



EYE TOWN COUNCIL

MINUTES OF THE EYE TOWN COUNCIL HELD ON WEDNESDAY 16th May 2018 in the COUNCIL CHAMBER, EYE TOWN HALL

Present: Mayor Cllr Robins, Deputy Mayor Cllr Hudson, Cllr Berry, Cllr Blake, Cllr Burke, Cllr Byles, Cllr Evitt, Cllr Gould, Cllr Mann, Cllr Ribchester, Cllr Smith, Cllr Walker and also in attendance 11 members of the public Town Clerk - Wendy Alcock and Cllr Guy McGregor

Handing over of the Mayoral chains from Cllr Ribchester to Mayor Robins.

Cllr Ribchester thanked the Council for the support everyone has given him over the last two years of his office. He also wished to thank the Clerk for her support during his last year of office.

1. Apologies and Approval of Absences

Cllr Henderson.

2. Members Declarations of Interests and Consideration of Requests for Dispensations

None reported.

3. Public Participation - Meeting to be opened

3.1 County Councillor Report – Cllr. Guy McGregor

Cllr McGregor gave a report in the following areas: -

- Suffolk County Council Precept
- Eye Library
- Highway's maintenance
- School Transport for Post 16-year old.
- Neighbourhood Planning

For full report see attached Appendix D

Questions to Cllr McGregor

Member of the public asked about potholes in certain areas where 20 mph was planned. Cllr McGregor confirmed that he shared the same concerns and had been taking the issue to the highways department. Adult Social care is draining the Counties budget.

2209

Signed: Mayor

Clerk

Dated: 20th June 2018

Member of the public asked if the County was obligated to make repairs. Cllr McGregor responded that there is an obligation of the County Council is to have a road network which has a regime of inspection and programme for repair.

Cllr Burke asked if funding had been obtained by SCC to make repairs to the highways. Cllr McGregor spoke of the methodology for maintenance was not efficient.

Cllr Burke also asked what will happen to the old library site. Planning application has been submitted on the land by SCC and will be sold on the market.

3.2 District Councillor Report – Cllr Michael Burke

Cllr Burke gave a report in the following areas: -

- Public Toilets – MSDC June meeting of town council. Business Forum will be decorating the
- Paddock House report also from item 11 at this point.
- Data Protection

For full report see attached Appendix B

Questions for Cllr Burke

Paddock House

Member of the public asked for clarification on English Heritage and Suffolk Preservation Society. Cllr Burke confirmed that these organisations would be consultees for the planning applications. Public space to be kept needs to be evidenced that it has historically been used as open space.

A member of the public asked if English Heritage and MSDC have they been informed of the recent consultation for residents in the immediate area surrounding Paddock House. Is there a plan to let them know? Cllr Burke confirmed that the group representing the consultation will feed back to MSDC. MSDC will not be submitting a planning application until these discussions are complete.

Cllr Evitt – English Heritage and Suffolk Preservation Society confirmed that Paddock house is in a conservation area. MSDC has said that they haven't spoken to English Heritage about current draft plans. A very good case would need to be presented by MSDC if they go outside of the building line.

Question from the public regarding land at Broad Street and Dove Lane – Planning permission approval has been given for 4 buildings, it has been approved with conditions. Cllr Evitt confirmed that the Council has strongly objected to the application due to accessibility.

Member of the public asked if there was any representation which could be made at the Planning Committee. Cllr Burke confirmed that the Clerk, district Councillor or members of the public could attend and make representations at the District Council Planning Committee.

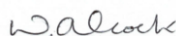
3.3 Members of the Public and Community Announcements

2210

Signed: Mayor



Clerk



Dated: 20th June 2018

A member of the public asked if there were any plans for the acknowledging the Royal wedding or Suffolk day. Mayor Cllr Robins said that this would be passed to the Events Committee.

Meeting to be closed

4. To receive and confirm the minutes of the Town Council meeting held on 18th April 2018

Proposed by Cllr Smith – Seconded by Cllr Gould all in favour - motion carried.

