

MINUTES OF A PARISH COUNCIL MEETING  
HELD AT ALPHETON VILLAGE HALL ON 24<sup>th</sup> JANUARY 2012 AT 7.00PM

Present: Ken Watkins. (Chairman), Alan Ariss, John Holdway, Richard Kemp, Graham Maskell and Trevor Rix. Also present Julie Rix - the Clerk, and one member of the public.

Apologies: Maureen Lankester

There were no Declarations of Interest.

The minutes of the previous meeting were signed as correct. (Proposed by Graham Maskell seconded by Alan Ariss )

Matters Arising

Alpheton Garage have changed the angle of the security light and it is a little better. They have not, however, moved the cars back as requested. The Chairman will speak to the owner.

Data protection Act – the clerk will enquire and see if she and the Chairman need to register.

Police

No representative from Suffolk Constabulary attended.

Highways

Suffolk County Council have been contacted with regard to residents' concerns over speeding in the village. SCC is under the impression that there are no problems. ( Hand held speed guns used in the village have not indicated any speeding)

Mr Kemp will ask if a SID ( Speed Indicator Device) can be deployed in the village.

Finance

Two cheques were authorised;

No; 375	£12	Alpheton Village Hall hire
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No; 376	£860.00	G Maskell – Grass cutting.
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There has been a payment of £97.75 for recycling.

Correspondence and Clerk's Report.

A list of all correspondence had been circulated with the minutes.

The Chairman's Report was covered above.

Mr Kemp gave his District and County Reports and was thanked.

Any Other Business

There has been a plea for faster Broadband provision. Alpheton is not alone in having a poor speed, Shimpling also suffers.

This summer sees the Queen's Diamond Jubilee celebrations over a long weekend in June and the Olympics from 27<sup>th</sup> July – 12<sup>th</sup> August with the Paralympics 29<sup>th</sup> August – 9<sup>th</sup> September. Peter Rix - Village Hall Chairman, said that the Village Hall Trustees intended to put on events both occasions. It was agreed to pledge £150.00 to the Village Hall. Mr Kemp said that the Locality Budget funding could be applied for these events also and could be used for anything other than refreshments.

Suffolk Acre are starting a scheme for buying heating oil at reduced rates. A village co-ordinator would be needed to oversee this. A Note will go in the magazine.

Dates for meetings for the year were agreed ( previously agreed dates being incorrect.)

March 27<sup>th</sup>

May 22<sup>nd</sup> Annual Meeting

August 28<sup>th</sup>

November 27<sup>th</sup>

There being no further business this meeting closed at 7.35pm.

MINUTES OF A PARISH COUNCIL MEETING  
HELD AT ALPHETON VILLAGE HALL ON 27<sup>th</sup> MARCH 2012 AT 7.00PM

Present: Ken Watkins. (Chairman), Alan Ariss, John Holdway, Richard Kemp, Also present Julie Rix - the Clerk, and one member of the public.

Apologies: Maureen Lankester, and Trevor Rix  
There were no Declarations of Interest.

The minutes of the previous meeting were signed as correct. (Proposed by John Holdway seconded by Alan Ariss )

Matters Arising

Alpheton Garage have changed the angle of the security light and it is a little better. They are concerned about having good security. The Chairman has visited and had a friendly reception.

Data protection Act – the clerk will enquire and see if she and the Chairman need to register.

The scheme for buying heating oil through Suffolk Acre has been advertised in the magazine and Graham White has offered to be the co-ordinator.

The Locality Budget funding is available for use at the Diamond Jubilee celebrations. The clerk will liaise with Mr Ariss (who is also treasurer of the village hall committee,) over the requirements.

Police

PCSO Hannah Partington of Suffolk Constabulary attended. She presented her report. There had been two crimes in the village since the beginning of the year. She warned about thefts of catalytic converters from vehicles. This crime can be committed very quickly.

Highways

County Highways have monitored speeds along Old Bury Road and Church Lane. We have not been given the data from this yet. There has also been a speed indicator on the A134 showing motorists the speeds they are doing.

Mr Goode from D J Goode & Associates Ltd has written to the Chief Constable and copied to the Parish Council. He is concerned that he and members of his staff have had cars overtaking them whilst turning into Old Bury Road from the A134.

There was discussion regarding Broadband provision for the village. Speeds are very poor at the moment. Tim Rix attended a meeting concerned with this and gave his report. He was thanked.

