



EYE TOWN COUNCIL

20 Broad Street, Eye, Suffolk, IP23 7AF
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MINUTES OF THE EYE TOWN COUNCIL HELD ON WEDNESDAY 18th April 2018 in the COUNCIL CHAMBER, EYE TOWN HALL

Present: Mayor Cllr Ribchester, Deputy Mayor Cllr Robins, Cllr Berry, Cllr Blake, Cllr Burke, Cllr Byles, Cllr Evitt, Cllr Gould, Cllr Hudson, Cllr Henderson, Cllr Mann, Cllr Smith, Cllr Walker and also in attendance 9 members of the public Town Clerk - Wendy Alcock.

1. Apologies and Approval of Absences
Cllr Crispin

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

None declared.

3. Public Participation - Meeting to be opened

Cllr Ribchester reported the sad death of ex-Councillor and Mayor Don Chambers last Saturday. As a mark of respect, a minute's silence was held.

Hartismere High Annual Awards – The Council is please to sponsor the Eye Town Council Community Award again for the next three years. Cllr Ribchester presented the cheque to Mrs. Aldous-Goodge, Head of Year 11. The Deputy Mayor Cllr Robins will be attending the awards ceremony on the 2nd May to present the award to the worthy recipient.

Mrs. Aldous-Goodge thanked the Council for their continued sponsorship which much appreciated by the school and pupils who receive the award.

3.1 County Councilor Report – Cllr. Guy McGregor

20 mph – consultation complete no objections. Designs and drawings complete likely implementation July/August

Hartismere Hospital underutilization. Discussion are to be had with the South Norfolk CCG about possible uses.

Library Plans – concerns of owners of Queens Head. Portfolio holder will try to work around their needs.

Locality Budget – Cllr McGregor is keen to support Eye Cinema.

School Transport – The changes are likely to come into force in Sept 19. There is no financial support for post 16 school children. A bursary will be made available.

Two roundabouts along the A140. Plans progressing.

Signed: Mayor Clerk Date

Cllr McGregor praised the work that the Neighbourhood Planning Steering Group.

Michael Burke asked about withdrawal of Galloway bus service to Stowmarket. Cllr McGregor does not agree with this approach to public transport. He is disappointed that the service has been cut but explained that it is a matter of resources.

Suggested that the Council writes to Dan Poulter regarding the concessionary bus scheme for OAP's.

3.2 District Council Report – Cllr Michael Burke

Cllr Burke gave a report in the following areas: -

- Paddock House
- Babergh/Mid Suffolk Unitary
- Public Toilets
- Progress Power
- Data Protection Training
- Hartismere Hospital

For full report see attached Appendix A

Questions for Cllr Burke from the public

Asked if the meeting on the 25th April 2018 with MSDC and ETC would be a closed meeting. Cllr Burke confirmed that it would be a closed meeting at Endeavour House. Feedback will be received on the recent consultation.

Member of the public asked if there was a brief from MSDC. Cllr Burke confirmed that he had not seen the final brief to the developer.

Cllr Gould reported that the Council had made several attempts to obtain information regarding what the options appraisals for the site and the use for the site. MSDC have refused to release plans due to confidentiality. Failures from MSDC on lack of consultation with the public. ETC's Agenda for the meeting will cover these areas.

Cllr Gould expressed concerns about misrepresentation of the consultation from the drop-in sessions.

Member of public asked if ETC could present an alternative scheme if the brief is known. Cllr Gould wants to get to a position where MSDC and ETC work together and this would be the agenda for the meeting on the 25th April.

Cllr Burke reported that the matter was discussed at Monday evenings planning meeting and was going to report back ETC's position at this part of the agenda but felt that it might be more appropriate here. Please see below: -

Register its disappointment with MSDC about the lack of consultation and involvement in the option appraisal for the development of the Paddock House site before its allocation as a site for affordable homes.

Note that the Council requested to see the options placed before MSDC members plus relevant background papers resulting in the decision to devote the site to affordable housing and were denied this.

Agree that the design proposals placed on display at the meeting held on 12th March 2018 did not offer a sufficiently wide choice and were not supported by the majority of the community/

Request MSDC to review the potential of the site with the objective of: -

- Retaining the open space to its present boundaries on the Church St side for community use
- Reconsidering the dwelling mix to accommodate such a solution and to work with ETC on an improved design and dwelling mix capable of securing community support
- Agree that any open space will require maintenance and that the council should offer to undertake this for the future on terms to be agreed.

