

**DRAFT MINUTES OF SIBLE HEDINGHAM PARISH COUNCIL MEETING
HELD AT THE VILLAGE HALL, PARKFIELDS, SIBLE HEDINGHAM ON
MONDAY 14th SEPTEMBER 2015 AT
7.30PM**

In the chair: Cllr. R. Volkwyn

Present: Cllrs. J. Fennelly, S. Glen, D. Holmes, G. Jefferson, G. Massey, S. Metson, B Newman, J. Nicholson, L. Parkin and P. Sarel
Mr. A. Corder-Birch (Clerk)
Together with 6 (six) members of the public

Public comment

There was no public comment.

113. Apologies for absence

Cllrs. T. Pitts-Webster (work commitment), J. Skittrall (illness), J. Beavis, H. Johnson and D. Finch

114. To co-opt new Councillor to fill casual vacancy

The Chairman reported that there had been one applicant to fill the casual vacancy namely Mr. John Nicholson. It was proposed by Mrs. G. Jefferson, seconded by Mr. B. Newman and carried by seven votes in favour with three abstentions that Mr. Nicholson is co-opted onto the Parish Council to fill the vacancy. Mrs. G. Massey wished it to be recorded that she objected to the lack of public notice but was assured that the statutory notice had been posted on all village notice boards for the requisite time and therefore all statutory time limits had been fully complied with.

115. Declaration of acceptance of office of new Councillor

Mr. Nicholson then completed and signed his Declaration of Acceptance of Office form in the presence of the Clerk.

116. Election of new Councillor to Committees and Advisory Groups

The following positions were filled:

Transport and Highways Committee	Mr. J. Nicholson
EALC representative	Mr. J. Nicholson
Finance and Funding Committee	One vacancy
Emergency Planning Advisory Group	One vacancy
Interview Panel	One vacancy

117. Declarations of interest

There were no declarations of interest.

118. To confirm minutes of meeting held 10th August 2015

The minutes of the meeting held on 10th August 2015, having been circulated, were taken as read were confirmed and signed by the Chairman as a correct record.

119. Matters arising from those minutes

There were no matters arising.

120. Chairman's report

The Chairman reported that he had visited Mr. J. Skittrall who is making a good recovery. The traffic and speed survey through the village had been placed on the website.

121. Youth Council Report

Mrs. Massey reported that no meeting had taken place since the last PC meeting.

122. County Councillor's Report

In the absence of Mr. D. Finch no report was given.

123. **District Councillor's Reports**

In the absence of Mrs. J. Beavis and Mr. H. Johnson no report was given.

124. **Planning Committee**

The minutes of the Planning Committee Meetings held on 7th and 28th August 2015, having been circulated were accepted in lieu of a report. Mrs. Massey reported that the minutes of the 28th August had not yet been posted on the website.

125. **Recreation and Amenities Committee**

The minutes of the Recreation and Amenities Committee Meeting held on 21st August 2015, having been circulated, were accepted in lieu of a report.

126. **Transport and Highways Committee**

The minutes of the Transport and Highways Committee Meeting held on 18th August 2015, having been circulated, were accepted in lieu of a report. The Clerk reported that a member of the public had observed that the minutes had not yet appeared on the website.

127. **Personnel Committee**

The minutes of the Personnel Committee Meeting held on 6th August 2015, having been circulated were accepted in lieu of a report. The Chairman reported that five interviews would take place on 17th September when consideration would be given to arranging an extraordinary PC meeting to consider the appointment.

128. **To consider increasing the grant to Hedingham Thursday Club**

The Chairman reported upon the current position of the Club and it was agreed that the amount of the grant should remain the same.

129. **To consider request from SH PCC for contribution towards printing costs of Magazine**

A letter from Mr. A. H. Frost on behalf of Sible Hedingham PCC was considered. The meeting adjourned for public comment.

Rev. Liz Paxton spoke in support of Mr. Frost's letter and reiterated the figures contained in it. She explained that new advertisers were forthcoming and that the magazine may not be costs neutral until January 2016. In the meantime proportionate contributions of £550 from SHPC and £250 from CHPC, which had already been approved, would be appreciated. It was accepted that there were quality issues earlier in the year but these had been largely overcome and a new colour cover is likely.

The meeting resumed. Mr. J. Fennelly congratulated the PCC upon a good quality magazine. It was proposed by Mrs. G. Massey, seconded by Ms. S. Glen and carried unanimously that a contribution of £550 is made towards the printing costs.

