

MINUTES OF EYE TOWN COUNCIL MEETING HELD ON

Wednesday, 21st December 2016 7.30 pm in the Council Chamber, Eye Town Hall

In the interest of early publication for residents, the council publishes its draft minutes. Draft minutes may sometimes be subject to amendment at the next council meeting before they are approved by councillors 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 business until they are approved by full council.

Present: Mayor Cllr Ribchester, Cllrs, Berry, Byles, Evitt, Robins, Smith, Mather, Cooper, Molesworth County Councillor McGregor and also in attendance: Sarah Barrett, Town Clerk and members of the public.

1) APOLOGIES AND APPROVALS FOR ABSENCE

Cllr Crispin, Cllr N Ford, Cllr M Ford, Cllr Gould, Hudson, Cllr Flatman apologies noted.

2) MEMBERS DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATIONS

Town Clerk Sarah Barrett declared a non-pecuniary interest in item 7b.

Cllr Byles declare a pecuniary interest in item accounts payable.

MID –SUFFOLK DISTRICT COUNCIL

Cllr Flatman asked for the following to be mentioned at the meeting:

- Commend the Police for 477 arrests this year for drug offences
- Paddock House will be discussed at the Executive Committee in the next two weeks
- Five cars have recently been broken into- asked for residents to be aware

DISTRICT COUNCIL

Cllr McGregor reported the following:

- Suffolk County Council will be increasing council tax by 2%
- Tacon Close – has not received any response from MSDC
- Parking at Barclays Bank- District council will soon be responsible for parking contraventions.
- Paddock House – Suffolk County Council and MSDC are still discussing.
- Locality fund – Donations to eye to eye and ETC for traffic cones.
- Eye A140- On the agenda at Anglia LEP
- SALC Meeting- Chief Planning Officer mentioned two Town/Parish councils had challenged the District Council and won their cases.
- Sizewell C- No further information from EDF
-

MEMBERS OF THE PUBLIC –

3) MINUTES OF PREVIOUS MEETINGS

a) **The minutes of the council meeting held on Wednesday 16th of November 2016 was proposed by Cllr Cooper and seconded by Cllr Molesworth and agreed.** The minutes were then duly signed by the Mayor as a true and correct record.

4) CLERKS REPORT

The clerk gave a brief update on actions from the last meeting. (Appendix 1 to the minutes).

POLICE REPORT

Inspector Mark Jackson advised there have been three peaceful protests at an abattoir on Eye Industrial Estate. There is a possibility of a protest in January at the Chicken Factory, Magdalen Street.

In October/November there was a small increase in Burglary-other. Overnight patrols and crime prevention drop in sessions were used to combat this.

5) PLANNING APPLICATIONS CONSIDERED

Signed Mayor Clerk
Date

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Date Received	Number of Application	Location	Details	Deadline
21.11.2016	4150/16	26 Lowgate Street	Demolish existing dwelling to allow the erection of 3 dwellings with detached garages	Extension requested
<p>CLlr Evitt First part demolition- Every effort should be made to keep the building- Object. Second part – Should MSDC allow demolition the parking spaces should be increased from 3 to 6 due to existing parking issues. Care should be taken over the size, building materials and design of the development due to its prominent position in the Town- No Objection provided above information is considered.</p>				
24.11.2016	4568/16	Bothy House, Langton Green	Erection of 3 two storey detached dwellings with associated garages and construction of shared access onto B1077	Extension requested
<p>CLlr Evitt concerns over access, providing this is resolved- No Objection</p>				
28.11.2016	4207/16	4 Lowgate Street	Replacement of staircases	Extension requested
<p>CLlr Evitt no reason to object</p>				
5.12.2016	4756/16	13 Castle Street	Replacement of five internal doors. Replacement of timber handrail. New infill studwall and installation of new door.	26.12.2016
<p>CLlr Evitt no reason to object</p>				
5.12.2016	4721/16	Mulberry Bush Nursery, Langton Grove Farm	Application for variation of condition 3 (restriction on working times) following grant of planning permission 2590/16 in order to change the restriction on working times	26.12.2016
<p>CLlr Evitt object due to impact on access road and local householders.</p>				
9.12.2016	4833/16	Stayer House, 52 Castle Street	Works to trees within a conservation area	30.12.2016
<p>CLlr Evitt no reason to object</p>				
<p>CLlr Evitt proposed that the Town Council raised no objections to 4207/16, 4756/16, 4833/16 and 4568/16 provided access issue is resolved, and objected to 4150/16 and 4721/16. This was seconded by CLlr Smith and agreed.</p>				

