



THORPE-LE-SOKEN PARISH COUNCIL

**Clerk: Mrs Shirley Howe, 7 Rectory Road,
Weeley Heath CO16 9AY
Telephone: 01255 830995**

PLEASE NOTE THIS IS A SUMMARY ONLY

REF: 2017/18-2

***Minutes of The Annual General Meeting
held Monday 8th May 2017
7.00 pm at The Baptist Church Schoolroom***

PRESENT: Resigning Chairman Cllr Land, Resigning Vice-Chairman Cllr Powell, Carpenter, Coulter, Ewart, Fielder, Raftery, Roe, Starling and Maurice Howard Parish Council Accountant.

ALSO PRESENT: Roger Hawes Tree Warden and 2 Members of Public

APOLOGIES: Blandford

Resigning Chairman to Open the meeting: Resigning Chairman Cllr Land opened the meeting welcomed fellow Councillor's, Members of The Public then asked for nominations for a Chairman.

Election of Chairman: Cllr Powell proposed, seconded Cllr Roe that Cllr Land be re-appointed. There being no further nominations, Cllr Land was duly elected as Chairman of Thorpe-le-Soken Parish Council.

Election of Vice-Chairman: Cllr Land then asked for nominations for a Vice-Chairman and proposed that Cllr Powell be re-appointed. This was seconded by Cllr Fielder. There being no further nominations Cllr Powell was duly elected as Vice-Chairman of Thorpe-le-Soken Parish Council.

Confirmation of Minutes of Last Meeting held 10th April 2017 *after The Annual Parish Meeting* were approved as a True Record and signed by The Chairman after The Clerk asked for permission to make 2 small amendments to the Agenda - Paragraph 4 item 14 should have read Proposed Sections 1 & 2 and to add LED Lights as special item on the Agenda.

Declaration of Members Interests: *There were none*

Election of Sub Committees and reports: *With the exception of one or two changes and the introduction of a new position, current Councillor's indicated their willingness to continue with their positions for the forthcoming year.*

Community Liason Officer: *Cllr Kelly Coulter (this is the new position)*

Finance: *Cllr's Land, Ewart, Roe, Maurice Howard Accountant, Shirley Howe Clerk to PC*

Highways & Pavements: *Cllr's Blandford in her absence & Cllr Raftery*

Lockyers Wood: *Cllr Roe - work to remove a dead tree will take place this week.*

Parish Footpaths: *Cllr Fielder*

Planning: *Cllrs Carpenter, Ewart, Powell*

Playing Field: *Cllr Starling*

Street Lighting: *refer to upgrade to LED Lights*

Thorpe in Bloom: *Cllr's Carpenter & Roe,*

Transport: *You would be expected to attend 3/4 meetings p.year. Cllr's Coulter & Roe*

Village Greens: *Cllr Roe Letter received from Sid Hutchby re Greens Maintenance*

FIRST GREEN: *First cut mid-Feb and 1 late July. **SECOND GREEN:** 1 cut late July.*

T.D.A.L.C *(2 representatives required) Cllr Powell (Sole Owner)*

Public Participation: The following items were discussed 1) Replacement of road signs for Paradise & Barnards Alley 2) Opposite Thorpe Green House 3) Crater in road adjacent The Memorial.

Chairman's Report: Chairman gave a general update on all of the developments in the village and said without a doubt this has been one of the most difficult years regards to planning and has certainly been a learning curb for everybody.

We have all had to deal with a wide scale of development proposals and TDC are the first to admit along with councils across the UK, that they were left in an indefensible position. Developers caught onto that and took full advantage.

TDC are nearing their required 5-year housing supply, the local plan is progressing well and they are now in a much stronger position to defend itself against appeals and once again being in control where new development goes.

Special thanks were also paid to fellow Councillors and The Clerk for their continued support and help during the past year.

The Annual Ball held at Mr Harrisons is being held 24th June and if anybody would like to purchase a ticket please contact either Peter Harrison or Ray Chrystal

Street Light Upgrade to LED: Cllr Fielder said he initially contacted 3 suppliers as listed below and only Two replied:

- A & J Lighting Solutions
- Estate Lighting Solutions (lighting contractor for ECC)
- Sterling Lanterns

A survey of all the Parish Council owned lights has been carried out and it was confirmed that there are 74 lights and not 76 as previously mentioned. (copies of a Street Lighting Maintenance Plan 2016-17 was given to councillors)

After careful consideration and many talks with the above contractors Cllr.Fielder said the most cost effective solution would be for the Parish Council to purchase the Lanterns directly from the Supplier, in this case **Indo Lighting Ltd.**

PRICING: All of the lights come pre-wired with cable sets (either 3m or 7m) supplied in the box with mating connectors to allow for fast and easy installation.

