

Alpheton Parish Council  
Meeting of Alpheton Parish Council February 6th 2017 at 7pm

1. Welcome
2. Apologies
3. Present
4. Declarations of Interest
5. Minutes of December 2017
6. Matters Arising
7. Highways
8. Planning
9. Finance Including adoption of Risk Assessment
10. Clerk's Report and Correspondence
11. District & County Council's Reports
12. Parish Council Chairman's Report
13. Any Other Business
14. Date and time of next meeting

Correspondence

1. Briefing/ description/ update and training and support for General Data Protection Regulations.
2. Letter and booklet about the 'One Suffolk' online survey.
3. Bulletin by The Pensions Regulator regarding auto-enrolment.
4. Acknowledgement of Alpheton Parish Council's Precept upon the Charging Authority for 2018/19 of £3,236.00.
5. Correspondence regarding payment to Mr I Etherton for grass cutting at Bridge Street.
6. Correspondence from SALC - Precept Referendums.
7. Alpheton & Shimpling PCC - request for donation for Village Magazine.
8. Alpheton & Shimpling PCC - Receipt for refreshments for Christmas Tree Lights Ceremony.
9. Planning Permission Granted for DC/17/05771 Newman's Lodge, Alpheton. (Revised boundary of the application site).
10. Appeal from Neighbourhood Watch.
11. Opportunity to sign up to The Digital Council, a monthly newsletter from e-mango to help local councils get the best out of internet platforms.
12. Email from Mrs Grey regarding pothole in Bridge Street. She has reported this on SCC website.
13. Councillor Richard Kemp's January and February Reports.
14. Confirmed Representation no. 1530 being Alpheton PC's Objection to our entry in the Joint Local Plan Consultation Document.
15. Nominations asked for places available at Buckingham Palace Garden Party. ( By 31<sup>st</sup> January 2018).
16. SALC Bulletin 11<sup>th</sup> December.
17. Correspondence concerning road gritting on A134 on Sunday December 10<sup>th</sup>.
18. Reminder email from R Kemp re Directional Sign still no re-instated at Bridge street.
19. 19. Electoral Register 2017-18 sent in electronic version.
20. Appeal from Sudbury Newstalk.
21. Reduction in rates for recycling. From February Glass will be £17/tonne, £20/tonne for Paper and £60/tonne for textiles.
22. Copy The Local Councillor.
23. Copy Clerks and Councils Direct.
24. Parish Councillor Register of Interests. [All of our information requires up-dating.](#)

MINUTES OF A MEETING OF ALPHETON PARISH COUNCIL  
HELD AT ALPHETON VILLAGE HALL ON 6<sup>th</sup> FEBRUARY 2018 AT 7.00 PM

Present; Ken Watkins, (Chairman), Richard Barraclough, Madeline Gray, Richard Kemp, Graham Maskell, Bridget Sumner and Julie Rix the Clerk.  
 Also present John Nunn (District Councillor) and Nicola Smith the new Clerk.

Mr Watkins welcomed everyone to the meeting.

Apologies; Trevor Rix (In Hospital)

Declaration of Interest : There were none.

The minutes of December 2017 were signed as correct. Proposed by Richard Barraclough and seconded by Graham Maskell.

Matters Arising

The directional road sign at Bridge Street which was retrieved from the river has still not been reinstated in spite of help from Mr Kemp.

The Brass plaque to commemorate Alan and Christine Ariss and their service to this community has been placed on the wall in the Village Hall entrance.

Highways

Mrs Gray has reported a pothole in Bridge Street which has been inspected by Suffolk County Council. It seems that it does not fit the criteria as they have declined to fix it.

Suffolk Highways is looking to develop its Community Self Help offer. The scheme will enable local community groups including Parish Councils to undertake work that Suffolk Highways does not have the budget to undertake. There is an online survey to complete by visiting [www.surveymonkey.co.uk/r/SuffolkHighwaysCommunitySelfHelp](http://www.surveymonkey.co.uk/r/SuffolkHighwaysCommunitySelfHelp) by 28th February. This will be used to develop guidelines ready to launch with communities in June 2018.

Planning

Application DC/17/05771 Newmans Lodge, Alpheton.

