



# EYE TOWN COUNCIL

**MINUTES OF THE MEETING OF THE EYE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBER, EYE TOWN HALL,  
1 BROAD STREET, EYE, SUFFOLK on WEDNESDAY 17<sup>th</sup> October 2018 @ 7:30 pm**

**Present:** Cllr Evitt (Chair), Cllr Blake, Cllr Byles, Cllr Gould, Cllr Henderson, Cllr Mann, Cllr Smith, Cllr Walker and also in attendance 11 members of the public Town Clerk - Wendy Alcock.

The Clerk explained that the first order of business, regrettably both Chair and Vice-Chair have given apologies for this meeting. As per the Council's Standing Orders another Councillor can sit as Chair. Cllr Evitt has agreed to act as chair for this meeting.

**Proposed by Cllr Gould and seconded by Cllr Walker all in favour. Motion agreed.**

Cllr Evitt took the chair and opened the meeting.

## 1. Apologies and Approval of Absences

Cllr Robins, Cllr Berry, Cllr Hudson, Cllr Burke, Cllr Ribchester

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

## 3. Public Participation - Meeting to be opened

### 3.1 County Councillor Report – Cllr. Guy McGregor

Highways Matters – Cllr McGregor gave a report on Langton Green gateway and Broad Street parking bays on road side. Cllr McGregor also reported that there had been a further delay in the commencement of work for the 20-mph limit in the Town Centre. This is due to the safety audit on the works not being completed. The project has been passed back to the County Council to review the practices.

Hartismere Hospital – Health Scrutiny Committee met and agreed that the site would be used for social prescribing and a Well-being hub.

Library – Reported that work was progressing well with topping out event taking place on the 29<sup>th</sup> October.

The Chief Executive of Suffolk County Council Nicola Beach will be having a tour of Eye and Hoxne on 5<sup>th</sup> November.

Questions for Cllr McGregor

*Cllr Evitt asked for finish date on library.* Cllr McGregor confirmed that it was still scheduled for end of year.

2258

Signed: Deputy Mayor

Clerk

Dated:

21<sup>st</sup> November 2018

*Resident asked about plans for the Langton Green, gateway road. Developers have to pay the CIL contribution before any building can take place. What happens to the money and when is the gateway road likely to be constructed?*

Cllr McGregor spoke that the CIL money is collected by District and subsequently paid to the County to get infrastructure in place. There can be delays in the payment being received which can cause delays with works.

### **3.2 District Councillor Report – Cllr Michael Burke**

Cllr Burke was unable to attend but asked the Clerk to raise the closing date for applications for the District Councillor Locality Awards which is the 31<sup>st</sup> October 2018. Applications can be obtained from the Town Clerk.

Cllr Gould also raised Disability Grants which are also available from the district for conversion to shop fronts to make them more accessible. The Eye Business Forum have been informed but Cllr Gould would like to reach out to any businesses which are not part of the forum.

### **3.3 Members of the Public and Community Announcements**

*Member of the Public spoke of the Allotments meeting held on Sept 5<sup>th</sup>. Concerned that other allotment holders' objections had not been mentioned in the Full Council meeting. They feel that the correspondence should be recorded by the Town Council.*

Cllr Gould responded that these objections are part of the Neighbourhood Planning consultation process and will be part of the report which will be presented to full council.

*The member of Public said that the other objectors had not received an acknowledgement about what was happening with their correspondence.*

The Clerk confirmed that each correspondent has been acknowledged and informed what was happening to their objections. Cllr Gould confirmed this as the Clerk had copied him into each response as Chair of the Neighbourhood Planning Steering Group.

*Cllr Evitt asked Cllr McGregor about recent safety concerns reported to him by members of the public regarding traffic on Church Street, especially at school drop-off and pick-up times.*

McGregor confirmed that this will be considered under the safety audit to be completed by Suffolk County Council.

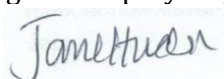
Cllr Gould reported that the Neighbourhood plan has considered the impact of increasing the size of the school to the additional traffic on Church Street.