Planning

An appeal has been made to the Secretary of State for the Environment regarding the planning application which was refused at The Mount, Bridge Street, Long Melford Application No; B/10/01448/FUL, conversion of barn to dwelling.

This council had no comments to make when this application was first received and will not comment again.

### Chairman's Report

The Chairman and Mr Holdway attended a Neighbourhood Planning meeting and it was suggested that it was advisable to have a Neighbourhood Plan. This could follow an eight step plan. It will be essential to obtain views from as many residents as possible. A booklet has been produced to help the council formulate this and Mr Watkins, Mr Ariss and Mr Holdway will look into this.

Mr Kemp gave his reports from District and County and was thanked.

### Clerk's Report & correspondence.

Information regarding the imminent hosepipe ban.

Came & Company insurance

SALC Courses

Info on Fit Villages ( Use of village amenities + fitness) Poster on Notice Board.

Shimpling offer inclusion in Olympic Torch Parade – taking torch from village to village.

Possible interest – will be taken to Village hall Committee.

Notice of Audit – 25<sup>th</sup> May 2012.

### Finance

Cheques authorised;

No; 377	£132.00	Alpheton & Shimplingthorne PCC for Magazine costs
No; 378	£173.82	Babergh Dog & Litter Bin emptying
No; 379	£83.66	Babergh – Parish council election costs
No; 380	£25.00	Suffolk Acre subscription
No; 381	£392.75	HMRC – tax on clerk's salary 2011/2012
No; 382	£1462.75	Mrs J Rix – Salary 2011/2012
No; 383	£12.00	Alpheton Village hall
No; 384	£25.00	Ladywell Accountancy Services
No; 385	£97.50	J Rix - Expenses

The council has the services of an accountant to administer the PAYE which is now necessary for the clerk's salary. There was some discussion regarding this new requirement.

### Any Other Business

D J Goode & Associates Ltd have some small scale explosive testing on 5<sup>th</sup> April and have sent warning letters to businesses and residents on the airfield and this council.

There being no further business this meeting closed at 8.10pm.

The next meeting will be 22<sup>nd</sup> May and will be the Annual Meeting.

MINUTES OF AN ANNUAL PARISH MEETING OF ALPHETON PARISH COUNCIL  
HELD AT ALPHETON VILLAGE HALL ON 22nd MAY 2012 AT 7.00PM

Apologies; John Nunn, District Councillor.

Present; Ken Watkins, Chairman, Alan Ariss, John Holdway, Richard Kemp, Maureen Lankester , Graham Maskell and Trevor Rix. Also present Julie Rix the Clerk, PCSO Fudge and one member of the public.

There were no Declarations of Interest.

The Chairman welcomed everyone to the meeting. The previous Annual Meeting's minutes were signed as correct. Proposed by Graham Maskell seconded by Alan Ariss.

Chairman's report

The chairman reminded the council of the recent traffic survey when speeds along Old Bury Road and Church lane were recorded. The survey showed that 18.4% of vehicles exceeded the 30mph speed limit in Old Bury Road and 4% Exceeded the same limit in Church Lane. A request to the Chief Constable for a 20mph limit in Church lane and an extension of the 30mph up Shop Hill in Old Bury Road was refused.

The Chairman and other councillors had attended meetings at Babergh and Suffolk Association of Local Councils.

Grit boxes had been installed throughout the parish – Peter Rix was thanked for his help with this. The Chairman had visited the owner of Alpheton Garage to ask for the angle of the security light to be adjusted. This has been done twice but from the main road driving south this can still be a problem at times. The Chairman will visit again.

The Clerk and Chairman have compiled a Parish Risk Assessment Plan. This is a check list of possible hazards on parish land/buildings. The councillors and clerk will check (using this Plan) monthly in pairs.

Mr Watkins was thanked.

Reports from Other Village Organisations

The Chairman read a report from Mrs Steph Eady regarding Alpheton & Shimpling W.I.

Mrs Joyce ball gave her report as Chairman of Alpheton Village hall.

Both were thanked.

County & District Councillors' Reports

Mr Richard Kemp gave his District report (and on behalf of Mr John Nunn)

He said that there was no political control at Babergh. A merging of Babergh District Council and Mid Suffolk Council did not happen fully but they are jointly running services and have a joint chief executive which is saving funds.. It is necessary to make savings of ½ million a year. He pointed out that Rural areas are more costly to run than urban. Some parishes have been able to take over responsibility for some services i.e. Long Melford look after their walks, picnic areas and toilets. Mr Kemp thanked the council for their support, Mr Kemp was thanked for his report.