Revised boundary of application site. Granted.

A recording of the planning meeting which was held to determine the status of the proposed houses at Newman's Lodge has been received. Ms Sumner gave her notes on it as follows;

*John Davies, Case Officer presented facts as per his original report and recommendation for refusal. Key matters highlighted included:*

- *During the 1970's 4 houses occupied the site. These were destroyed in the 1970's and therefore any "rights had been lost" and "not for consideration".*
- *CS2 – under the Settlement Hierarchy Alpheton falls under countryside and therefore planning approval requires "exceptional circumstances". No argument has been put forward to support/demonstrate "exceptional circumstances".*
- *The stretch of road is described as linear with good vision and therefore access issues dismissed.*
- *NPPF assessment of social, economic, environmental benefits – development goes against core strategy e.g. not sustainable.*

*Mr Weeks was given 3 minutes to brief the committee. He used the time to demonstrate that the development was sustainable:*

- *To drive from Alpheton to Tesco's in Sudbury takes 10 minutes. To walk from Cross Street in Sudbury to Tesco's takes 11 minutes.*

- He explained that Alpheton "bucks the trend" with an influx of workers.
- He also highlighted the trend for purchasing retail items via the internet.

A question was raised about the current number of houses in Alpheton =75. Comment was passed that only 3 houses have been built in the last 20 years.

Committee members were then invited to comment. Responses included (not in order of proceedings):

- Do we need more housing in Alpheton?
- There is a good bus service, 2-3 buses per day between Sudbury and Bury.
- Will this development enhance and help sustain the village?
- Where will this end?
- This is the thin end of the wedge.
- There is a garage.
- One committee member suggested that the Parish Council's view should be taken into consideration, as this should represent the views of the parish. "Feedback (from APC) is not particularly strong in favour of this". Members of the Committee did not see the road as an issue and one person suggested that regarding the proposed building materials, it was good to see variety and that houses should not all look alike.

A New Planning Application had been received;

Application For Outline Planning Permission - DC/18/00454

Proposal: Outline Planning Application (Access, Landscaping, Layout and Scale to be considered)  
Erection of up to 4No dwellings and vehicular accesses.

Location: Lynwold, Old Bury Road, Alpheton, Sudbury Suffolk CO10 9BT

Comments by 23rd February 2018.

Full details of this application are available to view online by visiting

[www.babergh.gov.uk/planning/developmentmanagement/application-search-and-comment/search-for-applications/](http://www.babergh.gov.uk/planning/developmentmanagement/application-search-and-comment/search-for-applications/)

This was discussed by the Council and there were several concerns;

- safety - the exit near the corner would be a traffic hazard;
- is there evidence of a proven need?;
- the ditch is a significant water course and flooding has been a problem along this road.

The Chairman and Clerk will write a response.

The notes below are comments to the Supporting statement and will be used to inform our response;

Section 6.8: Policy CS2 also states that, within the countryside outside of Core and Hinterland villages, development will only be permitted in exceptional circumstances subject to a proven justifiable need.

Is there a proven need?

Section 6.28: the site is within easy walking distance (via a pavement alongside the A134) of the bus stop which is situated close to Alpheton Garage and that which lies just to the south of Old Bury Road. These bus stops provide regular buses to Sudbury and Bury St Edmunds which themselves offer public transport links beyond.

Inadequate bus service.

Section 6.29: The sustainability of this site is also supported by the recent grant of planning permission on land at Newmans Lodge, Alpheton (ref B/17/01103, decision 8th September 2017). This site lies just across the A134 from the application site, where the Planning Committee approved the erection of four dwellings on this land despite the Planning Officer recommending refusal of the application.

Precedent set.

*Section 6.38: This is a long straight section of road where the visibility in both directions is extremely good. The site lies opposite an existing run of residential properties which have accesses directly onto the road, and where traffic is already calmed through natural caution aligned with vehicles from these existing properties seeking access onto the road.*

Old Bury Road is not straight; visibility is restricted in both directions, especially the corner at the bottom of Old Bury Road.

