

Nacton Parish Council

Draft minutes of the Parish Council Meeting on Wednesday 31 July 2024 starting at 7.00 pm

Present:

Parish Councillors: Cllr. B. Hunt (Chairman), Cllr J Mumford, Cllr. A Eaton, Cllr. S Godden, Cllr. E Wilson, Cllr. J Leeder, Cllr. P Warner, Cllr. I Hatfield, Cllr. S Baalham

Mrs C Lucas (Clerk) Mr B Mansfield (RFO)

Cllr. P Mulcahy (SCC) Cllr. M Ninmey (ESDC) Cllr. L Reeves (ESDC)

| Agenda Item | Context/Discussion | Actions and Decisions |
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| 1. Apologies for absence | No apologies. All present. | |
| 2. Declarations of interest | None. | |
| 3. Invitation to public to comment on agenda items | None | |
| 4. Minutes and actions of meetings | Previous minutes from the AGM on the 22 nd of May 2024 were agreed upon as a true and accurate reflection and signed by the Chairman. | |
| 5. Chairman's update | <ul style="list-style-type: none">• Chased up Poors Field and the land is still unregistered.• The diamond Jubilee sign and sleeve have been removed from the tree in Victoria Field. The sleeve has been found but the sign is still missing. | |

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| | <ul style="list-style-type: none"> • Pavements were cleared up towards Amberfield • Cllr. Leeder and Cllr Hunt put the Information Board up • Should the timetable for the bus stop be removed now the bus doesn't come? Agreed yes | <p>Action: Equipment needed to remove timetable.</p> |
| <p>6. Planning applications</p> | <p>Non Material Amendment of DC/23/3341/FUL - Site has current permission to convert & expand existing building under ref DC/20/3188/FUL. This application is to utilise approved building footprint to create 1 no individual dwelling. - Gable roof element added to hipped roof to incorporate additional glazing to front elevation. PV Panel array added to roof on front elevation. - No objections.</p> <p>Consultation SCC/0078/24SC/SCOPE - A12 Major Road Network Improvement Scheme – 14th August deadline for comments. – Noted.</p> | |
| <p>7. Reports</p> | <ul style="list-style-type: none"> • Suffolk County Council – report shared with councillors by email prior to the meeting <ul style="list-style-type: none"> ○ County Councillor Mulcahy updated councillors on the briefings that will be taking place in regards to the A12 improvements (part of the Sizewell C project). She asked if councillors felt a briefing would be needed in Nacton? The general consensus was that Martlesham would be sufficient (one is planned there anyway) and Nacton Parish Council could advertise it once the date and time were known. Briefings will be held in September. ○ Cllr. Hunt asked Cllr. Mulcahy if she was aware of a sickness policy that exists for when County Councillors are off on long term sick. She replied no. ○ Cllr. Eaton asked if Nacton Parish Council could adopt the 'cold calling policy' in Cllr. Mulcahy's recent report. Councillors agreed to put this | <p>Action: Clerk to follow up with Cllr. Mulcahy to get briefing dates and times to post on the website and Facebook page.</p> <p>Action: Clerk to put cold calling information on the</p> |

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| | <p>information on the website.</p> <ul style="list-style-type: none"> ○ Cllr. Wilson asked Cllr. Mulcahy if the cyclical gulley cleaning is still happening as it doesn't seem to be taking place. Cllr. Mulcahy said she has been chasing but there is still a lot of backlogs after storm Babet but she is trying to progress this. ● East Suffolk District Council – report shared with councillors by email prior to the meeting <ul style="list-style-type: none"> ○ Update given around the Freight Management Facility now being sited at Orwell Crossing ○ Roadshow being held at the Triangle in Felixstowe on 28th August 10 am – 1 pm ○ It was asked if there is any advancement with the business park – no progression yet. ● Village Hall – update read out to councillors by the clerk | <p>website.</p> |
| <p>8. Finances</p> | <p>8.1 – Payments agreed:</p> <ul style="list-style-type: none"> ● Village Hall Hire 31-07-24 = £35.00 ● Village Hall Hire 25-09-24 = £35.00 ● Clerk Salary Aug-24 (£286.65) and Sep-24 (£286.65) ● Clerk expenses (mileage – 3 trips to the noticeboards) £15.26 ● RFO Salary Aug-24 (£96.12) and Sep-24 (£96.12) ● Victoria Field Play Equipment Inspection Fee £120.00 <p><u>Total £850.80</u></p> | |

1. Payments made since last parish meeting:

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| 16.05.24 | Internal Auditor Fee | 200.00 |
| 28.05.24 | Clerk Salary May-24 | 286.65 |
| 28.05.24 | RFO Salary May-24 | 96.12 |
| 30.05.24 | Clerk Expenses (Mileage) | 15.26 |
| 30.05.24 | RFO Expenses | 12.60 |
| 31.05.24 | Nacton Village Hall Hire - Parish Meeting | 35.00 |
| 28.06.24 | Clerk Salary Jun-24 | 286.65 |
| 28.06.24 | RFO Salary Jun-24 | 96.12 |
| 08.07.24 | Cllr Warner - Plants and Soil | 78.75 |
| 16.07.24 | Nature Sign Design - Information Board | 1,104.00 |
| 17.07.24 | Cllr Hunt - Info Board concrete | 13.94 |
| 28.07.24 | Clerk Salary Jul-24 | 286.65 |
| 28.07.24 | RFO Salary Jul-24 | 96.12 |

Total £2607.86

The Finance Advisory Group met in June and agreed that the new financial regulations should be adopted. **All councillors agreed to adopt the New Financial Regulations. RESOLVED**

Quotes to replace the old noticeboard outside the former shop had been sent to councillors ahead of the meeting. The Chairman asked everybody to vote, by email, within seven days of this meeting stating YES to use CIL money to replace the noticeboard, or NO to remove and not replace. There are other noticeboards in the parish and Cllr. Wilson said she had not known any other parish with more than one noticeboard. By removing the board at the shop would still leave two within the parish. The clerk added that only the board outside the village hall is big enough to put all notices on, minutes/agendas, newsletter and any relevant information so if it was replaced 'like for like' size it would only be able to have the agendas and minutes displayed like the one at Priory Court.