Mr Kemp's County Council report reminded us that he covered nine parishes. The New Strategic Direction as devised last year has been abandoned. There is a new Council Leader and new Chief Executive. Some services are still being out sourced however: the Library Service, and Residential Care homes are two of these. The County Council aims to make 1.5% efficiency savings across all directorates. Mr Kemp was thanked for this report also.

### Planning

B/12/00395/FHA

Nest Cottage, Old bury Road, Alpheton

Erection of first-floor rear extension including ground floor extension.

This council had no objections.

Highways – there were no issues.

### Police

PCSO Fudge had attended for PCSO Hartington. He brought a Crime Report with him. There had been 12 reported crimes this year. He was thanked and left the meeting.

### Finance

The accounts were presented, agreed by the council and signed by the clerk and chairman.

Sections 1 and 2 of the Annual Return were also completed and signed. ( Statement of Accounts and Annual Governance Statement). The books have been audited internally by Ms Lynne Holt and will be sent to BDO Stoy Auditors for external auditing.

A Financial Risk Assessment Plan was also adopted at this meeting.

This meeting closed at 7.40pm.

MINUTES OF AN ANNUAL PARISH COUNCIL MEETING OF ALPHETON PARISH COUNCIL HELD AT ALPHETON VILLAGE HALL ON 22nd MAY 2012 AT 7.45pm

Apologies; John Nunn, District Councillor.

Present; Ken Watkins, Chairman, Alan Ariss, John Holdway, Richard Kemp, Maureen Lankester, Graham Maskell and Trevor Rix. Also present Julie Rix the Clerk, PCSO Fudge and one member of the public.

There were no Declarations of Interest.

The Chairman welcomed everyone to the meeting. The previous Annual Meeting's minutes were signed as correct. Proposed by Graham Maskell seconded by Alan Ariss.

Mr Kemp then proposed that Mr Watkins remain as Chairman, seconded by Mr Rix. This was agreed.

Mr Watkins proposed that Mr Ariss continue as Vice chairman. This was agreed.

Mr Watkins has completed a Declaration Of acceptance of Office as Chairman.

The previous meeting's minutes were signed as correct. Proposed by Mr Ariss, seconded by Mr Maskell.

Matters Arising – there were none.

Planning

The Chairman had attended a Neighbourhood Plan meeting but felt that this was more suitable for larger Parishes than this. A Parish Plan may be better. A questionnaire would start the process. Suffolk Acre have a pro forma that we could use.

Finance

As reported in the previous minutes the Audit has been submitted.

The following cheques were authorised;

No; 386 £12.00	Alpheton Village Hall – hall hire
No; 387 £114.00	SALC subscription
No; 388 £27.00	Lynne Holt – Internal Auditor
No; 389 £150.00	Alpheton Village hall – Jubilee Celebration Donation
No; 390 £469.78	Alpheton Village hall – Locality Budget Funding through County Councillor Kemp.

Correspondence and Clerk's Report

All councillors have had a copy of the correspondence list.

Extra correspondence :

Babergh Media release on Noise Action Week, Consultation on appointment of external auditor for the future, This council is happy with BDO LLP. Conference for councillors from the Royal Town Planning Institute, Suffolk master Composter Volunteer Scheme, Home-Start Babergh Annual meeting.

Mr Richard Wallace can not continue to manage the village website. Mr Rix has agreed to take this on.

Any Other Business – there were none.

The next meeting will be August 28<sup>th</sup> at 7.pm.

This meeting closed at 8.30pm.

MINUTES OF A PARISH COUNCIL MEETING HELD AT ALPHETON  
VILLAGE HALL ON 28<sup>TH</sup> AUGUST 2012 at 7.00pm.

Apologies; Graham Maskell, Maureen Lankester and John Nunn, District Councillor.

Present; Ken Watkins, Chairman, Alan Ariss, John Holdway, Richard Kemp, and Trevor Rix. Also present Julie Rix the Clerk, and PCSO Partington.

The Chairman declared an interest in the Planning Application relating to his property ( no3, the Glebe).