Cost to purchase the lanterns from Indo Lighting is £7432.5 + £1486.5
 2 installation quotes were received: A & J Lighting £11,482.5 + £2292.5 vat
 (ELS) Indo Lighting £10,612.75 + £2122.55 vat
There is a price difference of £860.75 (173.95)

After careful consideration Cllr Fielder said he would like to propose that the lights are purchased direct from Indo and A & J Lighting the existing contractor who has provided an excellent service over many years to do the installation.

Although there is a 10 year guarantee on the LED lights an Annual Maintenance is still required. Currently the Parish Council are spending approx £1300 and further haggling will be done with A & J to see if a lower figure can be agreed. The proposal was seconded Cllr Ewart all in favour. Thanks were paid to everyone who had an input.

Maurice Howard: Whilst councillors were having a debate Maurice had been surveying the Accounts and said with the saving on energy and repairs it certainly looks feasible. The Parish Council have been putting money aside each year for the replacement to LED and it would mean that there is just a small amount that will have to be used from reserves.

Monthly Update: With Councillors permission I will remove this item from the Agenda until we are able to give further updates

Correspondence/e.mails: For more in depth information, please refer to May 2017 Agenda.

- TDC have received a naming & numbering application from the developers of The Allotment Site in Frinton Road and before they commence the official consultation process would like to know if the Parish Council have any road name suggestions they they would like to put forward. The Developer has suggested "Henderson Way" or "Road" in honour of Thorpe Resident Nigel Henderson (1917 to 1985) artist and Photographer. Further name put forward was: "Digby" Road or Way.
- Sid Hutchby ref Grass Maintenance First Green for 2017 Dealt with under item 17 on the agenda.

New Planning Applications: 17/00548/FUL – 17/00647/FUL No Objection
17/00579/TCA Leave to decision to TP Officer.

Determined Planning Application: 16/01169/OUT approved,
17/00286/FUL approved

Accounts Financial Report. Copies of the following papers were enclosed with councillors agendas/minutes so they could read in preparation for discussion & approval at this evening's meeting.

- ◆ Bank Reconciliation for the year ended 31st March 2017. The Council formerly accepted the Bank Reconciliation for year ending 31 March 2017.
- ◆ The year-end accounts for the 31st March 2017, including the proposed balance sheet as at 31st March 2017. Cllr Ewart proposed, seconded Cllr Starling all in favour of accepting the Year End Accounts for 2016/17
- ◆ Section 1 Annual Governance Statement 2016/17. Cllr Ewart proposed, seconded Cllr Raftery all in agreement that the Annual Governance Statements for 2016/17 be accepted.
- ◆ Section 2 Accounting Statements 2016/17: Cllr Ewart proposed, seconded Cllr Fielder all in favour that the Annual Accounting Statement for 2016/17 be accepted
- ◆ Draft Asset Register with values that meet New External Audit requirement. Cllr Ewart proposed, seconded Cllr Fielder, all in favour that the Asset Register be accepted. All the values shown were the original purchase Cost.

National Salary Award for Clerks 2017-18 as recommended by EALC and to be implemented from **1st April 2017 ref Minutes Ref 2016/17-3 page 5 of 6**. Accountant Maurice Howard said as previously agreed by the Parish Council The Clerk was entitled to the National Salary Award for 2017/18. This would mean an increase to SCP 19 from the 1st April 2017 with hourly being calculated to £9.74 (previously £9.22) so if you multiply £9.74 by 16 hours per week (as per contract) this gives £155.84 p.week x 52 = £8103.68 divided by 12 = £675.31 monthly gross pay (previously £638.34) Also agreed Clerk is entitled to a taxable office allowance of £55 + a tax free office allowance of £18. New monthly gross payment is £740.31 compared to £711.34 previously paid

Cheques for Signature: Permission was given by all Councillors at this evenings meeting for the following cheques to be signed.

Cheques 002237 – 002243 inclusive = £1868.24 (cheques 002238/39 cancelled

To date no invoices have been received from A & J Lighting and e.on energy nor the latest Bank Statements.

BT Invoice £25.44 vat £4.24 has been collected from bank.

Tree Warden's Report: Trees are regularly checked by Roger and any findings are reported back to PC.

County Councillor's Report: There was none due to Cllr Erskine's absence

Footpaths: Cllr Fielder said Footpath 3 was overgrown, the matter is in hand and will be dealt with a.s.a.p.

Date/Time/Venue of next meeting: 12th June 2017 Chairman gave his apologies for the June meeting as he would be attending a local plan meeting at TDC. along with Cllrs Roe and Ewart. Cllrs Fielder & and Blandford also gave their apologies, due to work commitment. Chairman said as long as there was a quorate, he was quite happy for the meeting to go ahead chaired by Vice Chairman Cllr Powell.

Close of Meeting: There being nothing further to discuss the meeting closed at 8.40pm,