6) DETERMINATIONS NOTED

No of App.	Location.	Details	Determination
3977/16	Chester Cottage, 26 Cranley Road	Erection of a single side extension and oak porch	Planning permission granted 18.11.2016
4190/16	4 Linden Court	Reduction of a number of trees	Planning permission granted 21.11.2016

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7) TOWN HALL USER DEVELOPMENT COMMITTEE

a) It was discussed that Mark Joy, Bernard Tatum and Paul Durrant had been excellent contractors and the contracts should be extended with an increase in contract rates due to increase in labour charge. **Cllr Berry proposed that the Council considers extending the Building Maintenance, plumbing and electrical contracts by the additional year allowed under those contracts. That the Council further considers varying the provision that limits the increase in contract rates to the RPI provided that any increase does not exceed the relevant construction price index. The Council considers delegating the negotiation of revised rates to the chair of the Town Hall User Development Subcommittee and Cllr Berry. This was seconded by Cllr Robins and agreed.**

b) Cllr reported a really good meeting and have worked out money for renovation of the kitchens using volunteers to dismantle kitchen and kitchen fitted by professionals.

8) FINANCE

a) Financial statement – current bank balances were noted.

b) The clerk pointed out additional accounts payable that were added since they were circulated on the 16th December 2016. **Cllr Evitt then proposed the accounts payable. This was seconded by Cllr Robins and agreed.**

c) The minutes of the Finance and Governance Committee held on the 7th December 2016 were noted.

d) **Cllr Evitt proposed to approve the first draft preliminary budget figures subject to clarification of a number of figures. This was seconded by Cllr Berry with 7 in favour 2 against.**

Cllr Byles queried with a number of the figures, Clerks holiday cover, pension, IT equipment, IT support and hanging baskets saying they were too low. Cllr Byles also stated that the draft budget figures should have been forwarded to councillors earlier. Cllr Evitt and Cllr Molesworth advised they were based on last year's figures and were complicated due to a change of structure. Cllr Smith said figure quoted was unlikely to be enough for churchyard wall. Cllr Berry would like to review the figures for the caretaker, relief caretaker and town hall utilities.

9) ENVIRONMENT

a) The minutes of the Environment Committee held on the 6th December 2016 were noted. Tenders have been opened with Clerk. They will be looked at in detail in January. Letters to be sent to tender applicants asking if they would like to apply for hanging baskets tender.

b) **Cllr Byles proposed to have the locks changed on the Chapel in Eye Cemetery which is used for storage and repair the Cemetery notice board for a sum not exceeding £200. This was seconded by Cllr Cooper and agreed.**

c) It was agreed that an invitation be issued to Eye residents to suggest names for future roads in Eye.

d) It was agreed unanimously that the coat of arms of Eye was an appropriate emblem to be placed on signs at the entrance to the 20mph area of Eye.

e) **Cllr Byles proposed instructing a quantity surveyor to cost works described in the churchyard wall survey and associated legal fees not exceeding £1200. This was seconded by Cllr Mather and agreed.**

10) STRATEGIC PLANNING

a) Cllr Berry discussed Tacon Close and a response to MSDC has been sent.

11) GOVERNANCE

12) EVENTS –

a) Cllr Molesley gave a verbal update of Town Events.

b) **Cllr Cooper proposed a £100 donation to the Royal British Legion. This was seconded by Cllr Evitt and agreed.**

c) **Cllr Cooper proposed a £100 donation to the Diss Salvation Army Band. This was seconded by Cllr Molesley and agreed.**

d) The proposed payment of £120 for the Town Christmas Tree for the sum of £120 was noted.

Signed Mayor Clerk
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13) CORRESPONDENCE –

a) The correspondence list as appended was noted. Appendix 2 to the minutes

14) URGENT MATTERS AND MATTERS FOR INFORMATION

MEETING CLOSED AT 20.45.

