



EYE TOWN COUNCIL

20 Broad Street, Eye, Suffolk, IP23 7AF : 07713 196 251

MINUTES OF EYE TOWN COUNCIL MEETING HELD ON

Wednesday 19th April 2017 @ 7.30 pm in the Council Chamber, Eye Town Hall

In the interest of early publication for residents, the council publishes its minutes in draft. Draft minutes may sometimes be subject to amendment at the next council meeting before councillors approve them and signed by the Mayor as a true record of the meeting. When using the minutes in draft form it should always be made clear that they are not the formal record of the business until they are approved by full Council.

Present: Mayor Cllr Ribchester, Cllr Berry, Cllr Byles, Cllr Evitt, Cllr N Ford, Cllr M Ford, Cllr Robins, Cllr Smith, Cllr Mather, Cllr Cooper. Andy Robinson (Project Manager) and also in attendance eight members of the public.

1. APOLOGIES AND APPROVALS FOR ABSENCE

Members received and accepted apologies for Cllr J Hudson and Cllr K Crispin.

2. RECEIVE MEMBERS' DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATIONS

Cllr Berry declared a pecuniary interest in Item 6, Planning Applications, 1227/17

Cllr Byles declared a non-pecuniary interest in Item 11, Accounts Payable, (code 147)

Cllr M Ford declared a non-pecuniary interest in Item 11, Accounts Payable, (codes 6 and 101)

3. PUBLIC PARTICIPATION

Presentation by Andy Robinson – Project Co-ordinator for Eye Town Council

Andy Robinson (AR) provided members with a hard copy of his presentation and talked it through. Presentation attached. His work from September to February related to consultations with MSDC and to SCC and working with former Cllr Peter Gould to lead a co-operative approach to the various tiers of government working together and the progressing of various strands of work related to the Locality Matters project.

Paddock House - AR urged Authur Charvonja, CEO of BMSDC to ensure that consultation takes place with ETC and the community about suggested plans for the site.

Cllr N Ford – commented that the community groups outlined in the presentation as begin interested in funding was very helpful but that we needed to ensure that all community groups have an equal opportunity to feed ideas into the process and deserved to benefit from any funding streams which were identified.

AR responded that information will be published on the TC website and on other local sites/media giving groups a chance to put forward their requirements. Cllr M Ford raised concern over the fact that some Councillors seemed to have put forward community groups that they are involved in at the expense of groups who do not have the 'ear' of the Council. AR advised that other groups are welcome to come forward but that those named have already had the opportunity to speak with him.

Resident - Simon Hooton advised that as a former Councillor he couldn't see much change or progress in what the TC has achieved during the past year with respect to engagement with MSDC or SCC. AR advised that there is opportunity to tap into the County and CCG but this requires ETC to 'rattle the cage' to make them aware that we are

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here to move things forward.

Cllr Evitt expressed his wish that the community could be more involved with what's going on at the district and county levels but that MSDC and SCC appear to pay lip service to ideas and suggestions. He asked how keen MSDC and SCC are to carry forward the ideas discussed. AR responded that through work he's carried out here and in his past job, he's found that organisations desire to work with the community however this is dependent on individual officers. Some are well meaning and work with the community but some have no desire to do anything other than get on with their job. He advised that organisations couldn't be looked at with a single view as some are helpful and some are not.

Resident – Michael Burke advised that his observations lead him to think that funding sources are an issue. He mentioned that he's aware that funding may be available to put up a fence on the playing field to separate the football pitches and other walking areas, similar to something carried out in Bury St Edmunds. He further advised that MSDC are looking for venues to hold meetings in communities' and that Eye Town Hall is on their list. However it will need to have appropriate technology installed e.g. microphones. He also suggested that it would be good to invite the CEO of BMSDC, Authur Charvonja to speak with ETC.

Cllr Berry requested that Simon Hooton and Michael Burke (both residents who are running to be for ETC representative on the District Council) engage with ETC if they are successful in becoming District Councillor, in order to ensure proper and meaningful contributions in the future.

