

**Minutes of Eye Town Council meeting held on
Wednesday 15th February 2017 at 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, Cllr Berry, Cllr Byles, Cllr Evitt, Cllr Ford, Cllr Robins, Cllr Smith, Cllr Mather, Cllr Cooper, Cllr Gould, Cllr Crispin, Cllr Hudson and also in attendance: Isabelle Barrett, Acting Town Clerk and six members of the public.

1) APOLOGIES AND APPROVALS FOR ABSENCE

Members received and accepted apologies for Cllr N Ford, Cllr H Molesworth, Cllr K Crispin.

Apologies were noted for Cllr McGregor

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

Cllr Byles declared a non-pecuniary interest in Accounts Payable payment 284 related to the Land Registry.

3) PUBLIC PARTICIPATION

MID SUFFOLK DISTRICT COUNCIL

Cllr Flatman reported that due to ill health he had decided to resign his position as a District Councillor on 28th February 2017. It was with great sadness that he would also relinquish his post at Eye Town Council following this meeting. Members of Eye Town Council paid tribute to Cllr Flatman and thanked him for his years of dedication to both Mid Suffolk District Council and Eye Town Council.

Members noted that a new Chief Executive had taken up post at Mid Suffolk District Council and it was hoped that Eye Town Council would be given the opportunity to meet the newly appointed Chief Executive in the near future. Furthermore, members acknowledged that Mid Suffolk District Council was changing its operational structure from committee to cabinet, which would also include the election of a Leader.

COUNTY COUNCIL

Members noted that the 20 mph zone was in process.

MEMBERS OF THE PUBLIC

A member of the public advised of a planning application that had been rejected due to speeding concerns. The member of the public had already met with Highways at SCC to address these concerns and was now seeking the support of the Town Council. The member of the public was advised that Eye Town Council was in the process of getting a Speed Indicator Device (SID) situated at Cranley Road, Victoria Hill and possibly near the Church. The member of the public was advised that the Environment Committee would discuss speeding concerns and recommended that the resident be invited to that meeting.

A member of public advised of the Discover Britain's Walkers are Welcome towns

and visitors scheme. Obtaining the Walkers are Welcome status would help strengthen Eye's reputation as a place for visitors to come and enjoy the outdoors and could bring economic benefits to the town. Over 100 towns had already been accredited with this distinction. Should Eye Town Council wish to join the scheme, it would entail setting up a Steering Group to develop and submit an application. The County and District Council would work with the Steering Group to achieve the accreditation. No accreditations had been awarded in Suffolk yet. Funding for the accreditation might be available from Health Walks.

A member of the public raised concerns about the lack of car parking spaces in the local car parks. The member of the public was advised that the Council were in communication with the Halal shop who advised that they had asked their workers not to use the car park. However, it was noted that the Halal workers were not the only ones to use the car parks. Furthermore the Chicken Factory had confirmed their intention to change their shift pattern by the end of the month and this should reduce the use of the car park by their workforce.

4) MINUTES OF PREVIOUS MEETINGS

The Town Mayor presented the minutes of the Eye Town Council meeting held on Wednesday 18th January 2017 and the minutes of the Extraordinary Town Council meeting held on 6th February 2017 and the following was resolved:-

15/02/17/4.01 Resolved

That the minutes of the Eye Town Council meeting held on Wednesday 18th January 2017 and the minutes of the Extraordinary Town Council meeting held on 6th February 2017 be adopted and signed as a true record by the Town Mayor.

CLERKS REPORT

None noted

5) PLANNING APPLICATIONS CONSIDERED

- 5016/16 – 21 Wellington Road, Eye – Single Storey Front Extension

15/02/17/6.01 Resolved

Eye Town Council voiced no objections to planning application 5016/16

- 0109/17 – 3 Castle Hill, Eye – Erection of Rear Extension

15/02/17/6.02 Resolved

Whilst Eye Town Council is not against an extension, members agreed that the extension should be more in keeping with No. 3 and it's very distinctive design. (See MSDC Heritage Dept). Members agreed that application 0109/17 be refused and an alternative proposal be submitted.

- 0332/17 – Eye Airfield – Production Facility (Scoping/Planning App)

15/02/17/6.03 Resolved

- **Eye Town Council agreed that application 0332/17 does not conform with the MSDC Eye Airfield Development Brief 2012, which shows at least 50% of this plot landscaped/parkland (Suffolk Greenest County!) and in a specifically designated business area with high quality buildings and employment.**

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- It is immediately adjacent to the exit/entrance into Castleton Way of the A140, which would result in an increase in HGV and business traffic at this junction See planning application for large Housing Development on the NW of Eye, which also shows that this is a major junction for use by the occupants of some 250 houses (yet to be built).
- Members expressed concerns over surface drainage and flood risk over this 20 acre site.

6) TOWN HALL USER DEVELOPMENT COMMITTEE

Members noted that keys to the town hall had been cut. Some heaters hadn't worked and the electrician had been called out who confirmed that the sockets had ben faulty.

Members noted the detailed update report circulated by the Eye Town Hall User Development Committee. The report contained an update on the present position, the proposed next steps, development/maintenance costs and funding streams to support any proposed works to the Town Hall. Members needed to make a decision as to whether they wished the Town Hall to continue at its present level or undergo significant improvement to enhance the contribution the building could make in the local economy and the wider community. The roof in particular would deteriorate and the WCs in their present state had acted as a deterrent to some bookings. The THIG considered that the time was now right with the expertise available and would therefore propose the three recommendations as outlined in the report for members' considerations.

