



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 19th September 2018 @ 7:30 pm**

Present: Mayor Cllr Robins, Deputy Mayor Cllr Hudson, Cllr Berry, Cllr Byles, Cllr Evitt, Cllr Gould, Cllr Mann, Cllr Ribchester, Cllr Smith, Cllr Walker and also in attendance 10 members of the public Town Clerk - Wendy Alcock.

Cllr Robins spoke about the Harvest Horney which is being held on the 5th October raising funds for the Church and the Town Hall. Councillors are encouraged to attend with partners. Funds raised will be for St Peters Church and the Town Hall.

1. Apologies and Approval of Absences

Cllr Blake, Cllr Burke, Cllr Henderson

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

None

3. Public Participation - Meeting to be opened

- 3.1 County Councillor Report – Cllr. Guy McGregor – Not present
- 3.2 District Councillor Report – Cllr Michael Burke – Not present
- 3.3 Members of the Public and Community Announcements

Member of the public asked about the car parking issues when the Cross Street car park was closed due to the building works of the new library. Requested if the Town Council could have given more notice to plan for the chaos which ensued? - *Cllr Smith responded that the District Council was responsible for the car park and the Town Council had asked if there would be any car park closures and no reply was received. The Town Council was only aware when the closure notices appeared outside the building site.*

Member of the public highlight a litter picking event within the cemetery on the 6th October – the Council were asked if there was any equipment which could be borrowed or funding available to purchase equipment for future use. They were aware that the Walkers are Welcome group were awarded monies. *The clerk confirmed that this had been allocated from payment received for the Community Infrastructure Levy (CIL). The projects must meet the MSDC criteria for CIL as well as aligning funds with Council priorities. A formal request would need to be received by the Finance and Governance Committee for consideration and recommendation to the next full Council. This option is too late for this event. Cllr Smith said that hiring equipment might be an option, but funding and certificate of competence would be required for the user. Council agreed to lend litter pickers and gloves for the clear up from the Spring Clean stock. Arrangements to be made with the Town Clerk.*

2246

Signed: Chair

Clerk

Dated:

17th October

Member of the public requested details about the crematorium proposed as part of the Neighbourhood Plan. - *Cllr Gould read a response which was sent to the member of the public. He reiterated that this is just a proposal for discussion and consultation is still available at the appropriate time.*

The member of the public asked if the suggestion came from the Neighbourhood Planning Steering Group or a member of the public? - *Cllr Gould responded that the proposal was supported a local undertaker, the land owner and supported by members of the public through local consultation.*

The member of public asked had alternatives been consider other than a crematorium given the shortage of burial places in cemetery. - *Cllr Gould responded that to date no other alternatives had been proposed but alternatives would be welcome and would be considered during future consultations. The next stage of the Neighbourhood Planning process will hopefully be presented at the next Council meeting where views will be heard. The difficulty is balancing the differing views of people and conforming to meet with government requirements.*

Member of the Public spoke about the Memory Lane Dementia Café held every 3rd Monday of the month at Elizabeth Court between 2-4 pm. It gives an opportunity for people suffering from dementia to socialize in a safe environment where the people involved are dementia aware. - *Cllr Robins thanked the member of public for highlighting this group to the Council as the Council were keen to raise awareness of dementia in Eye.*

Allotment Holder spoke about the cultivate land previously used as allotment land which had been de-commissioned by the Secretary of State and the Allotment Society following an application made by the Town Council. This had been made on the assumption that the land had not been used for some time. Subsequent evidence has been identified which showed that the land had more recently been used as allotments. The member of the public asked that the Council review its procedures so that decisions any decision taken at Committee should be taken to Full Council for resolution. - *Cllr Gould responded that this had previously been discussed at the recent allotment holder meeting. He emphasized that the decision to sell the allotment land has not been made.*

Cllr Byles added that she investigated the land registry for the allotment land in questions. A thorough investigation took place and no evidence had been found to confirm that the allotments had been used recently.

Member of public confirmed that he was aware that there were allotments on the land in question as late as the 1970's.

Cllr Gould confirmed that the Allotment Society and Secretary of State had been informed and been asked to reconsider their judgement in light of the new information.