Presentation from Jo Bigger (Project Manager for Connect and Julia Rodwell, Team Manager for Social Care in Eye area) – Presenters did not attend meeting.

County Councillor Report – Cllr Guy McGregor – not present

The Mayor thanked Council members for assisting in the running of the Council in the absence of a Town Clerk.

Members of the Public

- a. The editor of the Eye Magazine, Chris Willoughby, updated the Council that the printing firm used by the Eye Magazine has ceased trading. As a result, the Eye Magazine will be reinstating its Management Committee that has not been active of late. Assistance will be needed with administration and layout of the monthly magazine and a treasurer is required. CW asked any Council members who thought that they might be able to be of assistance with advertising or in other ways to get in touch with him. CW advised that, in future, it would be necessary to request payment for advertisements from organisations of charitable events. These have previously been printed for free but will now necessitate a fee of £20 by way of contribution to the running of the magazine and to assist in covering costs.
- b. A resident drew attention to the change of use request for the former Moon's Hairstyling premises in town, which is to become a restaurant. The resident expressed concerns, should this restaurant also become a fast food takeaway outlet, about the possible increase in late night noise including car doors banging and litter. The resident made it clear that he is not discouraging local business but would urge the Council not to support any application for a food takeaway business.
- c. A resident raised concern over the number of trees removed as part of a development on the corner of Castleton Way and Victoria Hill and questioned whether the developer had permission to remove trees. Cllr Smith advised that he had spoken to the developer and was advised that the developer is in receipt of a letter from the tree officer at MSDC stating that the works could be carried out. It appeared to Cllr Smith that the tree officer was given delegated powers to authorise

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the removal of additional trees. Cllr Smith noted and advised the developer that the remaining trees have yet to be protected from development works. Cllr Smith will call on the enforcement officer if the trees are not suitably protected.

4. MINUTES OF PREVIOUS MEETINGS

The Mayor presented the minutes of the Eye Town Council meeting held on Wednesday 15th March 2017. Cllr Byles requested an amendment on page 2084 line 3, where 'Robin' is changed to 'Robins'. It was resolved that following the above amendment:-

The minutes of the Council meeting held on Wednesday 15th March 2017 are adopted and are signed as a true record by the Town Mayor.

5. NOMINATIONS FOR MAYOR ELECT AND DEPUTY MAYOR ELECT 2017/2018

Proposed nomination for Mayor Elect is Colin Ribchester. Proposed by Cllr Alan Cooper, seconded by Cllr N Ford, all in favour. Cllr Ribchester was congratulated on his year as Mayor and thanked for agreeing to be nominated again and to continue for a second year.

The nominations for Deputy Mayor Elect are:

Cllr Harley Molesworth, proposed by Cllr Evitt, seconded by Cllr M Ford.

Cllr Mick Robins, proposed by Cllr Cooper, seconded by Cllr Byles.

An open vote for Deputy Mayor Elect took place: Cllr Molesworth received 4 votes and Cllr Robins received 5 votes.

Cllr Robins was congratulated on his new role as Deputy Mayor Elect for 2017/18.

6. PLANNING APPLICATIONS CONSIDERED

App.1221/17 & 1220/17 - Eye Park, Park Lane, Eye, IP23 7JA. Installation of 10 gates at various locations.

Comments. We see no reason to object other than to mention that the Double Gate shown as No7 on the Plan is on the Right of Way no. 32 as defined in the SCC Definitive Statement of the 13th. July 1987 for the Parish of Eye. The owners of the land are free to install a gate across this footpath subject to it being always unlocked for access by the general public or to have the footpath diverted.