*Section 6.40: According to [www.crashmap.co.uk](http://www.crashmap.co.uk) there have been no accidents recorded in the immediate vicinity of the site, the nearest being some distance to the south.*

There was a four car collision just over two weeks ago on the main road opposite the junction with OBR. No injuries. Two cars towed away, two driven. Was it reported to the police?

*Section 6.45: With regards to the properties to the east, there is a significant screen of landscaping between those properties and the application site, and these are also set well back in their plots and on the opposite side of Old Bury Road. In this respect, the proposal would not impact on these properties.*

Arboricultural Impact Assessment, Section 7: tree removal will have a noticeable visual impact, in particular for views from Old Bury Road to the south-east.

Pictures with that document – none taken from OBR showing the willows

*Section 7.5: Safe access can be achieved to the development, in an area with no recorded accidents and where natural traffic calming occurs due to the presence of existing residential properties and their accesses onto the road. In this respect, the development would not give rise to detriment to users of the highway.*

Mr Kemp noted that National Planning Policy overrides all. Ms Smith will have a look at the Draft Joint Local Plan as this will indicate the percentage of new building allowed for Alpheton.

#### Finance

The Risk Assessment for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 was presented and signed. We have a bulletin by the Pensions Regulator regarding auto-enrolment, and correspondence from SALC regarding Precept Referendums.

A Mandate form has also been received from Yorkshire Bank plc to amend the signatories on the account.

We have acknowledgement of Alpheton's Precept on the Charging Authority for 2018/19 of £3,236.00.

The following cheques which have been issued and agreed in principle were authorised;

No; 574	£40.00	Ian Etherton – Grass cutting at Bridge Street
No; 575	£46.95	K Watkins – Brass Plaque in memory of Alan & Christine Ariss

The following cheques were prepared ready for signature;

No; 576	£23.30	P Trevelyan – Refreshments at Christmas lights ceremony
No; 577	£12.00	Alpheton Village Hall – Hire
No; 578	£16.65	Mrs J Rix – Clerk's expenses for November 2017 to February 2018
No; 579	£132.00	PCC Alpheton & Shimplingthorne Magazine

Appeals from Sudbury Newstalk and Neighbourhood Watch were regretfully declined.

The new rates for recycling from February 2018 are as follows; Glass will be £17/tonne, paper £20/tonne and textiles £60/tonne.

#### Chairman's Report

The Chairman has registered our interest in joining a DPO Centre scheme which will take care of our responsibilities under the Data Protection Act. We are not signed up to anything at present, and still

waiting for further advice from SALC. The cost is still not certain. The Local Council Public Advisory Service are running Data Protection Courses in Bury St Edmunds in March – 9<sup>th</sup>, 27<sup>th</sup>, and 12<sup>th</sup> April, 10-12.30 at £40 per delegate.

An email from SALC today said while it is recognised that full compliance by the implementation date of 25 May 2018 may not be possible in all cases, it is considered that would not be problematic providing councils (and parish meetings) can show that they are working towards it. NALC have commissioned a firm of solicitors to draw up a toolkit of advice, notices etc. designed to help councils achieve compliance and we understand this should be available in the near future. This will be free to all member councils and parish meetings.

New Clerk. Julie and the Chairman interviewed the two short-listed candidates, and we were in complete agreement. Nicola Smith attended this meeting, and she and Julie will work together over the next few weeks to transfer everything.

#### Clerk's Report and Correspondence

As listed. We have confirmation of Alpheton's objection (No. 1530) to our entry in The Joint Local Plan Consultation Document.

The online Parish Register of Interests is now up and running and all councillors' details will require up-dating.

Our record on Suffolk InfoLink is due for its annual up-date.

#### District and County Council's Reports

Mr Kemp as District Councillor commented on the future of Babergh DC, planning matters. His January Parish Report covered the deadline for school applications; Review of Autism; School Travel; Plastic Recycling; Woodland Trust's Tree Charter, WASPI Women; Adult Social Care Levy; Suffolk being chosen for a pilot scheme for 100% Business Rates Retention.

The February Report covered Drivers and Mobile Phone use; the additional £21million for the Repair of Suffolk's roads; the Increase in Hourly Funding rate for Childcare Providers in Suffolk; CQC Rating the West Suffolk Hospital 'Outstanding'.