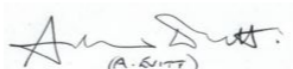
A member of the public asked if there was any further news when the 20-mph speed limit might be in force the last he had heard is that work should have started today on the traffic management. *Cllr McGregor was not present to comment. Cllr Smith confirmed that the last update he had received was that work would start today.*

2247

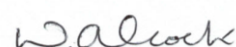
Signed: Chair

Clerk

Dated:



(A. Smith)



17th October

Meeting to be closed

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

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

5. To received and confirm the minutes of the Extraordinary Town Council meeting held on the 15th August 2018

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

6. To receive and confirm the minutes and recommendations from Town Hall Committee meeting held on the 2nd August 2018.

Cllr Byles apologised for the lateness of the minutes.
These are draft minutes and will be confirmed at the next meeting.

Hiring of kitchen and equipment – each cupboard will have a label which will be on the door to allow a stock take of equipment after each function.

Grand re-opening of the Town Hall will be on the 30th October, invitations will be sent to groups very soon.

Phase one of the Town Hall refurbishment the roof was complete, Phase two the toilet refurbishment is functional but there is an outstanding snagging list which needs clearing. The project for both phases is looking to come under budget which will be reported when the final accounts are available.

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

7.1	DC/18/02846	Boston House, 18 Buckshorn Lane, Eye	Conversion of dwelling to two semi-detached dwellings. Creation of 3 parking spaces. Installation of 2 stone terraces and associated landscape works.
-----	-------------	--------------------------------------	---

For information only. This application was considered at the Extra Ordinary Planning meeting held on the 15th August whilst the Council was in recess, as the deadline for comments was before this Council meeting. The following comment was given to Mid Suffolk District Council.

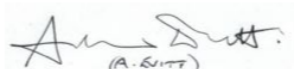
Eye Town Council are minded to refuse this application

Although the Town Council is very much in favour of this development re returning to two houses rather than one, therefore providing 2 houses at the lower end of the price scale, there are a number of issues with this application: -

- First of all the drawings are difficult to read and in some places are misleading. e.g. main buildings are show at right angles to site whereas they are actually at quite an acute angle.
Insufficient detail and accuracy in drawings to reach a proper conclusion on this application.

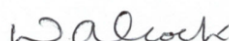
2248

Signed: Chair



(A. Smith)

Clerk



Dated:

17th October

- No measurements for parking spaces are given and ideally the plot looks big enough to provide the 4 spaces indicated in the paperwork. Although in the summary sheet it refers to 3 spaces.. Presumably the officer will check compliance with Suffolk standards re sizes of spaces. Given the shortage of parking in the town we would prefer 2 spaces per household as outlined in the Design and Access statement
- The existing garage appears to be mainly of asbestos construction. Proper health and safety guidelines should be met for demolition and disposal.
- There is no mention in the Design Statement of the treatment of existing walls particularly on the bathroom which we understand is of single skin construction and it should be made clear what treatments/alterations are to be made to update to modern standards both in terms of insulation and damp-proofing
- Rights of way on access seem to be under dispute, and until this matter is resolved, we do feel a proper decision can be reached
- Insufficient detail on landscaping to make a judgement
- In terms of improving the overall look of the plot, which is in the centre of the Conservation Area we would prefer to see the existing Summer House removed as it appears in a very run-down state and gives a poor visual impression

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

8. The Council should note the Mid Suffolk DC planning decisions as list below:-

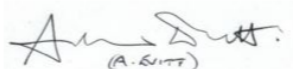
8.1	DC/18/00044	26 Lowgate Street, Eye	Outline planning permission has been refused.
8.2	DC/18/01123	Land to the North of Langton Green, Eye	Outline planning permission has been refused.
8.3	DC/18/01425	9 Castle Street, Eye	Planning permission has been granted.
8.4	DC/18/01426	9 Castle Street, Eye	List building consent granted
8.5	DC/18/01911	Cranley Cottage, Cranley Road, Eye	Planning permission has been granted.
8.6	DC/18/02041	Progress Power, Eye	Approved conditions.
8.7	DC/18/02097 Re-consultation	Eye Library, Buckshorn Lane	Planning permission has been granted.
8.8	DC/18/02105	Tudor House, 53 Church Street, Eye	Listed building consent granted
8.9	DC/18/02315	Land Rear of 27 & 29 Magdalen Street, Eye	Planning permission refused.
8.10	DC/18/02639	Progress Power, Eye	Approved conditions.
8.11	DC/18/02873	Church Farm, Hoxne Road, Eye	Planning permission has been granted.
8.12	DC/18/02948	4 Gaye Crescent, Eye,	Planning permission has been granted.
8.13	DC/18/02985	Land, Progress Way, Eye	Conditions refused
8.14	DC/18/02987	Land, Progress Way, Eye	Conditions approved
8.15	DC/18/03074	Rook Hall, Yaxley Road, Eye	Conditions approved
8.16	DC/18/03746	Town Hall, Broad St, Eye	Conditions approved

