

## Draft - Campsea Ashe Parish Council Minutes

### Of the meeting held on Monday, 21st November 2016, at 7.30 in Campsea Ashe Village Hall

**Present** - Richard Fernley (RF) (Chair), Nathan Willis (NW), Pat Hayward (PH), Georgina Proctor (GP) Barry Cable (BC) (Clerk), Michael Bond (MB), Ray Herring (RH) (District Councillor) ( who attended later half of meeting), members of the public.

**16.39** Apologies for Absence - Derek Balaam (DB), Frances Gander (FG) - accepted.

**16.40** Declarations of Interest - Flagship housing - Richard Fernley.

**16.41** Requests for dispensation – accepted.

**16.42** Minutes of the last meeting of 19th September 2016 were accepted as a true record and duly signed.

**16.43 Open Forum** - public participation (this was extended to include the item 16.44 - Highways).

A report was received from Councillor Bond who reported that devolution plans had stalled after Norfolk could not reach agreement and government and the council now looking how best to take forward.

**16.44 Highways** - Councillor Bond reported that he had received road traffic letters and photos from the public regarding the heavy goods vehicles (HVGs) passing through the village and causing damage. He reported that he had taken this issue to the Officers at SCC and Highways. Councillor Bond outlined options for the parish council. These were:

**A)** A suggestion of a 'Traffic Regulation order' which would give the drivers of these vehicles no choice, they would be banned from using Campsea Ashe as a cut through. The process would take around 18 months to 2 years and would come out of the budget. Lorries over a certain size could then face prosecuted/fine, although prohibition could not be applied against farm vehicles only HGV's.

**B)** Signage - 'Unsuitable for HGV' with a red line through. These signs would be more visible and will be mounted by mid-January. This has been agreed with Highways.

**C)** Negotiation - Mr Bond felt that negotiation would be a better first option for the Parish Council and residents. Lorry traffic would be identified over a 1 month period, through names and registration numbers and Officers at County Council would then be informed and negotiation with the various haulers informing them that this was not the recommended lorry route. It was unsure who would do negotiation – Working Group or officials of the County Council.

Various members of the public spoke passionately about traffic issues, particularly effecting Ivy Lodge Road, where the amount of articulated lorry traffic, Agro vehicles, and large farm vehicles with trailers going through the village were using Ivy Lodge Road to cut through to the Rendlesham/Bentwaters area. So far, the vehicles had damaged the church wall, demolished the village sign, and housing has shook due to the size and speed of the vehicles. It was reported that some were so large that they took up the whole of the road, and there were concerns over the speed they travelled at. Members of the public felt it was only a matter of time before a serious incident occurred. Numerous photos of these vehicles had been taken by the public as well as the damage caused by them. These were presented to the Parish Council and Councillor Bond.

Some concerns were expressed that any action taken in Campsea Ashe would mean that problem would be pushed elsewhere onto other villages. Mr Bond felt that using the prescribed recommended route through Eyke to Rendlesham would only restore back to the original position.

After discussion, councillors unanimously agreed to form a working party consisting of Parish Councillors and members of the public to monitor and record traffic over a period of one month. The information would be passed onto Suffolk County Council so that hauliers could be contacted directly.

**ACTION** - GP to contact David Chenery, Suffolk County Council to ascertain what information they would require, and to set up a **working party** to collect/collate information and forward to SCC.

**16.45.1 Update on Annual Review** - RF updated from the previous minutes that The Annual Review was submitted in September following information from BDO. A report on the review together with the Internal Auditors comments had now been received. Major issues raised was that the Annual review had not received by 30th June as requested, no evidence of risk assessments being undertaken, and that the period for public scrutiny had not been completed within the agreed date (although this has subsequently been completed). There were other minor issues contained in the report for guidance. RF reported that the after a lot of work in September a certificate had been issued by BDO but that the Parish Council needed to put together an action plan to address the above issues.

**ACTION** - to set up a Budget Committee to have control over finance and other issues within the Annual Review (see below)

To evaluate and update historic risk assessments (see below)

**16.46 Village Sign** - It was reported that the village sign was underinsured and there is a short fall of £1500 + £100 excess. The cheapest quote received was £3000 +VAT to replace the village sign is short by £1600 + VAT. An application had been made to SCDC Local Councillor 'Enabling Communities' and there was an agreement (tbc) that they would donate £800 if the Parish Council would pay the balance from their funds FG has now increased the insurance amount to £3000.

**Action** – Decision on replacement deferred until the next meeting i.e. that the PC is willing to fund the difference in the cost. DB to provide photos and send them to FG.

**16.47 - Village Website** - This is up and running and there the move over to CAS has not caused any problems. The fee has been paid.

**16.48 - Dog Fouling** - No further complaints had been received and dog control signs had been renewed.

**16.49 - Village Hall and Play Area** - Discussions between the village hall committee and various suppliers concerning signage on the play area continue.

**16.50 - To consider planning applications** – No applications received.

**16.51 - Update on correspondence with Flagship.** A letter has been written to flagship in September including comments and requesting a public meeting but there has been no reply.

**Action** – FG to ring the company to pursue the request for a public meeting.

**16.52 – Development of Parish Plan and Budget for 2016/17.**

**Agreed** to set up a Budget Finance sub committee with a view in the long term to develop a parish plan. Sub Committee to consist of: - (RF), (PH), (FG), (BC).

**16.53 Risk Assessment** RF stated that he would investigate further, starting with a risk assessment folder/details. Needs to be done by next annual review.

**Action** - BC to carry out Parish Risk Assessment under guidance from RF.

**16.54 – Finance** - Councillor Ray Herring informed the meeting that a letter should be received within the next week with advice on setting budgets and the information on the date by which the council should have its precept letter in.

It was agreed that the following invoices should be paid.

|                   |          |
|-------------------|----------|
| SALC for training | £198.00, |
| Internal audit    | £42.00   |
| BDO audit         | £360.00  |
| Wreath            | £17.00   |

(Approved by NW, PH, GP, RF)

It was reported that the increase in the amount that BDO charges was due to the increased amount on monies going through the account. This increased due to the money for the play area money coming into the account.

**It was unanimously agreed to postpone other items in the Finance Report to a further meeting when full council available.**

#### **16.55 – Correspondence for information**

- EDF re: the meeting in the Village Hall.
- A letter from community payback.
- A Letter from Disability Advice Service.
- SCDC - site allocation and Felixstowe peninsular.

#### **16.56 Items for future agenda**

- Highways,
- Risk Assessment,
- Flagship,
- Budget Finance

**Date of next meeting:** Monday 16<sup>th</sup> January 2017

**A further meeting has been provisionally arranged to complete the financial report and update some other items above on 7<sup>th</sup> December at 7.30 in the Village Hall**