App. 0974/17 - Lambseth House, 17 Lambseth St. Eye, IP23 7AG. Erection of an extension of an existing roof over access to South facing courtyard. *Planning committee recommendations advise that they can see no reason to object to this application.*

App.4719/16 - 5 White Lion House, Broad St. Eye, IP23 7AF. Retrospective Listed Building Consent for Fitch Plate to Camber Beam and exploratory work to paint of front wall etc. *Planning committee recommendations advise that they can see no reason to object to this application.*

App.1337/17 - 4 Lambseth St. Eye, IP23 7AG.

Change of use from ground floor tea room and yard (A3 Café and A1 Retail) to residential use.

Planning committee recommendations advise that they can see no reason to object to this application.

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Cllr Evitt proposed that the above applications be approved, seconded by Cllr N Ford, motion carried.

App.1227/17 - Mustardpot Barn, Brome Avenue, Eye, IP23 7HW.Erection of outbuilding to provide home office/gym. **Cllr R Berry left the room while this application was discussed.** *Planning committee recommendations advise that they can see no reason to object to this application.*

Cllr Evitt proposed that application 1227/17 was approved, seconded by Cllr Cooper, motion carried. Cllr Berry re-joined the meeting.

7. MSDC PLANNING DECISIONS

App. 3350/16 - Erection of a two storey 3 bed-roomed detached house on land adjacent to Rookery House, 5 The Rookery, Eye IP23 7AR. GRANTED.

App. 0682/17 - Erection of two storey extension and oak porch at Chester Cottage, Cranley Road, Eye IP23 7HZ. GRANTED.

App. 4756/16 - Replacement of five internal doors etc. at 13 Castle St. Eye IP23 7AN. GRANTED

App. 0360/17 - Demolition of shed and erection of lean-to to side elevation plus erection of two storey extension to rear of 6 Ludgate Causeway and erection of single storey extension to front of 4 Ludgate Causeway, Eye IP23 7NH. GRANTED.

8. TO RECEIVE AND CONFIRM THE MINUTES AND RECOMMENDATIONS OF THE ENVIRONMENT COMMITTEE MEETING HELD ON 7TH MARCH AND 4TH APRIL 2017

CB advised that minutes had been circulated to Councillors. She drew attention to the Mobile Speed Sign that has been ordered from Germany but had as yet not been received. Cllr G McGregor had agreed to contribute to the cost of this sign through his locality budget and Cllr Byles had been advised that provided she apply before 31st March then the funds from the locality budget would be made available. She has since been advised that SCC is in purdah and must wait until after the elections before any funds may be available.

Eye Cemetery – Cllr Byles updated the meeting that Cllr Crispin has accepted responsibility to open and close the cemetery chapel, used by visitors, on a daily basis. Cllr Byles wished it to be noted that the Council are grateful to Cllr Crispin for taking on this role.

Cllr Byles explained that there had been confusion relating to a grave that was dug and it transpired that the grave digger was asked to dig in the wrong location.

Retrospective approval of payment (payment paid in March 2017). It was proposed that an ex gratia payment of £350 be made to Mr Stammers of Laxfield to cover the cost of time spent digging a grave in the incorrect location. Proposed by Cllr Byles, seconded by Cllr Cooper, motion carried.

Cllr N Ford advised that Susan Whymark highlighted concerns and issues that are being raised in other cemeteries. Ms Whymark advised that it is vital to clarify who is the owner of every plot and to keep clear and detailed records. This is because with differing family

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arrangements eg second marriages, step relations etc the only person who can decide who is buried in a plot and whether a stone is erected is the person registered as the owner of the plot. Ms Whymark has offered to assist ETC where and if necessary. It was suggested that a spreadsheet is drawn up to show every grave and plot, the owner, how much is paid, and for how long it is held. (ETC burial plots can be held for up to 50 years at a cost of £100). Cllr Byles advised that this information is already recorded in the burial records kept by the Clerk and further advised that when a person is to be buried a burial rights certificate needs to be purchased. This certificate states who the owner is and how long they had owned the plot.