5. To receive and confirm the minutes and recommendations from Town Hall Committee meeting held on the 26th April 2018.

5.1 To note the Minutes of the Town Hall Committee held on 26th April 2018

Councillor Byles gave a report on the following: -

- Proceeding to obtain paperwork for the insurance claim for the incident at the Town Hall.
- Proposal for a new website for a stand-alone website to promote the Town Hall.
- Fire risk assessment is up to date.
- Hiring agreement is also being reviewed.
- Charges will be reviewed for Town Hall hire in July or September.

She particularly thanked June Gould for all her help with reviews.

Resolutions for Town Council

5.2 To consider whether to request Cllr Smith to construct 3 trolleys to place tables on which will enable tables to be stored under the stage of the Town Hall for a cost of £240 to be paid for out of the budget to finish reroofing the Town Hall and renovation of the toilets.

Proposed by Cllr Byles – Seconded by Cllr Walker all in favour - motion carried.

Overview from Cllr Berry on progress of the roofing refurbishment and works to the toilets. Works completed within budget on phase one which allows a higher specification on the refurbishment of the toilets.

5.3 Further to minute 5.5 of the council meeting dated 20th December 2017 to construct the male and female WCs in accordance with the latest revision of the plans prepared by Hucklesby Architects for a sum not exceeding £26,000. Such work to be carried out between July 1st and September 1st, 2018.

Proposed by Cllr Berry – Seconded by Cllr Hudson all in favour - motion carried.

5.4 To redecorate the walls to the foyer area to the same colour as the main hall which will be funded by an anonymous donation.

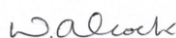
Proposed by Cllr Berry – Seconded by Cllr Smith all in favour - motion carried.

2211

Signed: Mayor



Clerk



Dated: 20th June 2018

5.5 To provide new doors and ironmongery to replace the doors to the foyer area damaged during the recent break in at a cost not exceeding £1,000 with cost recovery to be sought from the council's insurance claim

Proposed by Cllr Berry – Seconded by Cllr Mann all in favour - motion carried.

6. To receive and comment on planning applications as follows (and consideration of late applications)

6.1 DC/18/01123 – Land to the North of Langton Green, Eye - Outline Planning Application (all matters reserved) Erection of up to 20 dwellings with garages. – 1. It is outside of the boundary settlement area. 2. Grad 2 agricultural land 3. It appears to be within the H&E inner exclusion zone. No domestic development 4. Development in this area has never been shown on any strategic plan for Eye. 5. Insufficient information 6. Access In view of the above we strongly oppose this development

6.2 DC/18/01777 – Land adjoining Tuffs Road and Maple Way, Eye - Outline Planning Application (some matters reserved) - Residential development and associated infrastructure including access. – Concerns over traffic movement on the estate (Bellands Way) during development and after. It is outside of the settlement boundary. Already large development of 280 houses approved which need to settle in. We have a huge infrastructure deficit. Impact pm schools/doctor's surgery etc IT is against policy H7. Related development to the needs of the countryside. H16 against the needs of the community. Does not conserve and enhance natural and historic environment. The Town Council strongly objects

6.3 DC/18/01902 – 2 Broad Street, Eye - Application for Listed Building Consent - Re-roofing using slate tiles. No reason to object.

6.4 DC/18/01578 – 6 Cross Street, Eye - Change of use of an office building to a dwelling house C3(A) – Whilst we do not see any planning reasons to object to this change of use we have concerns over the location of a domestic property situated next to a major car park entrance and public house, and also to the impact in loss of parking and access to the public house.

6.4a DC/18/02035 – Land west of the B1077, North of Occold - Application for Prior Notification of Agricultural Development Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 6 - Construction of concrete hard standing. – Outside our parish boundary. No reason to object.

6.4b DC/18/01416 - Richmond House, 4 Castle Street, Eye - Application for Listed Building Consent - Insertion of a stud wall to create additional bedroom; Removal of a stud wall to provide access to second bedroom; Removal of cupboard and insertion of shower in upstairs bathroom; Replacement of a polycarbonate roof with a glass roof in the rear porch – all internal changes. No reason to object.