Signed Mayor Clerk
Date

MINUTES OF EYE TOWN COUNCIL MEETING HELD ON

Eye Town Council

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Bank Reconciliation at 16/12/2016			
Cash in Hand 01/04/2016			92,360.15
ADD			
Receipts 01/04/2016 - 16/12/2016			123,866.61
SUBTRACT			
Payments 01/04/2016 - 16/12/2016			216,226.76
			84,828.48
A	Cash in Hand 16/12/2016 (per Cash Book)		131,398.28
Cash in hand per Bank Statements			
Cash	16/12/2016	20.59	
Barclays Current Account	16/12/2016	58,736.68	
Barclays Business Account	30/09/2016	48,970.92	
National savings investment	01/01/2016	30,224.30	
			137,952.49
Less unrepresented cheques As attached			6,554.21
			131,398.28
Plus unrepresented receipts As attached			0.00
B	Adjusted Bank Balance		131,398.28
A = B Checks out OK			

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9 December 2016 (Accounts 2016/2017)

Eye Town Council
PAYMENTS LIST

VoV 2016	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
245	Street Cleaner and cover	06/12/2016	1982 7c	Barclays Current	106121	Wages	Street Carer	E	624.90	0.00	624.90
246	Salary of public toilet	06/12/2016	1982 7c	Barclays Current	106122	Wages	Toilet Carer 2	E	90.00	0.00	90.00
247	Salary of public toilet	06/12/2016	1982 7c	Barclays Current	106123	Wages	Toilet Carer	E	212.00	0.00	212.00
248	Caretaker wages	06/12/2016	1982 7c	Barclays Current	106124	Wages	Town Hall Caretaker	E	548.10	0.00	548.10
249	Town Clerks Salary	06/12/2016	1982 7c	Barclays Current	106125	Wages	Town Clerk	E	1,004.77	0.00	1,004.77
250	Project Co-ordinator	06/12/2016	1982 7c	Barclays Current	106126	Wages	Project Co ordinator	E	281.47	0.00	281.47
251	Town Clerks Salary	06/12/2016	1982 7c	Barclays Current	106127	PAYE	HMRC	E	29.40	0.00	29.40
252	Project Co-ordinator	06/12/2016	1982 7c	Barclays Current	106127	PAYE	HMRC	E	187.20	0.00	187.20
253	National Insurance	06/12/2016	1982 7c	Barclays Current	106127	National insurance	HMRC	E	57.44	0.00	57.44
254	Town Clerks Salary	06/12/2016	1982 7c	Barclays Current	106127	National insurance	HMRC	E	50.43	0.00	50.43
255	Grass and hedge cutting	13/12/2016	1982 7c	Barclays Current	106129	Cemetery Contract	Robert Fiebelkorn	E	380.00	0.00	380.00
256	Tree lopping health &	13/12/2016	2032 9b	Barclays Current	106130	Tree works	Treefellas	E	780.00	0.00	780.00
257	Office costs	13/12/2016	1982 7c	Barclays Current	106132	Postage and printer ink	C Byles	S	4.16	0.83	4.99
258	Public toilet sundries,	13/12/2016	1982 7c	Barclays Current	106133	Toilet sundries	Handyman Eye	S	32.42	6.48	38.90
259	General Event	13/12/2016	2052 14	Barclays Current	106134	Traffic cones	Start Traffic	S	332.00	66.40	398.40
260	Cleaning and other	13/12/2016	1982 7c	Barclays Current	106135	Town hall equipment	C Byles	Z	28.20	0.00	28.20
261	Training Staff	13/12/2016	2015 3c	Barclays Current	106136	Training	Suffolk Association of	S	100.00	20.00	120.00
262	Contingency/Misc.	13/12/2016	2042 7d	Barclays Current	106137	Town Hall Rental	Eye playing field asoc	Z	40.00	0.00	40.00
263	Grass cutting Pocket	13/12/2016	1982 7c	Barclays Current	106131	Pocket park grass cut	Hammond Garden	Z	82.77	0.00	82.77
264	PRS Licence	16/12/2016	1982 7c	Barclays Current	106138	Licence	Mid Suffolk District	Z	20.00	0.00	20.00
265	Equipment	16/12/2016		Barclays Current	106139	Town hall equipment	ESPO	S	19.34	3.87	23.21
266	Office costs	16/12/2016		Barclays Current	106139	Stationery	ESPO	S	2.70	0.54	3.24
267	Petty cash, Misc	16/12/2016		Barclays Current	106140	Petty Cash	Barclays	Z	79.41	0.00	79.41
268	Office costs	16/12/2016	1982 7c	Cash		Postage and printer ink	The clerk	S	33.32	6.66	39.98
269	Office costs	16/12/2016	1982 7c	Cash		Postage and printer ink	The clerk	S	20.82	4.17	24.99
270	Office costs	16/12/2016	1982 7c	Cash		Postage and printer ink	The clerk	Z	6.60	0.00	6.60
271	Office costs	16/12/2016	1982 7c	Cash		Postage and printer ink	The clerk	Z	5.64	0.00	5.64
272	Contingency/Misc.	16/12/2016	1982 7c	Cash		Refreshments	Town Hall Caretaker	Z	2.20	0.00	2.20
Total									5,055.29	108.95	5,164.24

Signed Mayor Clerk
 Date

Appendix 1 – Clerks Report

Summary

This is a report of follow-up to resolutions made at Full Town Council. This is a Standing Item on agenda to update members on progress. Ongoing items will be brought back to Council when a new decision is required or when a fuller update is needed.