District Councillor John Nunn also commented that he has been asked to become a Volunteer Police Helper.

#### Any Other Business

Ms Smith is organising a workshop with the External funding Expert at Suffolk County Council – Andy Cuthbertson and invited representatives from Alpheton to attend. The Chairman has forwarded this information to the Chairman of the Village Hall.

The next meeting will be April 3rd 2018 at 7pm. The Annual Meetings will be 22<sup>nd</sup> May, then 7<sup>th</sup> August, 2<sup>nd</sup> October, and 4<sup>th</sup> December 2018.

There being no further business this meeting closed at 7.50pm.

## ALPHETON PARISH COUNCIL

### Meeting of Alpheton Parish Council on 3<sup>rd</sup> April 2018 at 7pm in the Village Hall

1. Welcome
2. Apologies
3. Present
4. Declarations of Interest
5. Minutes of 6<sup>th</sup> February 2018
6. Matters Arising
7. District and County Cllr's Reports
8. Public Forum
9. Correspondence (General correspondence has been circulated)
  - i. Email from County Cllr Kemp dated 21 February 2018 re: mobile libraries review and survey;
  - ii. Email from SALC dated 27 February 2018 re: GDPR toolkit for local councils;
  - iii. Email from Local Council Public Advisory Service dated 5 March 2018 re: New Review of Ethical Standards in Local Government;
  - iv. Letter dated 6 March 2018 from the Local Government Boundary Commission. Details can be found at [www.lgbce.org.uk](http://www.lgbce.org.uk) and consultation closes on 30 April 2018;
  - v. Letter from East Anglian Children's Hospice re: support via donation, or volunteers;
  - vi. Email dated 20 March 2018 from the Safer Neighbourhood Team outlining proposed changes at Suffolk Police;
  - vii. Email dated 21 March 2018 from County Cllr Kemp re; guidance noted describing the procedure for the operation of the Delegation Panel when calling an item before the Planning Committee for consideration.
10. Clerk/RFO's Report – to include financial reports
11. Consider and approve: draft Contract of Employment for new Clerk; Health and Safety Policy; Staff Disciplinary Policy and Staff Grievance Policy
12. Cllrs Reports
13. Planning:

Green Apple, Old Bury Road, Alpheton:

  - i. DC/18/00908 – Application for consent to carry out works to tree(s) protected by a Tree Preservation Order 176 – T1 (Ash) – thin the crown to help allow more light into the property. Removal of all dead branches.
  - ii. DC/18/00913 – Application for consent to carry out works to tree(s) protected under Tree Preservation Order 176 – T1 (Yew) – reduce crown by 30%.
14. Date and time of next meeting

Nicola Smith

28/03/2018

MINUTES OF A MEETING OF ALPHETON PARISH COUNCIL  
HELD AT ALPHETON VILLAGE HALL ON 3<sup>rd</sup> APRIL 2018 AT 7.00 PM

Present; Ken Watkins, (Chairman), Richard Barraclough, Trevor Rix, Madeline Gray, Richard Kemp, Graham Maskell, Bridget Sumner and Nicola Smith the Clerk.  
Also present John Nunn (District Councillor) and one member of the public.

Mr Watkins welcomed everyone to the meeting.

Apologies; None – all present.

Declaration of Interest : None.

The minutes of 6<sup>th</sup> February 2018 were signed as correct. Proposed by Richard Kemp and seconded by Richard Barraclough.

Matters Arising

The Chairman reported that he had confirmed instructions to the DPO Centre as the External Data Protection officer, the cost for the first year had been reduced from £300 down to £220 and the second year would be £100.

With regards to the Lynwold planning application, at the time of the meeting the Parish Council had not heard any further from the planning department.

District and County Councillor's Reports

Mr Kemp as County Councillor reported that he was still awaiting details of the financial case as to why Babergh moved out of their Head Quarters in Hadleigh and over to Endeavour House in Ipswich. To date he had not been given any information. Mr Kemp had forwarded on details of a review and survey of the mobile library service to the Clerk, together with details of the changed procedure for the operation of the Delegation Panel when calling an item before the Planning Committee which are mentioned under correspondence.