Action: Clerk to advise councillors of the results of the vote on 8th August

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| | <p>The RFO gave an update on the balance of the current account (£2465) and reserve account (£24437). Prior to the meeting the RFO had sent around an email with a spreadsheet attached showing transactions.</p> <p>The RFO proposed that he move £11,500 into a 6 Month Fixed Deposit account with Lloyds Bank which has an interest rate of 3.50%</p> <p>This represents the emergency fund (i.e. one year's precept) and will be debited from the Reserve account.</p> <p>It takes up to 5 days for the account to be opened and the funds transferred. This will generate around £200 interest, compared to around £75 from the existing Business Instant Access account.</p> <p>Access will be through online banking, so members of the Finance Advisory Group will have visibility once set up.</p> <p><u>All councillors agreed to this proposal from the RFO.</u></p> | <p><u>Action:</u> RFO to proceed with setting up new savings account</p> |
| <p>9. Parish documents</p> | <p>9.1 Emergency Plan – Cllr. Eaton is waiting to hear from Priory Court to progress.</p> <p>9.2 Maintenance Plan:</p> <ul style="list-style-type: none"> • Information Board Cleaning needs to be added • Maintain the hole for the Christmas Tree stump at the village hall needs to be added • The dozen posts in Paupers Wood need to be added. • The welcome seat in The Street needs to be added <p>The Maintenance Committee have proposed that there is a monthly rota – where councillors walk/drive around the village and make notes of things that need doing and</p> | <p><u>Action:</u> Cllr. Wilson to speak to the manager of Home Farm</p> |

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| | <p>report back.</p> <p>They have also proposed that a discussion takes place ahead of the next precept budget setting that an 'odd job/gardener' (self-employed) be budgeted for 24 hours per year to be used as and when needed throughout the year for maintenance purposes.</p> <p>9.3 Action Plan:</p> <ul style="list-style-type: none"> • Work towards a 5-year plan. <ul style="list-style-type: none"> ○ Parking along The Street outside the school and the village hall needs to be looked at as a priority. Could a parking solution be found at the primary school where the pond is – tarmacking this area would at least mean the teachers could park off the road. ○ Discussion around funding to help aid this project – Community Infrastructure Levy? ○ Cllr. Hunt agreed to write to The Chair of Governors • The bus shelter – discussion around reversing the seat and using this as a shelter for the field • Cllr. Hunt talked about having planters in the parish planted with herbs to create a nice aroma. • Cllr. Baalham said she was asked prior to the meeting (by a parishioner) to ask councillors if pétanque had been considered as an option to spend some CIL money on. The answer was yes it had been considered but may be an attractive space for badgers to congregate and use as a toilet so was not progressed. | <p>Action: Cllr Hunt to write to the Chair of Governors at Nacton Primary School</p> |
| <p>10. Parish matters</p> | <p>10.1 – Mobile Phone Survey</p> <ul style="list-style-type: none"> • This is to go in the next newsletter in September. Create a flyer for the coffee morning using a QR code that goes straight to survey. <p>10.2 – Bus shelter</p> <ul style="list-style-type: none"> • Discussed under 9.3 | <p>Action: Clerk create the next newsletter at the beginning of September.</p> <p>Action: Clerk to contact ESDC regarding litter</p> |

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| | <p>10.3 – Litter picking equipment</p> <ul style="list-style-type: none"> No response from previous contact. Cllr. Reeves suggested contacting ESDC <p>10.4 – Website and social media</p> <ul style="list-style-type: none"> Cllr. Baalham said the Website and Social Media committee recommended changing the Nacton Parish Council website to the .gov.uk domain. <u>Councillors agreed to this.</u> Cllr. Baalham to contact Suffolk Cloud. It was felt at this time moving all of the email addresses to .gov.uk is unaffordable. <u>Not agreed.</u> <p>10.5 – Other parish matters arising</p> <ul style="list-style-type: none"> Proposal to move the VAR speed indicator to the post at the bus stop which would capture traffic data on the other side of the road. Need to investigate whether this has a bracket to support it. Cllr. Hunt thanked Cllr. Warner for planting the flowers around the village sign. Cllr. Hunt questioned how people will be able to access the foreshore when the August roadworks go ahead. | <p>picking equipment.</p> <p><u>Action:</u> Cllr. Baalham to contact Suffolk Cloud to organise change of domain name.</p> <p><u>Action:</u> Cllr. Wilson to check the proposed post for the VAR to see if it is suitable.</p> |
| <p>11. Matters raised by and reports by councillors</p> | <p>None</p> | |
| <p>12. Public question time</p> | <p>None</p> | |

Date of the next meeting: Wednesday 25th September 2024 at 7 pm.