Proposed 6.3, 6.4, 6.4a, 6.4b with no objections by Cllr Evitt – Seconded by Cllr Byles all in favour - motion carried.

6.1, 6.2 with objections as stated, proposed by Cllr Evitt – Seconded by Cllr Hudson in favour - motion carried.

Cllr Burke confirmed that those applications which the Council has objected to will come to the Planning Committee so will be able to represent objections.

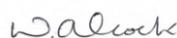
6.5 Resolution to send a response to the Leader, Chief Executive and all district Councillors at Mid Suffolk District Council regarding current planning applications as per appendix A attached

2212

Signed: Mayor



Clerk



Dated: 20th June 2018

Cllr Gould gave a background on the Neighbourhood Plan and why the Council finds itself in this position.

Cllr Byles wishes to send the to all Parishes in mid Suffolk

Resolution to send a response to the Leader, Chief Executive and all district Councillors at Mid Suffolk District Council, Parishes in mid-Suffolk regarding current planning applications as per appendix A attached to this agenda.

Proposed by Cllr Gould – Seconded by Cllr Evitt. Cllr Burke abstained, all other Cllr’s voted in favour - motion carried.

<https://planning.baberghmidsuffolk.gov.uk/online-applications/> Search by the reference number.

7. To receive and note Mid Suffolk DC planning decisions and appeals as attached.

7.1 DC/17/05440 – Land between Broad Street and Dove Lane, Eye – Erection of 3 dwellings following demolition of workshops. Conversion and extension of existing dwelling to create 1 dwelling – Planning permission has been granted.

7.2 DC/18/00665 – Kings Farm, Cranley Road, Eye – Change of use of land and stationing 2 customised shipping containers for temporary manufacturing and storage use – Planning permission has been granted.

7.3 DC/18/00753 – 7 Lowgate Street, Eye – Listed building consent. Replacement of front door and door frame to match existing – Listed building consent has been permission granted

7.4 DC/18/001152 – Rose Cottage, 88 Langton Green, Eye – Discharge of conditions.

7.5 DC/18/01479 – 44 Castle Street, Eye – Removal of Silver Birch within a conservation area -Does not wish to object.

8. To receive and confirm the minutes and recommendations of the Environment Committee meeting held on 1st May 2018.

No resolutions for Council

9. To receive and confirm the minutes and recommendations of the Finance & Governance Committee meeting held on 3rd May 2018.

Resolutions for Council

9.1 To agree and adopt the updated Standing Orders document as circulated.

9.2 To agree and adopt the Terms of Reference document for Committees as circulated.

9.3 To approve the revised Committee structure and membership.

9.4 Council are required to review the following policies at its May meeting.

- Complaints procedure
- Policy on dealing with the Press/Media

To approve and adopt the above policies as circulated.

Proposed 9.1 – 9.4 by Cllr Evitt– Seconded by Cllr Gould all in favour - motion carried.

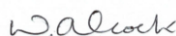
9.5 To approve the WPS Insurance schedule for 2018/19 and pay the fees due in relation to this policy.

2213

Signed: Mayor



Clerk



Dated: 20th June 2018

Cllr Burke – asked that the schedule doesn't cover crime, the Clerk confirmed that this aspect relates to protection against a financial loss arising from an employees' fraudulent disloyal or dishonest conduct resulting in the loss of stock or money. Which is covered by the Fidelity Guarantee.

Proposed by Cllr Evitt– Seconded by Cllr Gould all in favour - motion carried.

9.6 To approve a donation of £100 from the Section 137 budget for Cancer Campaign in Suffolk.

Proposed by Cllr Evitt– Seconded by Cllr Ribchester all in favour - motion carried.

10. To receive and confirm the following Financial Matters:

10.1 To receive and note the current bank balances and Balance Sheet (Appendix C)

10.2 To receive and approve invoices presented for payment (to be circulated separately) (Appendix D)

10.3 To approve payment of Staff Salaries for April 2018 by bank transfer payable on the 17th May 2018.

Proposed by Cllr Ribchester – Seconded by Cllr Walker all in favour - motion carried.