Mr Kemp further reported that SCC Highways Department are "going to war" on potholes. Suffolk Fire & Rescue Service are calling for volunteers. Suffolk Waste Partnership have been awarded £10,000 towards combatting litter. Finally, the "Raising the Bar" award applications have now opened (rtbawards.com)

District Councillor John Nunn reported that through his role in the Heritage Centre in Long Melford he had learned that the Tourist Information Centre in Lavenham was due to close permanently in October 2018. He had been advised by a member of staff there and was quite astonished as he had not been advised of this by Babergh. Clerk advised that Lavenham Parish Council had recently been made aware (TIC staff member had made at least one Parish Councillor in Lavenham aware) and it was anticipated that Lavenham PC will be having discussions with Babergh. As the Clerk understood it Babergh had not made this public because they still had discussions to have with the staff members at the TIC. Mr Nunn asked Alpheton Parish Council if they would be prepared to write to Babergh objecting to the closure of the TIC. Babergh wanted to promote tourism in the area, yet they intended to close a TIC. Cllrs all agreed that the PC will send a letter to Babergh.

Public Forum

No matters brought forward under the public forum.

Correspondence

- i. Email from Cllr Kemp regarding the mobile library service. The mobile library vehicles will have reached the end of their 12 years contract life next year and as such the mobile library service will be surveying the users of the service to

Signed.....

Dated.....

help them understand what people value from the service to help inform options going forward.

- ii. Email from SALC providing the GDPR toolkit for local councils. Clerk will start working on this during April and May, and liaise with the DPO Centre.
- iii. Email from Local Council Public Advisory Service re: New Review of Ethical Standards in Local Government. Anyone with an interest may respond to the consultation questions which can be found at <https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>
- iv. Local Government Boundary Commission consultation is ongoing but closes on 30 April 2018. Details can be found at [www.lgbce.org.uk](http://www.lgbce.org.uk)
- v. Letter from East Anglia's Children's Hospice re: support via donation or volunteers. Following discussion it was agreed that no donation would be made, but details of the charity would be put on the website if anyone wanted to volunteer their time or make a donation themselves to the charity.
- vi. Email from Safer Neighbourhood Team outlining proposed changes at Suffolk Police as follows: Public Protection Unit – propose to fully civilianise; Business Support and Administration – proposing to make changes in how they provide business and admin support; Community Safety – proposing changes to how we deliver Community Safety across the constabulary. Full document can be obtained from the Parish Clerk.
- vii. Email from Cllr Kemp regarding guidance notes describing the procedure for the operation of the Delegation Panel when calling an item before the Planning Committee for consideration. Cllr Kemp indicated that in short it would be more difficult to call in a planning matter. Details can be found at [www.babergh.gov.uk/assets/Planning-Policy/BDC-Planning-Charter-REVISED-20180207.pdf](http://www.babergh.gov.uk/assets/Planning-Policy/BDC-Planning-Charter-REVISED-20180207.pdf)

Clerk/RFO's Report

Clerk enquired of the Parish Council if they would consider inviting along to a meeting Elizabeth Ling, Housing Enabling Officer, Babergh District Council, and if possible Sunila Osborne, from Community Action Suffolk to speak with the Parish Council about the Community Led Housing Fund and the possibility of applying to the fund to get a Local Needs Housing Survey completed in the parish. All Cllrs agreed. Clerk will liaise and arrange for them to attend a meeting.

Finance

The following cheques were prepared and approved for signature;

No; 580 Julie Rix (Clerk's salary)	£976.77	LGA 1972 s112
No; 581 Babergh DC (litter and dog bins)	£210.26	LGA 1972
No; 582 Alpheton Village Hall	£12.00	LGA 1972

An overview of the Year Ending 31<sup>st</sup> March 2018 had been prepared. Income had been £4131.28 (excluding any interest payments), and expenditure had been £4108.00.

Clerk confirmed that she will soon start the audit process for the PC, in order that it can be approved and submitted in good time.

Signed.....

Dated.....

Consider and approve: draft Contract of Employment for new Clerk; Health and Safety Policy; Staff Disciplinary Policy and Staff Grievance Policy.