After a thorough debate in which members assessed what works needed to be undertaken, as well as any cost and risk implications to the council, the following was resolved:-

15/02/17/7.01 Resolved

Members resolved that the THUG Committee be authorised to progress the refurbishment of the Eye Town Hall as follows:-

- **Instruct Hucklesby Architects to prepare a planning application for listed building consent comprising renovation to the roof over the main hall, improvements to ground floor WCs including accessible toilet and baby changing facilities and improvements to access for disabled people to the ground floor at a fee not exceeding £3,500.**
- **Delegating to the THIG the development of detailed work scope and the project resourcing and delivery process whilst receiving regular update reports.**
- **Approving that a loan of a maximum of £100,000 be sought, via the THIG, from the Public Woks Loan Board to supplement funding sources for improvement works.**

7) FINANCE

15/02/17/8.01 Resolved

The minutes of the Finance & Governance Committee meeting held on 1st February 2017 were received and adopted.

Members discussed the Council's current Grievance and Disciplinary as well as Complaints procedures. Members agreed to adopt these procedures in their current format subject to them being reviewed again in April 2017.

15/02/17/8.02 Resolved

That Eye Town Council resolved to adopt the Grievance, Disciplinary and Complaints procedures and that these will be reviewed again in April 2017.

Members discussed the inclusion of £1,900 for the purchase of a speed camera. It was noted that this had already been resolved at a prior meeting and therefore no further resolution was needed.

Members considered the request that any underspent of the Strategic Planning budget be carried forward to the 2017/18 financial year for the purposes of progressing the action points as outlined in the Locality Matters report. Following a discussion, members agreed to the following:-

15/02/17/8.03 Resolved

That any underspent of the Strategic Planning budget be carried forward to the 2017/18 financial year for the purposes of progressing the action points as outlined in the Locality Matters report.

- 8) **TO RECEIVE AND CONFIRM THE FOLLOWING FINANCIAL MATTERS**
Members noted the accounts payable, the financial statements and staff salaries and agreed to the following:-

15/02/17/9.01 Resolved

That the Accounts Payable (subject to the removal of a double entry), financial statements and staff salaries for February 2017 be accepted and resolved.

- 9) **TO CONFIRM THE MINUTES AND RECOMMENDATIONS OF THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 10TH JANUARY AND 1ST FEBRUARY 2017**

Members noted the minutes and recommendations of the Environment Committee meetings held on 10th January and 1st February 2017 and agreed to the following:-

15/02/17/10.01

That the minutes of the Environment Committee meetings held on 10th January and 7th February 2017 be received and adopted.

Members considered and discussed the recommendations noted within the minutes and agreed to the following:-

15/02/17/10.02 Resolved

That the Environment Committee be authorised to progress the idea of traffic calming measures on the B1077 at Langton Green.

15/02/17/10.03 Resolved

That the Council resolved to accept the three year tender from Benthorpe for

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the maintenance of the hanging baskets in the sum of £3,756.15, with an uplift of 5% over the second and third year. The contract is due to commence on 1st May 2017.

Members noted that £1,000 sponsorship towards this year's maintenance of the hanging baskets had been generously donated by the Onestop Halal.

10) **TO RECEIVE AND CONFIRM THE MINUTES AND RECOMMENDATIONS OF THE STRATEGIC PLANNING COMMITTEE MEETING**

None noted.

11) **CORRESPONDENCE**

The following items of correspondence were noted at the meeting:-

- SNT - Terms of Reference 2016
- Adrian Beatty – Resident outlined car parking concerns in Eye
- Mid Suffolk District Council – Changes to governance arrangements
- SALC – Area meeting dates
- SALC – Planning Conference
- Diss Salvation Army – Thank you letter for donation

12) **DATE OF NEXT MEETING**

Wednesday 15th March 2017 at 7.30 pm

13) **EXCLUSION OF PRESS AND PUBLIC**

15/02/17/14.01 Resolved

That the Press and Public be excluded on the grounds that the business to be transacted involved the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972.

14) **TO CONSIDER AND APPROVE FORMER TOWN CLERK'S OUTSTANDING ANNUAL LEAVE PAY AND ADDITIONAL HOUR COSTS INCURRED FOLLOWING RESIGNATION**

Following a detailed discussion, members agreed to the following:-

15/02/17/15.01 Resolved

That the former Town Clerk be paid 24.25 hrs of outstanding overtime in the March 2017 staff salary arrangements.

MEETING CLOSED AT 21.40 hrs

Eye Town Council

Bank Reconciliation at 31/01/2017			
Cash in Hand 01/04/2016			92,360.15
ADD			
Receipts 01/04/2016 - 31/01/2017			128,702.92
SUBTRACT			
Payments 01/04/2016 - 31/01/2017			95,338.83
A	Cash in Hand 31/01/2017 (per Cash Book)		125,724.24
Cash in hand per Bank Statements			
Cash	09/01/2017	100.00	
Barclays Current Account	09/01/2017	46,651.66	
Barclays Business Account	09/01/2017	48,977.02	
National savings investment ac	01/01/2016	30,405.90	
			126,134.58
Less unrepresented cheques As attached			410.34
Plus unrepresented receipts As attached			0.00
B	Adjusted Bank Balance		125,724.24
A = B Checks out OK			

Total

2,967.44

30.47

Signed Mayor Clerk
Date