10.4 To note and approve the Annual Internal Audit report as part of the Annual Governance and Accountability Return 2017/18.

Proposed by Cllr Burke – Seconded by Cllr Smith all in favour - motion carried.

10.5 To note and approve the Annual Governance Statement for 2017/18.

Proposed by Cllr Gould – Seconded by Cllr Blake all in favour - motion carried.

10.6 To note and approve the Accounting Statement for 2017/18

Proposed by Cllr Burke– Seconded by Cllr Gould all in favour - motion carried.

11. Paddock House Update – Cllr Gould/Cllr Burke taken at the District Councillors report.

12. Victoria Mills Allotment – appointment of advisor ***

13. To note the attached items of correspondence.

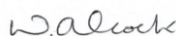
| CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED | | |
|---|---|-------------------------------|
| Date | Details of Correspondence | Actions Taken/Required |
| 24/04/2018 | Your Police Your Say – details of roadshows | For information |
| 08/05/2018 | Eye Bus Shelter – email from Guy McGregor | For discussion and decision |

2214

Signed: Mayor



Clerk



Dated: 20th June 2018

| | | |
|------------|--|---|
| | | <p>Cllr Gould spoke that there is a small group which was looking at the refurbishment of the bus shelter. Clerk to write back to Cllr McGregor to clarify.</p> |
| 09/05/2018 | Letter of thanks from Susan Whymark for help clearing snow from the cemetery access road | For information |

14. Date of next meeting Wednesday 20th June 2018.

15. Exclusion of Press and Public (LGA 1972, Part 1, Schedule 12A, Section 100A(4). To consider whether under Section 100A(4) of the Local Government Act 1972, the press and public should be excluded from the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972 and indicated against each item marked***

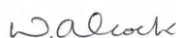
Meeting closes.

Appendix A

“In regard to current applications for major residential development in Eye, Eye Town Council and the Eye Neighbourhood Plan Steering Group consider that Mid Suffolk District Council has failed in its duty to enable the community of Eye to have a say in the future development of the Town because of:

- a. Its failure to have an up to date Local Plan which would have provided for 5 year supply of land identified for housing.*
- b. Its failure to approve an application from the Town Council for the designation of a Neighbourhood Plan area in 2013 which would have enabled the Town to have a Plan in place before these applications were submitted.*

The Town Council therefore calls on the District Council to resist current development pressures to provide the time needed to jointly develop, through the Local and Neighbourhood Plans and with local people, a vision and plan for Eye that provides for the scale, type, location and quality of development and supporting infrastructure that enhances rather than damages the Town.”

Appendix B
District Councillor's Report
Michael Burke

1. Paddock House

Meeting was held with Mid Suffolk as scheduled on the 25th April.

- Work on this project had been put on hold in view of this meeting
- Agreed to set up a sounding board panel which will include myself, as District Councillor and 2 other representatives of EYE Town Council
- Design will incorporate as much green space as possible with the agreement that the Town Council will manage the site on a lease, at no cost to MSDC.
- Sketch being prepared utilising all garden space which will then be looked at in terms of viability/return on the project. This will start at 65% affordable and could then be reviewed depending on viability
- These sketch plans should be available in the next couple of weeks
- Noted that English Heritage and Suffolk Heritage maybe of the opinion that the building line should be in line with the rest of Church Street
- Survey results so indicate that in a targeted survey 76% were in favour of retaining open space, and in the Housing Needs Survey 79% were in favour of retaining open space.

2. Public Toilets

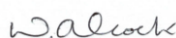
As reported last time Mid Suffolk are reviewing their policies on Public Toilets. We have met with officers of MSDC and they have agreed to attend the June Meeting of the Council to discuss possible options going forward.

In the meantime, they have agreed that the existing toilet can be redecorated, and that work will be undertaken by Eye Business Forum Group and our thanks go to them for volunteering to carry out the work and supplying the materials

The keys to the other toilets have been found and these will be brought under consideration within the options discussed above.

3. Data Protection

Illustration of Data Protection gone wrong!