Cllrs had all had the papers ahead of the meeting in order that they may consider them. Chairman proposed approval and Cllr Barraclough seconded, all Cllrs agreed. Chairman and Clerk will sign the Contract accordingly.

485

### Cllrs Reports

Chairman reported that he had received a letter from MP James Cartlidge about Neighbourhood Plans. He would be holding a discussion on Friday 20<sup>th</sup> April in Hadleigh at 2pm if any Cllrs wanted to attend.

It was also reported that there are large branches on the left side of the Bury Road which are close to hanging over into the road. Clerk will telephone highways to report.

### Planning

Green Apple, Old Bury Road, Alpheton

- i. DC/18/00908 – Application for consent to carry out works to tree(s) protected by a Tree Preservation order 176 – T1 (Ash) – thin the crown to help allow more light into the property. Removal of all dead branches.
- ii. DC/18/00913 – Application for consent to carry out works to tree(s) protected under Tree Preservation Order 176 – T1 (Yew) – reduce crown by 30%.

The Parish Council raised no objection with either application.

The next meeting will be the Annual Parish Meeting immediately followed by the Annual Parish Council meeting on the 22<sup>nd</sup> May 2018 in the Village Hall.

There being no further business this meeting closed at 7.50pm. The retiring Parish Clerk, Mrs Julie Rix, her husband and two children were invited to come and join the Parish Council.

The Chairman, Cllr Ken Watkins thanked Julie and stated as follows:

“This is a good council. I’ve reported on a number of councils in my time, and Alpheton is certainly one of the best. And a very large part of the credit for that belongs to Julie, who has spent the past 39 years as clerk, almost as long as she and Peter have been married.

Julie joined the council in 1979, and I was looking back to see what else had happened that year. Inflation was 17%, the Sony Walkman arrived, and McDonald’s introduced the Happy Meal. Mother Theresa won the Nobel Peace Prize, and we had the winter of discontent, after which Margaret Thatcher became Prime Minister. Different days perhaps.

Julie has survived six different people chairing the council – five men and one woman. She’s seen us through the change from no computers and masses of paper, to everything on line, but still with masses of paper. But things have always run smoothly thanks to Julie’s efforts.

I am grateful for the support, help and advice that I have received as Julie and I have worked together over the last eight years. But most importantly, I’m grateful for our friendship.

Thank you Julie. Enjoy your retirement.”

Cllr Graham Maskell then stood up and also thanked Julie for all the hard work that she had given to Alpheton Parish Council. Julie had become Parish Clerk at a time that the Parish Council were

Signed.....

Dated.....

left in some turmoil as a result of the then Parish Clerk sustaining a tragic and fatal accident. Julie had stepped into the role and had then go on to remain as the Clerk for 39 years. Cllr Maskell thanked Julie for a her dedication to the Parish Council over so many years, and also that it had been a pleasure working along side her.

Signed.....

Dated.....

## ALPHETON PARISH COUNCIL

**THE ANNUAL PARISH MEETING WILL BE HELD ON 22<sup>ND</sup> MAY 2018**

**IN THE VILLAGE HALL COMMENCING AT 7PM**

**(THIS WILL BE FOLLOWED BY THE ANNUAL PARISH COUNCIL MEETING)**

### AGENDA

#### Annual Parish Meeting

1. Welcome
2. Apologies
3. Present
4. Approve Minutes of the 2017 Annual Parish Meeting
5. District and County Councillor's reports
6. Reports from local organisations:
  - Parish Council Chairman's Report
  - Village Hall Committee
  - Parochial Church Council
  - Woman's Institute
7. Date and time of next years Annual Parish Meeting – to be agreed later in the year.

### AGENDA

#### Annual Parish Council Meeting

**The Councillors of Alpheton Parish Council are summoned to the Annual Parish Council Meeting to be held on 22 May 2018 in the Village Hall, immediately following the Annual Parish Meeting.**

1. Election of Chairman and Vice Chairman
2. Chairman and Vice Chairman to sign Acceptance of Office Forms before the Proper Officer
3. Apologies
4. Declarations of Interest
5. Approve Minutes of the Meeting held on 3<sup>rd</sup> April 2018
6. Matters arising
7. Public Forum
8. Correspondence (all general correspondence has been circulated to Cllrs):
  - i. Various weekly bulletin update emails from SALC. Noted that (a) the Model Standing Orders have been updated by SALC, and (b) Parish Councils are not

required to have an External Data Protection Officer or indeed a Data Protection Officer, but they must adhere to the GDPR.