130. **To approve wording of plaque on chimney sculpture**

The Clerk reported that Messrs. Thrussell and Thrussell had requested some brief words on a plaque for the chimney sculpture. The following wording was approved:

THIS CHIMNEY SCULPTURE DEPICTING THE HISTORY OF SIBLE HEDINGHAM AND VILLAGE ORGANISATIONS WAS ERECTED IN 2015 BY SIBLE HEDINGHAM PARISH COUNCIL

131. **Update upon future of SH Post Office and Sorting Office**

Ms. S. Glen reported upon various rumours and was uncertain if the Post Office would move into the Co-op or not. Apparently the building renovation work at the Co-op had been approved before the Post Office had started to look for alternative premises, which was unfortunate. It was understood that the staff had signed resignation forms, which were not dated so they will continue to provide a service until new premises are found. Ms. Glen will continue to keep in contact with the Post Office on a weekly basis until a decision is made and was thanked for her report.

132. **Report upon future arrangements for use of SH Village Hall by cyclists**

The Clerk gave a report on behalf of Mr. J. Skittrall who had stated that the cyclist issues had been carefully considered at a recent VH Committee meeting. Prior to the meeting Mr. Skittrall had made representations to the Cycling Club who had given assurances that steps had been taken so that the 2015 incidents would not be repeated. The VH Committee had accepted these assurances and agreed to accept a booking for 2016 and future years, which provides a significant source of income for the VH. Councillors agreed to accept Mr. Skittralls report but emphasized that the Cycling Club and VH Committee need to have more marshals on duty to supervise future events. It was agreed to raise this matter a couple of months before next year's event to ensure that it will be properly marshaled.

133. **To renew and assess support for the new Medical Centre**

Mrs. G. Massey reported that support for the new Medical Centre was raised at a recent Committee meeting but asked for it to be deferred for a month to enable Mrs. A. Weatherley and Mrs. J. Beavis to be involved.

134. **Approval of Risk Assessment**

Mrs. G. Massey thanked Miss. L. Parkin for her work upon the draft Risk Assessment, which had been circulated to Councillors. Mrs. G. Jefferson asked for consideration of the draft to be deferred to give more thought to such matters as time limits. Mrs. Massey stated that it should be reviewed annually at the Annual Parish Council Meeting. Miss. Parkin stated that it is a living document so it can be revised at any time. Mr. J. Nicholson advised that he was familiar with such documents, which should be linked in with statutory requirements and signed by all Councillors. However he had not seen the document and therefore supported deferment. It was proposed by Mrs. Jefferson, seconded by Mr. S. Metson and carried by 8 votes to 2 that this item is deferred for one month.

135. **Correspondence and emails**

The correspondence received and listed in appendix 1 was referred to relevant Councillors for information and action. Mrs. G. Jefferson expressed concern regarding the contents of a letter from BDC to Hedingham Football Club in so far as it related to SHPC. It was made clear that there was absolutely no agreement or commitment on the part of SHPC to become sub tenants of the proposed extension to the clubhouse.

136. **Accounts for payment**

The accounts listed in appendix 2 were presented for payment. It was proposed by Miss. L. Parkin, seconded by Mrs. G. Massey and carried that the accounts are paid.

137. **Any other business/exchange of information/agenda for next meeting**

a) **Welcome Packs**

Mrs. G. Massey reported that additional inserts for the Welcome Packs were required and was authorized to arrange printing for which the cost is to be met from SH VDS.

b) **Rev. P. Corson, Hedingham Baptist Church**

Mrs. Massey reported that the Rev. P. Corson would shortly be leaving Hedingham and it was agreed to write and thank him for his work in the village and to wish him well in the future.

c) **Notice Boards**

Mrs. Massey reported that minutes had not been placed in the village notice boards. Mr. D. Holmes reported that minutes were regularly posted on the Co-op Notice Board but it was temporarily out of action as a result of building work. The Clerk explained that there was a lack of space in the Library and Office notice boards and the majority of residents read the minutes online.

d) **Mirror at Parkfields**

Mrs. Massey reported that one mirror had been erected at Parkfields and that a second mirror is required. The Chairman stated that expenditure could not be authorized under AOB, which was only for exchanging information and agenda items for the next meeting. Mrs. Massey asked for funding of a second mirror at Parkfields to go on the agenda for the next meeting.

e) **Dumping on Recreation Ground**

Mr. D. Holmes reported that a settee and clothes had been dumped on the Recreation Ground, which had been removed by SHPC and BDC maintenance operatives.

f) **Notice Board at Oxford Meadow**

The Chairman reported that Mr. D. Gambell will complete the new notice board for Oxford Meadow in about two weeks.

There was no other business.

There being no further business the meeting closed at 8.20pm.

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(Date)

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(Chairman)