2249

Signed: Chair

Clerk

Dated:


(A. Smith)



17th October

8.17	DC/18/03365	Bridge House, 34 Lambseth Street, Eye,	No objection
8.18	DC/18/02693	Progress Power, Eye	Conditions approved

9. To receive and confirm the minutes and recommendations of the Environment Committee meeting held on 4th September 2018.

Cllr Smith explained that Minutes not available at this time but will be submitted shortly. He outlined the areas covered as follows: -

- Discussed the allotments and proposal for improvements
- Cemetery – clear up on the 6th October discussed. The road is also in a bad state and quotations are being sort for repairs.
- Highways – drain blocked outside the memorial has been blocked for two years. No plan for repair has been received.
- Cllr Blake is investigating which footpaths should be included in the SCC maintenance schedule.
- Skatepark – quotation out for replacement paint for the skatepark refurbishment.

10. To receive and confirm the minutes and recommendations of the Events Committee meeting held on 3rd September 2018.

Cllr Hudson reported that Remembrance Sunday and Christmas evening was discussed by the committee as reported in the minutes.

11.0 To receive and confirm the minutes and recommendations of the Finance & Governance Committee meeting held on 6th September 2018.

Cllr Evitt reported the presentation from Gareth Moir Community Capacity Officer from Suffolk County Council on making Eye a dementia friendly town which was made at the last meeting.

Resolutions and information for Council

11.1 Review of Clerk’s Salary ***

11.2 For information, the Town Council will be subject to fees on their bank account from the 20th October as it has exceeded the annual debit turnover threshold to qualify for free banking.

11.3 To proposed setting the authorised signatories of the Council’s Nation Savings and Investment Account and the Mayor’s Charity Account to those held for the Council’s current account.

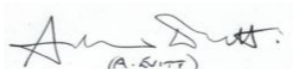
Proposed by Cllr Evitt – Seconded by Cllr Gould all in favour - motion carried.

12.0 To receive and confirm the following Financial Matters:

Signed: Chair

Clerk

Dated:



W. Alcock

17th October

The Clerk gave a summary of the following:-

12.1 To receive and note the current bank balances and Balance Sheet (Appendix A)

The second precept payment has been received from MSDC and the settlement has been received from the insurers in relation to the claim for the vandalism in the Council Chamber in April. Work has commenced on the renovation of the portraits.

12.2 To receive the invoices approved under delegated powers during recess. (Appendix B)

12.3 To receive and approve invoices presented for payment from September (Appendix C)

12.4 To approve payment of Staff Salaries for August 18 by bank transfer payable on the 20th Sept 18.

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

13.0 Update on rough sleeper in Eye – report on behalf of Mayor.

Cllr Berry reported although not within the remit of the Town Council it had a moral obligation to support this individual. Cllr Berry and Cllr Burke have tried to communicate with the person who has now agreed to accept help. Trying to get him some support for re-homing has been a very difficult. Most of the services are accessed electronically and require printed forms to be completed. For most homeless people this is not an option. However, with our help Solo Housing has now registered him on their system and he will hopefully have housing offered to him in the near future.

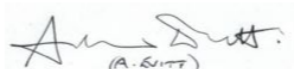
14.0 To note the attached items of correspondence.

The clerk read out the correspondence.

CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED		
Date	Details of Correspondence	Actions Taken/Required
19/07/2018	Letter from UNISON regarding Suffolk Constabularies proposal to reduce PCSO numbers. Requesting Town Council to write to Police & Crime Commissioner and the Chief Constable to object to the changes.	Previously circulated for decision.
22/07/2018	Concerns from Allotment holder on process relating to the consultation whether to sell the vacant allotment land at Victoria Mill.	Passed to relevant Councillors, response has been made directly to the contact.
01/08/2018	Suffolk Constabulary – informing of changes to local policing model	For information
07/08/2018	Email from Local Government Boundary Commission – final recommendations for Mid Suffolk	For information

15.0 Date of next meeting Wednesday 17th October 2018.

Signed: Chair



Clerk



Dated:

17th October


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***

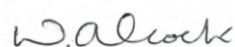
The Clerk left the meeting as the item to be discussed related to her salary review.