Meeting to be closed

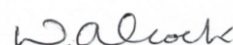
**4. Co-option to Councillor vacancy (if application received) – deferred as the expected application was not received.**

2259

Signed: Deputy Mayor



Clerk



Dated:

21<sup>st</sup> November 2018

5. To receive and confirm the minutes of the Town Council meeting held on 18<sup>th</sup> September 2018

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

6. To receive and confirm the minutes and recommendations from Town Hall Committee meeting held on the 27<sup>th</sup> September 2018.

Cllr Byles not present to report. Cllr Gould agreed to answer any questions which Cllrs might have.

A brief update was given on the following:-

- Roof works and toilets works complete
- Floor sanding and resealed – 19/10
- Lighting still causing problems and under investigation.

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

7.1	DC/18/04011	Land to east of 16 Hutton Court, Eye	Notification of works to trees in a conservation area.
Already approved by MSDC			
7.2	DC/18/04242	Part of the garden o 7 Ludgate Causeway, Eye	Full planning application for the erection of a two-story detached dwelling and 3 bay cart lodge.
No reason to object. Some concerns over the state of Ludgate Causeway and conditions over entrance and bats to be adhered to.			

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

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

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

8.1	DC/18/02574	Progress Power, Eye	Discharge of conditions
8.2	DC/18/03753	46 Victoria Hill, Eye	Discharge of conditions
8.3	DC/18/04051	Moor Hall, Lowgate Street, Eye	Agricultural determination – no formal approval required.

9. To receive and confirm the minutes and recommendations of the Environment Committee meeting held on 2<sup>nd</sup> October 2018.

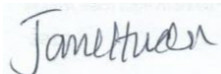
Cllr Smith reported that he would be happy to take any questions on the circulated minutes. No questions raised.

10. To receive and confirm the minutes and recommendations of the Events Committee meeting held on 1<sup>st</sup> October 2018.

No formal meeting was held as the committee was not quorate. Next committee meeting will be on the 29<sup>th</sup> October.

2260

Signed: Deputy Mayor



Clerk



Dated:

21<sup>st</sup> November 2018

**11.0** To receive and confirm the minutes and recommendations of the Finance & Governance Committee meeting held on 4<sup>th</sup> October 2018.

Resolutions and information for Council

**11.1** Half yearly budget reports circulated to Councillors for information. Councillors were asked if they had any concerns with the circulated report. None received.

**11.2** For information – The first draft budget was presented to the committee. Action for the chairs of the committees holding budgets to put detailed proposals to F&G for consideration at it's meeting on the 2<sup>nd</sup> November.

**10.3** To propose the registration of the cemetery land with the Land Register and approve the virement of £500.00 in the Allotment budget line 147 o the Cemetery/Churchyard budget cost centre to pay for the registration.

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

**10.4** To approve the Committee Schedule for 2019 as presented.

The Clerk confirmed that the Events committee will be agreeing their schedule of meetings at the meeting to be held on the 29<sup>th</sup> October.

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

**10.5** To approve the donation of £100.00 for the 2018 Poppy Appeal as a contribution towards the supply of the wreath for presentation at the memorial. This payment to be funded from the Events budget.

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

**11.0** To receive and confirm the following Financial Matters:

**11.1** To receive and note the current bank balances and Balance (Appendix A)

**11.2** To receive and approve invoices presented for payment from September (Appendix B)

**11.3** To approve payment of Staff Salaries for September 18 by bank transfer payable on the 18<sup>th</sup> Oct 18.

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

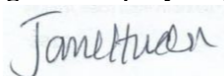
**11.4** To report the outcome and closure of the External audit on the 2017/18 Annual Governance and Accounting Return.

The Clerk reported that the External Auditor Report and certificate for the 2017/18 had been received as follows: -

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

2261

Signed: Deputy Mayor



Clerk



Dated:

21<sup>st</sup> November 2018

14.0 To note the attached items of correspondence.

<b>CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED</b>		
<b>Date</b>	<b>Details of Correspondence</b>	<b>Actions Taken/Required</b>
09/10/2018	Copied into correspondence from the Eye Community Speed Watch Coordinator to Cllr McGregor asking when work would commence for the 20 mph restriction.	For information
10/10/2018	Eye has been selected as one of 10 locations for a time capsule to be buried as part of the Suffolk Heritage Project  <b>Proposed by Cllr Evitt – Seconded by Cllr Gould all in favour - motion carried.</b>	For decision

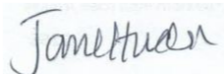
15.0 Date of next meeting Wednesday 21<sup>st</sup> November 2018.