Actions

Minute Reference	Resolution	Progress
Progress from November Minutes		
2050 8d	Pay Staff Dec Wages Early	Wages have been paid
2050 8e	Cllr Robins to attend a Health and Safety Course	Cllr Robins has attended and discussed the information with the Town Clerk
2050 9d	Delegation to Environment Committee for street lights to remain on over Xmas.	Suffolk County Council has been asked to leave the street lights on from the 24/12/2016 – 1/1/2017
2050 10b	Report to be sent to MSDC re Tacon Close	Email with letter and report sent to Cllr Gowrly (MSDC) on the 30 th November 2016
2051 14	Cllr McGregor agreed to pay for traffic cones.	Traffic Cones have been ordered and received. Payment has been received from Cllr McGregor.
2051 14	Contact MSDC re leaves in Dove Lane	Report made to MSDC. On-line report number RIF265581
Progress from October Minutes		
2041 7b	Appointment of relief caretaker	Relief caretaker has worked during December
2042 9b	Payment of traffic management fee for church wall survey	Payment made in December 2016
Progress from September Minutes		
2031 8h	Approval of Churchyard and Cemetery Tender	Tenders have been received and a decision is to be made in January
2032 9b	Removal of a tree from the Churchyard	The tree has been removed
Progress from May Minutes		
2002 8b	Structural Survey of Churchyard Wall	A report has been received by ETC . Discussed in item 9e
Further Information from Clerk		

Appendix 2– CORRESPONDENCE

	Date	Details of Correspondence	Actions Taken/Required
1.	08.11.2016	Suffolk Police had received a report of criminal damage to a bench.	Clerk confirmed there had been damage, a criminal damage report was completed by the Police

Signed Mayor Clerk
 Date

EYE TOWN COUNCIL - TOWN CLERK'S REPORT - FULL TOWN COUNCIL-21st December 2016

2.	17.11.2016	Feedback requested by Suffolk Police	Clerk sent to Councillors
3.	17.11.2016	Letter from resident regards Tacon Close	Clerk sent to Councillor
4.	21.11.2016	Confirmation that ETC response had been received regarding Red Phone Box removal	Clerk noted
5.	28.11.2016	Anonymous letter regarding children's swings on a green area in Ashton Road	Clerk visited and there were no swings on the green
6.	28.11.2016	SARS request for donation	Clerk forwarded to Finance and Governance
7.	07.12.2016	SALC forwarded information from Suffolk Police re a series of burglaries	Clerk forwarded to ETC and for publication
8.	08.12.2016	Letter from allotment holder regarding dogs mess on the paths and beds.	Clerk replied and will be arranging for a sign at Millfield Gate
9.	11.12.2016	Email from a resident about a comment he had seen and agreed with regarding parking outside Barclays Bank	Clerk forwarded to Environment Committee and the Police
10.	15.12.2016	SALC consultation on Video Conferencing	Clerk forwarded to councillors
11.	15.12.2016	SALC precept referendums	Clerk forwarded to councillors
12.	15.12.2016	Eye Power Station- Minutes of the local liaison committee meeting	Clerk forwarded to Environment Committee
MID SUFFOLK DISTRICT COUNCIL			
13.	22.11.2016	Street name and numbering service	Clerk forwarded to Environment Committee
14.	16.12.2016	Ministerial statement relating to NHPs	Clerk forwarded to councillors
SUFFOLK COUNTY COUNCIL			
15.	17.11.2016	Road Closure – B1077 Lowgate Street	Clerk circulated to councillors/press
16.	25.11.2016	Gateway village traffic calming scheme asking if an emblem is required on signs	Clerk forwarded to Environment Committee
17.	1.12.2016	Temporary closure of part of B1117 Magdalen Street	Clerk circulated to councillors/press

Signed Mayor Clerk
 Date