9. TOWN HALL COMMITTEE

Minutes of the Town Hall Committee meeting held on 03.04.2017 were noted. Cllr Byles drew to attention that the portable heaters in the Council Chamber had been left on overnight causing a fire risk, thankfully disaster was avoided however it is essential that users of the Chamber check that the portable heaters are switched off when locking up. Following a recent Portable Appliance Test carried out by an electrician it was drawn to Cllr Byles attention that 2 power points in the Chamber have been cracked where users have used unnecessary force to insert plugs into the sockets

Cllr Berry advised he will speak on Agenda Items 9 and Item 13 at this time.

Cllr Berry spoke to the room to explain the request to revise the Town Hall caretaker hours to allow for flexibility at peak user times. The costs of these increased hours would be covered by the increase in the number of bookings and will not result in additional costs to the Council.

Proposal that caretaking services are increased up to 25 hours per week with authority to call on this facility being delegated to relevant councillors on the Town Hall User Group.

13. TO RECEIVE REPORTS ON ANY MATTERS FROM COUNCILLORS

Kitchen progress – the refurbishment is complete. Cllr Berry wished it to be noted that Cllr Smith and former Cllr Peter Gould removed the old kitchen and took it to Gaze Auction Rooms, saving the council costs in the region of £1000.

Thanks were expressed to Liz Govern and June Gould who worked on overseeing the project with excellent resourcefulness and management.

Peter and June Gould have very generously donated a fridge freezer to the kitchen.

A group known as the Kitchen Angels have been set up to take a lead on tighter controls on hiring the kitchen and equipment to ensure that it remains clean and tidy for hirers and that equipment remains in good working order and is available to all hirers.

Update on Historic England grant - the Council has been advised to expect an offer next month and to proceed with the planning consent needed for the project. There is no indication of the amount of grant that will be awarded.

Update on design progress for TH planning application - the following proposals relate to work on Town Hall roof and toilet refurbishment. The toilets will become disabled compliant and it is believed that will allow ETC to access more funding from MSDC. Cllr Byles commented that work to the roof will make the building more energy efficient and bring a reduction in energy costs of the Town Hall (TH). The costs of the toilet refurbishment are in the region of £60,000 and the total costs are believed to be in the region of £150,000 not including VAT and fees. A figure of £10,000 is in the budget for routine TH maintenance and this figure could possibly be used to finance a loan from the Public Works Loan Board.

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Interest rates are currently at record low levels.

Castons have worked with Eye Town Council in the past and are well regarded by Historic England. In view of this it is suggested that it is preferred to engage Castons, with Council approval, and not go to tender.

Proposals:

To appoint Castons to progress quantity surveying and CDMC services to the stage to agree a budget for the proposed work scope at a rate that will not exceed a sum of £3,500 excluding VAT. Should no money be received from Historic England then Cllr Berry's paper, circulated on 18.04.18 will come back to Council. Cllr Berry proposed, Cllr Evitt seconded, motion carried.

To appoint Hucklesby Architects to provide architectural services from the granting of planning permission to the conclusion of the contract at an additional sum not exceeding £8,400 excluding VAT. Should no money be received from Historic England then Cllr Berry's paper, circulated on 18.04.18 will come back to Council. Proposer Cllr Berry, seconder Cllr Robins, motion carried.

To appoint Castons to provide quantity surveying and CDMC services from the stage of budget identification to the completion of the contract at an additional sum not exceeding £6,500 excluding VAT, with the proviso that if funds are not forthcoming from Historic England then Cllr Berry's paper, circulated on 18.04.18 will come back to Council.

Proposer Cllr Berry, seconder Cllr Robins, motion carried.

Cllr Berry advised fees will be paid from money received from HE and possibly a loan if we receive HE funding. Andy Robinson will be directed to look for additional funding.

10. FINANCE AND GOVERNANCE

The minutes of the Finance & Governance Committee meeting on 01.03.17 were circulated in advance of this meeting and were noted.