Member of the public asked for feedback after the 25th April, so it is clear what the outcomes are.

3.3 Members of the Public and Community Announcements

Meeting to be closed

4. To receive and confirm the minutes of the Town Council meeting held on 21st March 2018

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

5. Nominations for Mayor elect and Deputy Mayor Elect 2018/19

Nominations for Mayor Elect were received for Cllr Mick Robins

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

Nominations for Deputy Mayor Elect were received for Cllr Jane Hudson

Proposed Cllr Robins – seconded by Cllr Byles all in favour - motion carried.

6. To receive and confirm the minutes of the Town Council meeting held on the 29th March 2018.

Cllr Byles reported the following: -

- All working well and to budget.
- Final finishing of the roof will be around the end of May.
- Second phase will be renovating the ladies and gent's toilets in July/August
- VAT registration has been confirmed by HMRC, awaiting the registration number.
- Fire Registration Assessment has been completed. An action plan is in place to complete outstanding issues.
- Easter Sunday break-in. Accessed by scaffolding and broke into the clock tower window. The Council Chamber was broken into and four pictures were slashed with a sharp implement. Public support has been amazing. The Council have used all forms of media to raise the profile of the incident. Police are working on the crime.

- Over 200 people attended the opening on the 4th April at the Wednesday Country Market. Great public support.
- An officer from the Fitzwilliam Institute Museum have inspected the damage to the paintings and will prepare a report for the cost of the conservation of the paintings. He will be able to recommend suitably qualified restorers to complete the work. The completion of the work could take up to two years.

Cllr Evitt – reported that the perpetrator also broke through four internal doors to gain entry. As well as emptying a fire extinguisher over the paintings and walls in the main hall. Thanks to the Town Hall Committee for all their hard work in clearing up the mess in time for the opening.

The Clerk was asked to write to the police to show disappointment that the police were not represented at the Town Council meeting.

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

7.1 Reapplication - DC/17/05880 – Adjacent to and between Old Norwich Road and the A140 - Removal of sections of field boundaries, sections of hedgerows, trees and associated vegetation in association with Development Consent Order. – Comments made on previously application stand.

7.2 DC/18/01479 - 44 Castle Street, Eye, - Removal of Silver Birch within a Conservation Area. – No reason to object.

7.3 DC/18/01332 - Four Oaks Lodge, Langton Green, Eye - Erection of single storey rear extension and insertion of rear first floor window (following demolition of existing conservatory). No reason to object.

7.4 DC/18/01289 - Land Adj Cranley Chicken Farm, Cranley Road, Eye - Erection of agricultural workers dwelling – No reason to object but the size of the building was surprising. The building should be tied to the farm.

7.5 DC/18/00665 - Kings Farm, Cranley Road, Eye - Change of use of land for the stationing of a customised shipping container for temporary manufacturing use – No reason to object

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

Proposed no reason to object to all applications by Cllr Evitt – Seconded by Cllr Hudson - all in favour, Cllr Burke abstained - motion carried.

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

8.1 3563/15 - Land At Eye Airfield, Castleton Way, Eye - Outline planning permission sought for a proposed development comprising up to 280 dwellings – Permission granted.

8.2 DC/18/00331 - 28 Ash Drive, Eye - Erection of two storey rear extension - Planning permission granted

8.3 DC/18/00341 Land Adjacent To Fairfields, Langton Green, Eye - Erection of one and half storey dwelling with integral double garage and creation of new vehicular access – Planning permission granted

8.4 DC/18/00408 - Highbanks, 6 Victoria Hill, Eye - Erection of new two storey dwelling - Planning permission has been granted.

8.5 DC/18/00563 Town Hall, Broad Street, Eye - Listed Building Consent. Internal alterations to layouts for male and female toilets. (Revision of Approved LBC DC/17/02062). – Planning permission granted.

8.6 DC/18/00667 - Alder Carr Lodge, Park Lane, Eye – Planning application withdrawn

8.7 DC/18/00668 - Alder Carr Lodge, Park Lane, Eye – Planning application withdrawn

8.8 DC/17/03419 & APP/ W3520/W17/3190294 - Land at rear of 27 Magdalen Street, Eye – Appeal dismissed

9. To receive and confirm the minutes and recommendations of the Environment Committee meeting held on 2nd April 2018.

Cllr Smith asked if all Councillors had opportunity to read the minutes from the last meeting and whether there were any questions which there were not.

