Grant £925.00

Noted

59.17 To consider appointing an additional signatory for the Bank Account Councillors agree that Cllr Youngs will become a third signatory on the account. Clerk will complete necessary paperwork.

60.17 To receive and discuss items from Parish Councillors None

61.17 To receive items for the next Agenda

Defibrillator

SID

Croft Campsite

Green Valley Farm

62.17 Date of next meeting Parish Council meeting Thursday 20th July at 7pm.

63.17 Meeting Closed 8-00pm.

Signed as a true record.

Chair _____ Date _____