Signed: Chair



A. Dutt
(A. DUTT)

Clerk



W. Alcock

Dated:

17th October

Appendix A

4 September 2018 (Accounts 2018/2019)

Eye Town Council

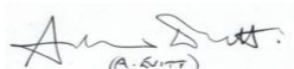
Bank Reconciliation at 31/08/2018

Cash in Hand 01/04/2018			195,258.88
ADD			
Receipts 01/04/2018 - 31/08/2018			141,704.28
			336,962.96
SUBTRACT			
Payments 01/04/2018 - 31/08/2018			154,130.36
A Cash in Hand 31/08/2018			182,832.60
(per Cash Book)			
Cash in hand per Bank Statements			
Cash	31/08/2018	118.54	
Barclays Current Account	31/08/2018	103,464.44	
Barclays Business Account	31/08/2018	49,034.48	
National savings investment	31/08/2018	30,549.18	
Barclaycard	31/08/2018	0.00	
			183,166.64
Less unrepresented cheques			
As attached			334.04
			182,832.60
Plus unrepresented receipts			
As attached			0.00
B Adjusted Bank Balance			182,832.60

A = B Checks out OK

2253

Signed: Chair



(A. Smith)

Clerk



Dated:

17th October

Appendix B

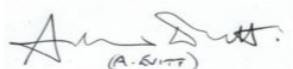
Eye Town Council							
Accounts Payable - August 2018							
Vchr	Cheque	Cde	Name	Description		Amount	Initials
187	BT064	170	Castons Chartered Surveyors	surveyors fees		1,860.00	
188	BT065	180	Outflux	Neighbourhood Plan Printing		150.00	
189	BT066	28	Suffolk Association of Local Councils	Training		20.40	
192	BT067	71	ESPO	toilet cleaning materials		45.07	
194	BT068	180	Langton Brook Consultants Ltd	Consultant fees		1,906.00	
195	BT069	62	TOP Garden Services	Grass Cutting	234.00		
196	BT069	73	TOP Garden Services	Grass Cutting	67.50		
Subtotal Cheque No. BT069						301.50	
197	BT070	43	S Kaye	Street carer salary		569.11	
198	BT071	68	K Rouse	toilet cleaner wages		72.07	
199	BT072	68	Dawn Rouse	toilet cleaner wages		219.24	
200	Bt073	80	Steve Smith	Caretakers Wages		621.26	
201	Bt074	145	A Robinson	Project Co-ordinator salary		321.83	
202	Bt075	14	Wendy Alcock	Town Clerks Salary		1,527.94	
203	BT076	18	Ian Haines	Admin Assistant Salary		150.32	
205	BT077	101	Handyman Eye	Misc	56.20		
206	BT077	144	Handyman Eye	Office Equipment	27.98		
Subtotal Cheque No. BT077						84.18	
207	BT078	14	HMRC	PAYE	263.86		
208	BT078	17	HMRC	National insurance ers	150.03		
209	BT078	145	HMRC	PAYE	198.00		
210	BT078	18	HMRC	PAYE	37.60		
Subtotal Cheque No. BT078						649.49	
214	BT079	177	PanaEpos Ltd	CCTV		2,281.20	
215	BT080	171	Paul Durrant & Son (Builders) Ltd	Building works - Phase 2		17,323.84	
191	DD	106	Southern Electric	Electricity		244.68	

2254

Signed: Chair

Clerk

Dated:




17th October

211	DD	142	Zen	Broadband		50.40	
212	DD	23	O2	Phone		37.99	
213	DD	19	NEST	Pension		56.58	
204	PC	180	Petty Cash	stamps		8.04	
190	PC	16	Petty Cash	Town Clerk expenses		3.00	
						Total	28,504.14

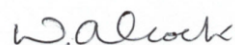
KEY - Numbers = Cheque, BT = Bank Transfer, CC = Credit Card, DD = Direct Debit, PC = Petty Cash