No resolutions for Council

10. To receive and confirm the minutes and recommendations of the Finance & Governance Committee meeting held on 5th April 2018.

10.1 Staffing ***

10.2 Land at Victoria Mill ***

10.3 Cllr Evitt and the Clerk gave some background information into the legal requirements for the Council with the new General Data Protection Regulations.

Proposal to appoint the Local Council Public Advisory Service as Eye Town Council's Data Protection Officer as required by the General Data Protection Regulations effective from 25th May 2018.

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

10.4 Subject to 10.3 being agreed to recommend adoption of the following policies required by the General Data Protection Regulations: -

- Data Protection Policy
- Information Security Incident Policy
- Data Information Policy

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

10.5 Cllr Evitt reported that the Council had been highly satisfied with the support received from the Internal Auditor for the previous financial year. Working with the Clerk the processes and procedures are satisfactory and in-line with our Financial Regulations and Standing orders. Because of this the Internal Auditor has recommended that there will only be the necessity to have two internal audit visits for 2018/19 instead of quarterly as last year.

Proposal to retain Trevor Brown as internal auditor for the year 2018/19 with two internal checks in the financial year at month 6 and month 12.

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

10.6 For information. Council's previous decision to commence a Housing Needs Survey will now delivered by AECOM.

11. To receive and confirm the minutes and recommendations of the Events Committee held on the 9th April 2018.

Cllr Hudson asked if all Councillors had opportunity to read the minutes from the last meeting and whether there were any questions which there were not.

No resolution from Council

12. To receive and confirm the following Financial Matters:

12.1 To receive and note the current bank balances and Balance Sheet

12.2 To receive and approve invoices presented for payment

12.3 To approve payment of Staff Salaries for March 2018 by bank transfer payable on the 19th April 2018.

12.4 To receive for information the budget monitoring report for 2017/18.

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

13. Establishing strategic priorities for the Council

Cllr Gould gave an overview of the recent Strategic Priority workshop and explained the priorities as detailed in the report enclosed with the agenda.

That the Council:

- Considers its draft Strategic Priorities for further engagement with residents during May.
- Agrees to finalise its priorities for medium term planning at the June Council meeting.
- Agrees to communicate these priorities and progress in achieving them to residents on a regular basis.

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

14. To note the attached items of correspondence.

CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED		
<i>Date</i>	<i>Details of Correspondence</i>	<i>Actions Taken/Required</i>
04/04/2018	Dan Poulter MP – Condolences regarding break-in and damage	For information
06/04/2018	Telephone call from DCI Mark Jackson – treating the break-in as a top priority.	For information
27/03/2018	490 th Bomb Group – request to display a book of remembrance with the roll of honour.	For decision Refer to Town Hall Committee for consideration

15. Date of next meeting Wednesday 16th May 2018.

16. 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***

Signed: Mayor Clerk Date

Meeting Closed to public.

Appendix A

District Councillor Report to EYE Town Council

April 18th, 2018

Michael Burke

1. Paddock House

As reported last time the council is meeting with MSDC to follow up on the consultation meeting which took place on March 12th. This meeting will take place on April 25th. In the meantime, a position statement of Eye Town Council has been proposed by the Planning Committee for resolution at tonight's meeting

2. Babergh/Mid Suffolk/Unitary?

Mid Suffolk and Babergh have put plans to merge on hold. This is in response to Suffolk County Council undertaking a review on forming a single council for the county. Both Babergh and Mid Suffolk have asked that the review be stopped and replaced with a joint review with the wider public sector.

3. Public Toilets

I have raised the issue of the current state and future of the public toilets in Eye. The timing of this is quite appropriate as MSDC are currently undertaking a review of Public Realm Activities. I should hear later this week what the options are for us. In the meantime, the Eye Business Forum have offered to supply paint and materials for a volunteer group to do up the current toilets. I have asked that they put this on hold until we have answers from MSDC. If we are not happy with the MSDC response, then we should probably carry out this work ourselves.

4. Progress Power

Attended a further meeting with Progress Power re the Power Station on April 9th. They, together with National Grid are now able to progress with planning submissions, however no work will be undertaken until the next auction round and they are a successful bidder.