Cllr N Ford gave an overview of the reasons for bringing a proposal to Council for the appointment of a deputy Clerk. Cllr Berry suggested that he did not have enough information to enable him to make an informed decision and advised that he will abstain from any vote relating to the appointment of a Deputy Clerk and associated items. Concern was raised over the split in Clerk and Deputy Clerk responsibilities and it was agreed that this is something to work out with the individuals and that certain areas of responsibility will be easy to designate whilst others will need to be worked out to ensure all areas of work are covered.

Proposals:

To appoint a Deputy Clerk on a 10 hour per week basis with an advertised salary on the basis of LC2, SCP 26-29 commensurate with experience. Proposed by Cllr N Ford, Seconded by Cllr Mather, vote 9 in favour, 1 abstention.

To delegate to the F&G committee authority to conduct the recruitment of said Deputy Clerk. Proposed by Cllr N Ford, Seconded by Cllr Mather, vote 9 in favour, 1 abstention.

Cllr Mather and Cllr Evitt will lead in this recruitment

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To agree a sum of up to £500 for additional office set up costs (eg laptop computer and office chair). Proposed by Cllr N Ford, Seconded by Cllr Robins, vote 9 in favour, 1 abstention.

Effective from 1st April 2017, to agree that all staff shall receive the increase in the living wage of 30p per hour, and where an individuals hourly wage is already higher than the increase in the living wage, that an increase of 30p per hour is applied to the hourly rate. Proposed Cllr N Ford, seconded Cllr Cooper, motion carried.

To appoint Trevor Brown as the internal auditor for ETC for the financial year 2016/17 at a cost of £200 for the audit fee, plus mileage from Woodbridge which is charged at £24. Cllr N Ford proposed, Cllr Robins seconded, motion carried.

To appoint BDO as the external auditors for Eye Town Council for the financial year 2016/17 (as recommended by SALC). Proposed by Cllr N Ford, seconded Cllr Evitt, motion carried.

To continue ETCs on-going membership of Community Action Suffolk at no cost to the Council. Proposed Cllr N Ford, Cllr Evitt seconded, motion carried.

To continue with ETCs on-going membership of the Suffolk Preservation Society at a cost of £30 for the year. Proposer Cllr N Ford, seconded Cllr Cooper, motion carried.

11. FINANCIAL MATTERS

Councillors noted the current bank balances and balance sheet, the accounts payable, and staff salaries and agreed to the following:-

To approve accounts payable list as detailed in the schedule. Proposed Cllr Mather, seconded Cllr M Ford, and carried.

To approve payment of staff salaries for April 2017. Proposed by Cllr Mather, seconded Cllr A Cooper, carried.

12. INSURANCE

Cllr M Ford circulated a note following a meeting with WPS insurance brokers. It was omitted from the note that the Cross Street toilet is not included under ETC insurance. Cllr Byles advised that she believes ETC is given a lease or license to keep the toilet open and although we are responsible for routine repairs, MSDC are the owners of the toilet and are responsible for insurance on the building. Cllr M Ford will include this note when responding to the WPS with information on all other matters brought to Council's attention in said note.

Proposal:

To approve an increase in insurance premium of £82.68 per annum to cover the rebuild costs of each of the chapels at the cemetery. Proposed Cllr M Ford, seconded Cllr Robins, and carried.

14. CORRESPONDENCE

There was no correspondence available at the meeting.

DATE OF NEXT MEETING - Wednesday 17th May 2017 at 7.30 pm

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Date.....Date.....

AOB – Cllr M Ford reminded Councillors and members of the public that the Annual Town Meeting for Eye will be held on Tuesday 23rd May 2017 @ 7.30 pm.

16. MEETING CLOSED TO PUBLIC

It was proposed that the Press and Public be excluded on the grounds that the business to be transacted involved the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972.