Signed: Chair



A. Smith
(A. Smith)

Clerk



W. Alcock

Dated:

17th October

Appendix C

Eye Town Council

Accounts Payable - September 2018

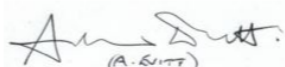
Vc h	Cheque	Cd	Name	Description		Amount	Initials
228	106503	15 9	Eye and District Volunteer Centre	Office Rental	17.41		
229	106503	15 9	Eye and District Volunteer Centre	Office Rental	26.36		
230	106503	15 9	Eye and District Volunteer Centre	Office Rental	16.61		
Subtotal Cheque No 106503						60.38	
	106504		Cash	Petty Cash		100.00	
219	BT081	22	Echo Internet Ltd	Internet security		31.46	
220	BT082	62	TOP Garden Services	Grass Cutting	234.00		
221	BT082	73	TOP Garden Services	Grass Cutting	67.50		
Subtotal Ref No. BT082						301.50	
222	BT083	18 0	Architects Two Ltd	Neighbourhood Plan		293.66	
223	BT084	27	SALC	Councillor training		247.20	
224	BT085	18 0	Ipswich Borough Council	Neighbourhood Plan		187.20	
225	BT086	17 0	Hucklesby Architects	Architect fees		168.75	
226	BT087	10 6	Wave	Water		55.39	
227	BT088	54	Wave	Water		97.74	
231	BT089	18 1	English & Continental Antiques	Town Hall Cupboards		534.00	
233	BT090	43	S Kaye	Street carer salary		585.63	
234	BT091	68	K Rouse	toilet cleaner wages		65.84	
235	BT092	68	Dawn Rouse	toilet cleaner wages		238.82	
236	BT093	80	Steve Smith	Caretakers Wages		596.06	
237	BT094	14 5	A Robinson	Project Co-ordinator salary		280.91	
238	BT095	14	Wendy Alcock	Town Clerk Salary		1,467.64	
239	BT096	18	Ian Haines	Admin Assistant Salary		187.90	
243	BC097	14	HMRC	PAYE	287.46		
244	BC097	17	HMRC	National insurance ers	150.03		
245	BC097	14 5	HMRC	PAYE	186.80		

2256

Signed: Chair

Clerk

Dated:



17th October

246	BC097	18	HMRC	PAYE	47.00		
Subtotal Ref No. BT097						671.29	
240	BT098	62	TOP Garden Services	Grass Cutting	468.00		
241	BT098	73	TOP Garden Services	Grass Cutting	67.50		
Subtotal Ref No. BT098						535.50	
248	BT100	15 9	Eye and District Volunteer Centre	Office Utilities Contribution		40.66	
254	BT101	18 1	Cressda Harwood	Painting Restoration		1,655.00	
255	BT102	52	Eye Gardens	Hanging Baskets		628.83	
247	BT99	17 1	English & Continental Antiques	Cabinet Repairs		150.00	
260	BT103	17 1	Paul Durrant & Son Builders	Phase 2 works		14,031.9 7	
250	CC10	85	Discounted Cleaning Supplies Ltd	toilet rolls		36.46	
251	CC11	85	Amazon EU S.a.r.l	toilet rolls		14.00	
218	CC8	46	The Helping Hand Company	Street cleaning sundries		19.38	
242	CC9	46	Discounted Cleaning Supplies Ltd	Street cleaning sundries		11.99	
217	DD	23	O2	Phone		37.99	
252	DD	19	NEST	Pension		56.58	
253	DD	14 2	Zen	Broadband		50.40	
256	DD	23	O2	Phone		37.99	
257	DDCN G	10 5	CNG	Gas	-4.67		
258	DDCN G	10 5	CNG	Gas	36.04		
Subtotal Ref No. DD CNG						31.37	
259	DD	10 6	Wave	Sewerage charges		63.47	
249	PC	17 1	Petty Cash	supplies		2.99	
232	PC	14 4	Petty Cash	Office Supplies		4.99	
Total						23,580.94	

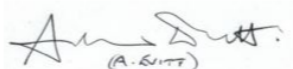
KEY - Numbers = Cheque, BT = Bank Transfer, CC = Credit Card, DD = Direct Debit, PC = Petty Cash

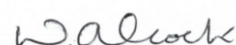
2257

Signed: Chair

Clerk

Dated:


(A. Smith)



17th October