8 May 2018 (Accounts 2018/2019)

Eye Town Council**Bank Reconciliation at 30/04/2018**

Cash in Hand 01/04/2018

195,258.68

ADD

Receipts 01/04/2018 - 30/04/2018

44,131.13

239,389.81

SUBTRACT

Payments 01/04/2018 - 30/04/2018

51,580.87

A Cash in Hand 30/04/2018
(per Cash Book)**187,808.94**

Cash in hand per Bank Statements

| | | |
|-------------------------------------|------------|------------|
| Cash | 30/04/2018 | 55.60 |
| Barclays Current Account | 30/04/2018 | 112,031.40 |
| Barclays Business Account | 30/04/2018 | 49,010.04 |
| National savings investment account | 30/04/2018 | 30,549.18 |
| Barclaycard | 30/04/2018 | 0.00 |

191,646.22Less unrepresented cheques
As attached

3,837.28

187,808.94

Plus unrepresented receipts
As attached

0.00

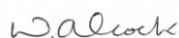
B Adjusted Bank Balance**187,808.94****A = B Checks out OK**

2217

Signed: Mayor



Clerk

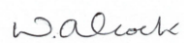

Dated: 20th June 2018

AGREED

Signed: Mayor



Clerk



Dated: 20th June 2018

Appendix D

10 May 2018 (Accounts 2018/2019)

Eye Town Council

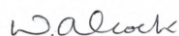
| Vchr | Cheque | Cde | Name | Description | Amount | Initials |
|-----------------------------------|--------|-----|---------------------------------------|-----------------------------------|-----------------|----------|
| 43 | 106464 | 178 | Local Council Public Advisory Service | Data Protection Officer | 500.00 | |
| 44 | 106465 | 159 | Eye and District Volunteer Centre | Office Expenses | 26.32 | |
| 52 | 106465 | 159 | Eye and District Volunteer Centre | Office Rental | 1,000.00 | |
| Subtotal Cheque No. 106485 | | | | | 1,026.32 | |
| 47 | 106466 | 170 | Clover Greetings Ltd | Print reproduction | 134.21 | |
| 48 | 106468 | 94 | Hamilton Kerr Institute | Report on damaged portraits | 180.00 | |
| 49 | 106469 | 82 | Fire Extinguisher Man | Fire Extinguisher Service | 144.60 | |
| 50 | 106470 | 170 | Ms E A Doubleday | Refreshments | 82.76 | |
| 53 | 106471 | 71 | Handyman Eye | toilet cleaning materials | 31.48 | |
| 54 | 106472 | 26 | Trevor Brown | Internal audit | 219.35 | |
| 55 | 106473 | 88 | Rodells Ltd | Lightening Conductor Testing | 180.00 | |
| 56 | 106474 | 21 | Hallmaster Ltd | Hall hire software | 130.00 | |
| 64 | 106475 | 14 | HMRC | PAYE | 273.74 | |
| 65 | 106475 | 14 | HMRC | Employer NI contributions | 142.76 | |
| 66 | 106475 | 145 | HMRC | PAYE | 264.00 | |
| 67 | 106475 | 80 | HMRC | PAYE | 5.20 | |
| 68 | 106475 | 170 | HMRC | PAYE I Haines | 37.40 | |
| Subtotal Cheque No. 106475 | | | | | 723.10 | |
| 72 | 106476 | 180 | A Robinson | Neighbourhood Plan Expenses | 21.90 | |
| 73 | 106478 | 180 | Ipswich Borough Council | Neighbourhood Plan Printing | 475.20 | |
| 74 | 106481 | 30 | Gillian Thornton | Presentation | 60.00 | |
| 79 | 106480 | 180 | Dayburst Couriers | Housing Needs Survey distribution | 100.00 | |
| | 106482 | | Petty Cash | Transfer from current a/c | 100.00 | |
| 40 | BT018 | 171 | Paul Durrant & Son Builders | Building works | 3,663.60 | |
| 45 | BT019 | 22 | Echo Internet Ltd | IT support | 129.46 | |
| 46 | BT020 | 21 | Scribe | Cemetery System Licence | 174.00 | |
| 51 | BT021 | 170 | ESPO | Equipment and Supplies | 19.67 | |
| 57 | BT022 | 14 | Wendy Alcock | Town Clerks Salary | 1,501.11 | |
| 58 | BT023 | 170 | Ian Haines | Admin Assistant Salary | 150.52 | |