CONFIDENTIAL MINUTES – Wednesday 19th April 2017

Meeting closed 10.30

VOUCHER	CODE	DATE	BANK	CHEQUE NO	DESCRIPTION	SUPPLIER	
	24	31.03.17	Barclays current	106199	Payroll book keeping	Anglia Book Keeping	1
	31	23.03.17	Barclays current	106200	Storage of valuables	Manor Storage	2
	145	10.04.17	Barclays current	106201	Project Co-ordinator salary	A. Robinson	5
	17	10.04.17	Barclays current	106202	N.I. A. Robinson	HMRC	
	17	10.04.17	Barclays current	106202	PAYE A. Robinson	HMRC	3
	17	10.04.17	Barclays current	106202	PAYE R Snell	HMRC	
	80	10.04.17	Barclays current	106203	Caretaker wages	S. Smith	5
	68	10.04.17	Barclays current	106204	Salary of public toilet cleaner	D. Rouse	1
	68	10.04.17	Barclays current	106205	Salary of public toilet cleaner	K. Rouse	
	43	10.04.17	Barclays current	106206	Street cleaner and cover	S. Kaye	4
	81	10.04.17	Barclays current	106207	Caretaker cover	R. Snell	1
	32	27.03.17	Barclays current	106208	Affiliation	Suffolk Preservation Soc.	
	84	31.03.17	Barclays current	106209	Lock maintenance & keys	The Handyman Stores	
	3	31.03.17	Barclays current	106209	Eye Spring Clean	The Handyman Stores	
	147	20.03.17	Barclays current	106210	Allotment Registration of Land	C. Byles	
	TBA	21.03.17	Barclays current	106211	Business rates Town Hall	MSDC	2
	72	03.03.17	Barclays current	106212	Business rates on toilet	MSDC	4
	106	22.03.17	Barclays current	106213	Electric, water and sewerage	Anglian Water Services Ltd	
	86	01.04.17	Barclays current	106214	Refuse disposal	MSDC	2
	6	24.03.17	Barclays current	106215	General Event Expenditure	M. Ford	
	101	24.03.17	Barclays current	106215	Equipment Town Hall	M. Ford	
	91	24.03.17	Barclays current	106216	Heating Service and Repair	M Joy Plumbing	1
	14	22.03.17	Barclays current	106217	Town Clerks Salary	SALC	1
	14	22.02.17	Barclays current	106217	Town Clerks Salary	SALC	1
	21	16.02.17	Barclays current	106218	IT Equipment & Scribe	Scribe 2000 Limited	3
	14	12.04.17	Barclays current	106219	Town Clerks Salary	Isabelle Barrett	2
	105	10.04.17	Barclays current	106220	Gas	CNG Ltd	1
	33	10.04.17	Barclays current	106221	Insurance	WPS Insurance Brokers	
	23	04.04.17	Direct debit		Phone	O2	
	90	13.04.17	Barclays current	106222	Electrical safety & maintenance	Bernard Tatum & Son Ltd	1
							1

Additional March 2017 Accounts Payable

VOUCHER	CODE	DATE	BANK	CHEQUE NO	DESCRIPTION	SUPPLIER	
	81	23.03.17	Barclays current	106189	Caretaker cover	R. Snell	
	145	23.03.17	Barclays current	106190	Project Co-	A. Robinson	

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					ordinator salary		
	68	23.03.17	Barclays current	106191	Salary of public toilet cleaner	K. Rouse	
	68	23.03.17	Barclays current	106192	Salary of public toilet cleaner	D. Rouse	
	14	23.03.17	Barclays current	106193	Town Clerk Salary	S. Barrett	
	80	23.03.17	Barclays current	106194	Caretaker wages	S. Smith	
	43	23.03.17	Barclays current	106195	Street cleaner and cover	S. Kaye	
	145	23.03.17	Barclays current	106196	A. Robinson Travel	A. Robinson	
	17	23.03.17	Barclays current	106197	PAYE/N.I.	HMRC	
	58	23.03.17	Barclays current	106198	Allotment General	J.K. Banthorpe	

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