The previous Annual Meeting's minutes of 22<sup>nd</sup> May and 24<sup>th</sup> July were signed as correct. Proposed by Trevor Rix, seconded by Alan Ariss.

There were no matters arising.

Police; PCSO Partington gave her report. There had been one crime in the period June to August which was an attempted burglary. She reminded the council to be careful about securing residences and out buildings. Residents can request a tailored crime prevention survey for their home, vehicle or business premises. In addition to this there is a website called [www.immobilise.com](http://www.immobilise.com), where you can register your property for free and improve the chances of getting property back if it is lost or stolen.

Contact details; PCSO 3231 Partington, Babergh West SNT  
New Non Emergency Telephone: 101  
[baberghwest.snt@suffolk.pnn.police.uk](mailto:baberghwest.snt@suffolk.pnn.police.uk)  
[www.suffolk.police.uk](http://www.suffolk.police.uk)

Planning;

B/12/00742/FHA

Nest Cottage, Old Bury Road, Alpheton

Erection of single storey, & two storey extension.

Permission granted

B/12/00700/FHA/AS

3, The Glebe, Alpheton

Erection of single storey side garage extension (removal of existing)

Permission granted

B/12/00561/VOT/ETR

Woodview, 7, Bury Road, Alpheton

Erection of two-storey side & rear extension (extension of time limit to condition attached to P.P.

B/09/00273/FHA)

Permission granted

Mr Kemp also stated that both the Rose & Crown at Bridge Street and the two commercial outlets near The Mill, Bridge Street were being investigated for breaches of Planning Regulations.

### Highways:

Surface dressing has taken place on Old Bury Road and is a considerable improvement. The Clerk has also reported recent flooding in this area from Thatched Acre and down The Glebe, although no response has been forthcoming.

### Finance:

BDO LLP Audit of Parish Council Accounts has been returned- completed. They were approved by the council. The action plan from Auditor's comments repeats that a Risk Assessment required (see next item).

Ladywell Accountancy Services – Payslip for the first half year's salary for the clerk and invoice for the accountant for this year for £25.

Claim form for monies paid in respect of recycling – 2.457 tonnes mixed glass and 0940 tonnes paper giving a total of £86.06.

Came & Company Parish Council Insurance would like to quote. The Insurance is due to Suffolk Acre by 1<sup>st</sup> October so a quote will be sought to compare.

### Cheques authorised at this meeting;

No; 391	£144.00	BDO LLP	Audit Fee year ending March 2012
No; 392	£12.00	Alpheton Village hall	– Hall hire
No; 393	£25.00	Ladywell Accountancy Services	year 2012-2013
No; 394	£927.58	J Rix	– Clerk's First Half year salary
No; 395	£34.40	J Rix	– Clerk's expenses

### Risk Assessment:

This has been compiled by the Chairman and Clerk and copies circulated. The areas in the village which come under the jurisdiction of the Parish Council will need to be checked for risks regularly. The Chairman and Clerk will do the first inspection followed at monthly intervals by Councillors checking (each individually). This was agreed.

### Clerk's correspondence and report.

The Clerk brought some items to the council's attention. Subsequent items were; SALC information on The Sustainable Communities Act, a reminder of comments requested on the Suffolk Flood Risk, copy Suffolk View, copy Suffolk Acre Update.

### Chairman's report;

The new website is up and running. Thanks to Trevor Rix who is the Webmaster for us.

An emergency meeting was called to complete the new Code of Conduct paperwork.

The Chairman suggested a slight amendment to the number of meeting held by the council. At present there are five meetings a year. He proposed to have six, one every other month. This was agreed. ( From 2013 January, March, May, July, September, November on the fourth Tuesday were possible.)

Mr Kemp gave his Babergh District Council and Suffolk County Council reports and was thanked. He said that Alpheton Parish Council would be invited to workshops in Long Melford in connection with the Community Consultation Exercise. There is also support for better Broadband provision in smaller villages like ours.

There was no further business and this meeting closed at 7.35pm.

The next meeting will be November 27<sup>th</sup> 2012 at 7pm.

MINUTES OF A PARISH COUNCIL MEETING HELD AT ALPHETON  
VILLAGE HALL ON 27<sup>th</sup> NOVEMBER 2012 at 7.00pm.

Apologies; PSCO Hannah Partington.

Present; Ken Watkins, Chairman, Alan Ariss, John Holdway, Richard Kemp, Maureen Lankaster, Graham Maskell and Trevor Rix. Also present Julie Rix the Clerk.