2219

Signed: Mayor



Clerk


Dated: 20th June 2018

| | | | | | | | | |
|----|-------|-----|-----------------------------------|-----------------------------|--|--------------|------------------|--|
| 59 | BT024 | 68 | Dawn Rouse | toilet cleaner wages | | 212.21 | | |
| 60 | BT025 | 80 | Steve Smith | Caretakers Wages | | 588.46 | | |
| 61 | BT026 | 43 | S Kaye | Street carer salary | | 503.03 | | |
| 62 | BT027 | 68 | K Rouse | toilet cleaner wages | | 72.07 | | |
| 63 | BT028 | 145 | A Robinson | Project Co-ordinator salary | | 421.45 | | |
| 69 | BT029 | 33 | WPS Insurance Brokers | Insurance | | 4,631.71 | | |
| 78 | BT030 | 91 | Mark Joy Plumbing and Heating Ltd | Boiler servicing | | 174.00 | | |
| | BT031 | 171 | Paul Durrant & Son Builders | Building works | | 11,936.40 | | |
| | | | | | | | | |
| 42 | CC1 | 21 | ASDA Stores Ltd | keyboard | | 18.00 | | |
| | | | | | | | | |
| 75 | DD | 142 | Zen | Broadband | | 50.40 | | |
| 76 | DD | 23 | O2 | Phone | | 38.14 | | |
| 77 | DD | 19 | NEST | Pension | | 54.28 | | |
| 70 | DD | 19 | NEST | Pension | | 52.66 | | |
| 71 | DD | 175 | Public works loan board | Public Works Loan | | 3,046.50 | | |
| 80 | DD | 51 | Public works loan board | Street Light Loan Payment | | 2,108.81 | | |
| | | | | | | | | |
| 41 | PC002 | 20 | Post office | stamps | | 8.36 | | |
| | | | | | | TOTAL | 33,663.76 | |

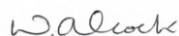
KEY - Numbers = Cheque, BT = Bank Transfer, DD = Direct Debit, PC = Petty Cash

2220

Signed: Mayor



Clerk



Dated: 20th June 2018

Appendix D

County Councilor's Report Guy McGregor

Suffolk County Council

From the residents' viewpoint the most significant item is the fact that for the first time in many years there has been an increase in Suffolk County Councils element of the Council Tax.

An additional precept which will be used exclusively to fund Adult Social Care will be levied.

The availability of additional money for Adult Social Care is to be welcomed but the principle of whether Central Government should determine where Council Tax payer's money should be spent is questionable.

The next significant item is the continued improvement of education provision in this part of Suffolk.

I continue to serve as a member of the Diocesan Education Committee.

The new Eye Library

Work continues for the new Library. Opening is due at December 2018.

Concerns from neighbours have been conveyed to the County Councilor responsible for the County's property.

Highways Maintenance

We all know that have had a severe winter, but I am not convinced that SCC's response could have been better (especially on A140).

The methodology used by SCC in reporting highway defects and repairing them leaves much to be desired. A simple example is the condition of the road outside the Town Hall.

However, there will be changes at SCC with the election of a new Leader and Deputy Leader and I know that at the top of their priorities is the improvement in the Highway Maintenance Teams.

School Transport for Post 16-year old

The Cabinet is due to debate changes in the Funding of Home to School Transport soon. No changes will take place before the 2019/20 Academic Year.

For me the most important element is the funding of post 16-year old College/School transport. This is a non-Statutory provision and any reduction in support will impact rural Suffolk more than urban areas.

Neighbourhood Planning

I am pleased to be part of the Neighbourhood Planning Team.

My thanks to the Town Council. In these difficult times it does a splendid work in promoting the Town.

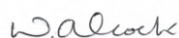
Guy McGregor

2221

Signed: Mayor



Clerk



Dated: 20th June 2018

AGREED