Meeting closes.

**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: Deputy Mayor



Clerk



Dated:

21<sup>st</sup> November 2018

## Eye Town Council

### Bank Reconciliation at 30/09/2018

Cash In Hand 01/04/2018

195,258.68

**ADD**

Receipts 01/04/2018 - 30/09/2018

191,882.81

387,141.49

**SUBTRACT**

Payments 01/04/2018 - 30/09/2018

177,260.27

**A** Cash In Hand 30/09/2018  
(per Cash Book)

209,881.22

Cash In hand per Bank Statements

Cash	30/09/2018	210.56
Barclays Current Account	30/09/2018	130,185.38
Barclays Business Account	30/09/2018	49,058.93
National savings Investment	30/09/2018	30,549.18
Barclaycard	30/09/2018	0.00

210,004.05

Less unrepresented cheques  
As attached

122.83

209,881.22

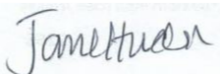

Plus unrepresented receipts  
As attached

0.00

**B** Adjusted Bank Balance

209,881.22

**A = B Checks out OK**

Appendix B

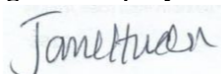
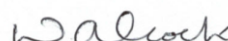
13 September 2018 (Accounts 2018/2019)							
<b>Eye Town Council</b>							
<b>Accounts Payable - October 2018</b>							
Vchr.	Cheque	Cd	Name	Description		Amount	Initials
280	108504	2	The Royal British Legion	Donation box		100.00	
281	BT104	180	Langton Brook Consultants Ltd	Consultant fees		1,850.00	
282	BT105	181	English & Continental Antiques	Painting Restoration		84.80	
283	BT108	28	PKF Littlejohn Ltd	External Audit		980.00	
284	BT107	170	Gipping Press Ltd	Printing		39.80	
285	BT108	20	Handyman Eye	Office Supplies		7.20	
288	BT108	71	Handyman Eye	Cleaning materials		17.28	
Subtotal Cheque No. BT108						<b>24.48</b>	
287	BT109	150	Eye & District Volunteer Centre	Office rental and utilities		1,133.08	
			All Staff	Salaries		3,722.33	
274	BT117	171	J Gould	Expenses Town Hall refurbishment		180.53	
275	BT118	14	HMRC	PAYE		414.91	
277	BT118	17	HMRC	National Insurance ans		213.91	
278	BT118	18	HMRC	PAYE		37.80	
279	BT118	145	HMRC	PAYE		319.70	
Subtotal Cheque No. BT118						<b>988.12</b>	
288	BT119	24	Angie Book Keeping	Pay Roll		35.00	
287	BT120	84	Mid Suffolk District Council	Building Inspection Fees		140.40	
281	BT121	22	Echo Internet Ltd	IT Support		135.38	
283	BT122	43	Eye Gardens	Street Carer cover		418.00	
284	BT123	171	Paul Dumont & Son Ltd	Building Works - Phase 2		3,849.08	
285	BT124	181	Paul Dumont & Son Ltd	Repairs to doors following break-in		1429.80	
288	BT125	71	ESPO	Toilet Rolls		89.12	
289	BT128	171	Gary McKenzie	Order cancellation fee		25.00	
281	CC012	71	Amazon EU Scur.J	toilet cleaning materials		9.80	
282	CC013	171	Post office	stamps		58.00	
283	CC014	20	121 Computer Services Ltd	Printer cartridges		99.95	
284	CC015	22	Echo Internet Ltd	Website		11.99	
285	CC018	144	Amazon EU Scur.J	Stationery		20.42	
288	DD	19	NEST	Pension		73.70	
278	DD	108	Southern Electric	Electricity		104.49	
280	DD	142	ZEN	Broadband		50.40	
283	DD	23	O2	Phone		37.99	
<b>Total</b>						<b>15,292.06</b>	

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

Signed: Deputy Mayor

Clerk

Dated:

21<sup>st</sup> November 2018