5. Data Protection Training

I have undertaken Data Protection Training with MSDC and have circulated the presentation to all Councillors for information

6. Hartismere Hospital

Together with Guy McGregor and Elizabeth Gibson Harries we met with the Chairman and Vice Chairman of Suffolk Health Scrutiny Committee and NHS representatives. This was a fact finding visit from the scrutiny committee representatives and gave us a chance to voice our opinions regarding the underutilisation of the building. This is due to come up before the committee later this month, it was also an opportunity to discuss key issues with the CCG.

Appendix B

6 April 2018 (Accounts 2017/2018)

Bank Reconciliation at 31/03/2018

Cash in Hand 01/04/2017

117,260.60

ADD

Receipts 01/04/2017 - 31/03/2018

389,056.34

506,316.94

SUBTRACT

Payments 01/04/2017 - 31/03/2018

311,058.26

A Cash in Hand 31/03/2018
(per Cash Book)

195,258.68

Cash in hand per Bank Statements

Cash	31/03/2018	66.55
Barclays Current Account	31/03/2018	117,274.06
Barclays Business Account	31/03/2018	49,010.04
National savings investment account	31/03/2018	30,549.18
Barclaycard	31/03/2018	0.00

196,899.83

Less unrepresented cheques
As attached

1,641.15

195,258.68

Plus unrepresented receipts
As attached

0.00

B Adjusted Bank Balance

195,258.68

A = B Checks out OK

Appendix C

11 April 2018 (Accounts 2018/2019)

Eye Town Council
DRAFT PAYMENTS LIST: (Cheque order) Vouchers 1 to 39

Vchr.	Cheque	Cde.	Name	Description	Amount
20	106453	174	Suffolk County Council	Wedding Licence	1,800.00
21	106454	45	Mid Suffolk District Council	Garage Rental	579.71
22	106455	31	Manor storage	secure lock-up	247.38
23	106456	159	Eye and District Volunteer Centre	Office Utilities Contribution	172.73
24	106457	24	Anglia Book Keeping	Pay Roll	114.00
25	106458	35	Hartismere School	section 137 Grant	170.00
26	106459	46	Handyman Eye	keys cut	9.98
27	106459	94	Handyman Eye	Emergency supplies following break-in	17.57
				Subtotal Cheque No. 106459	27.55
28	106460	14	HMRC	PAYE	274.69
29	106460	145	HMRC	PAYE	256.80
30	106460	170	HMRC	PAYE I Haines	48.00
31	106460	68	HMRC	toilet cleaner w ages	17.40
32	106460	80	HMRC	PAYE	3.80
33	106460	17	HMRC	NIERC	143.16
				Subtotal Cheque No. 106460	743.85
34	106461	67	Wave	Water	66.48
38	106462	170	Hucklesby Architects	Fees	776.25
39	1064623	44	Mid Suffolk District Council	Dog bin emptying	828.00
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1	BT1	21	Scribe	Finance software	416.40
11	BT10	68	K Rouse	toilet cleaner w ages	144.65
12	BT11	14	Wendy Alcock	Town Clerks Salary	1,436.00
13	BT12	170	Ian Haines	Admin Assistant Salary	192.00
14	BT13	145	A Robinson	Project Co-ordinator salary	385.63
15	BT14	81	Ronald Snell	Caretakers Wages	6.10
16	BT15	68	Dawn Rouse	toilet cleaner w ages	235.45
17	BT16	80	Steve Smith	Caretakers Wages	568.64
18	BT17	32	Suffolk Association of Local Councils	subscription	743.10
2	BT2	20	ESPO	Office Equipment	23.80
3	BT3	28	Suffolk Association of Local Councils	Training	19.20

Signed: Mayor Clerk Date

4	BT4	62	TOP Garden Services	Grass Cut Contract (Cem & Church)	234.00
5	BT4	73	TOP Garden Services	Grass Cutting	67.50
				Subtotal BT4	301.50
6	BT5	171	Paul Durrant & Son Builders	Building w orks	24,777.60
7	BT6	171	Paul Durrant & Son Builders	Building w orks	7,038.67
8	BT7	94	Thermatech Fire Consultants	Fire Risk Assessment	594.00
9	BT8	86	Mid Suffolk District Council	Refuse Collection	222.00
10	BT9	43	S Kaye	Street carer salary	490.87
35	DD	142	Zen	Broadband	50.40
36	DD	105	CNG	Gas	188.14
37	DD	23	O2	Mobile Phone	38.14
19	PC	46	Petty Cash	Bedding Flow ers	2.59
				TOTAL	43,400.83

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

DRAFT

Signed: Mayor Clerk Date