Declarations of Interest ; There were none.

The Minutes of August 28<sup>th</sup> were signed as correct. Proposed by Richard Kemp and seconded by Trevor Rix.

Matters Arising

Breaches of Planning regulations at Bridge Street – former Public house and two commercial outlets at the Mill complex. The current situation is under investigation. Nothing has been done yet. The deadline for the removal of the portakabins has passed. Mr Kemp said that he would look into this, and the commercial use near the Mill.

Flooding in Old Bury Road. Recent heavy rain has resulted in flooding from the region of the telephone box and along Old Bury Road and the Glebe, for some considerable distance. In places and at times it has reached almost across the road. Paul Gant SCC Technician had a site meeting with the Chairman and Clerk and has written to the residents of Thatched Acre and White Gables asking for their ditches to be deepened. Photographs of the flooding have been taken to record it. Mr Kemp will forward this information to Jane Birch the Flooding Officer. Mr Ariss has attended a Community Resilience Meeting on flooding and gave his report. He has a useful pack with information.

The Risk Assessment has been completed and the Chairman and Clerk have done the first run in October. This highlighted that repairs to the bus shelters was urgent, especially as the ceiling was in danger of collapse in the shelter near A134/Old Bury Rd. Works have been done. Checks to cover the whole parish will be made every two months by councillors on a rota basis. There is a book for recording data. The next check will be December which the Chairman will undertake.

Police

PSCO Partington had sent her report. There have been two crimes since the last report; on 10.11.12 a theft from a motor vehicle and on 12.10.12 hare coursing. Villagers are warned to be on guard against oil theft and burglary of premises. Babergh West Safer Neighbourhood Team can assist with a Crime Prevention Survey or there is a website [www.immobilise.com](http://www.immobilise.com) where you can register your property for free.

### Finance - General

Recycling Credits of £86.06 received.

Cheques authorised;

No; 396	£251.61	Suffolk Acre Services Insurance
No;397	£80.00	Eans Garden Services ( Cutting at Bridge St)
No; 398	£12.00	Alpheton Village Hall Hire
No; 399	£1,028.00	Graham Maskell Grass Cutting (878.00 and tree pruning 150.00)
No; 400	£788.46	P G Rix – repairs to bus shelters.

A reminder has been sent to Alpheton Garage as the Licence fee has not been paid. The Audit opinion was noted. The only criticism was a lack of Risk Assessment. This has been rectified.

### Finance – Budget

As we are encouraged to make no increase in our precept again this year, the budget has covered all essential items, but there will be a shortfall of £243.15. This is the third year that the precept has not been able to match the proposed expenditure. As we do not have the Community Charge figure from Babergh for another couple of weeks it was proposed that this Council is minded to approve the budget as set out and the amount proposed to claim of £2,613.00. This was agreed.

The Chairman will put an article about the budget in the village magazine.

### Clerk's Report and Correspondence

Posters have been put up about the proposal to merge Suffolk Fire & Rescue Service with Cambridgeshire. There is a consultation period. The Clerk will attend a workshop on Adult Social Care Transformation on 29<sup>th</sup> November.

### Chairman's Report

The Chairman and Mr Holdway attended the Babergh Area Meeting last Thursday. It was decided that Alpheton and Bridge Street are too small to warrant a Parish Plan but a cheaper option would be to offer a Village Questionnaire. Suffolk Acre would be able to guide us and could attend a meeting to advise.

Candidates have been put forward for Babergh District Council Community Awards;

Richard Beattie-Swan

The Coffee Pot

Shimpling Park Farms (John Pawsey)

Paddy Trevelyan

Mr Kemp then gave his reports ; District and Suffolk County Councils.

District report on file.

Issues at County level that he spoke about were the continuing need to make savings, the Prolog controversy and Tesco Hadleigh. He was thanked.

He offered the Locality Budget Funding to the council for the coming year. It might be a good idea to replace the Notice Board at Bridge Street which is badly warped. It was also suggested that it would be a good idea to replace any trees that may be lost due to Ash Die back disease.

Mr Kemp said that he would also look into the recent incidence of cars skidding into the ditches through the village. It was thought that the anti-skid surface on the main road may need reapplying.

There being no further business this meeting closed at 8.05pm.

The next meeting will be January 29<sup>th</sup> 2013 at 7pm.