- ii. Email from Economic Development Officer at Babergh dated 1 May 2018 re: "Delivering a Vision for Prosperity" for Sudbury. Comments to be submitted by 18 May 2018.
- iii. Email Leader of the Council, Babergh dated 18 April 2018, re: latest developments following the end of the public engagement about the proposal to dissolve Babergh and Mid Suffolk District Councils and replace them with a new single district council.
- iv. Email dated 30 April from Babergh Visitor Economy Development Officer re: Alternative Visitor Information Services Workshops.
- v. Email re: dog litter bin near the airfield that had come away from the post. Peter Rix carried out repairs to reinstate as PC own the dog bin (awaiting invoice).

#### 9. District and County Council's Report

#### 10. Clerk's Report:

- i. consider and approve schedule of items awaiting authorisation
- ii. to consider a report on the Council's financial position
- iii. update on the Annual Governance and Accountability Return (audit) process for 2017/2018
- iv. To approve expenditure for new Councillors to attend the SALC Councillor course (if they wish to attend)

#### 11. GDPR

#### 12. Councillor's Reports:

#### 13. Planning:

##### Decision Notices:

Application No: DC/18/00908 – Green Apple, Old Bury Road, Alpheton – notification of works to trees protected under Tree Preservation Order 176 – T1(Ash) – thin the crown to help allow more light into the property. Removal of all dead branches.

#### 14. Date and time of next Parish Council meeting:

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

Nicola Smith

Proper Officer

17/05/18

ALPHETON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD AT ALPHETON VILLAGE HALL ON 22<sup>nd</sup> MAY 2018 AT 7.30 PM

Present; Ken Watkins, Richard Barraclough, Trevor Rix, Madeline Gray, Richard Kemp, Graham Maskell, Bridget Sumner and Nicola Smith the Clerk. Also present John Nunn (District Councillor) and one member of the public.

1. Election of Chairman and Vice Chairman: Cllr Kemp proposed Cllr Watkins as Chairman, and Cllr Barraclough seconded (all Cllrs present agreed with the nomination). No nominations for Vice Chairman at the current time.
2. Chairman to sign the Acceptance of Office form: Cllr Watkins duly signed the form in the presence of the Proper Officer.
3. Apologies: None – all Cllrs present.
4. Declarations of Interest: None.
5. Approve Minutes of the Meeting held on 3<sup>rd</sup> April 2018. Cllr Rix proposed and Cllr Barraclough seconded that the Minutes of the meeting were a true and accurate record. Chairman duly signed and dated.
6. Matters Arising: Chairman reported that the Clerk's contract of employment as approved had now been signed.
7. Public Forum: None
8. Correspondence:
  - i. Various emails from SALC on updated Standing Orders and last minutes changes to GDPR requirements for Parish Councils had been noted and Clerk was acting upon them. Updated Standing Orders would be considered at the next meeting, and GDPR update/approval of policies was on the Agenda for this meeting.
  - ii. Cllrs had been provided with the email regarding "Delivering a Vision for Prosperity" for Sudbury in order that they could have submitted any comments they had by deadline of 18 May 2018.
  - iii. Email from the Leader of Babergh Council regarding the latest developments following the proposal to dissolve Babergh and Mid Suffolk District Councils and replace them with a new single district council. There has been public engagement and the thinktank ResPublica we commissioned to conduct a review in Suffolk. This work from ResPublica cannot be subscribed to or supported because the then Leader of the Borough Council commissioned it and because Cllrs were not given the opportunity to assess, understand or inform the detailed specifications for this work, they cannot be sure that it can be an objective or independent review of Suffolk. Instead the new Leader is calling for the ResPublica work to stop immediately and be replaced by a joint review with SCC and wider public sector. The draft business case can be seen at <http://www.babergh.gov.uk/the-council/onecouncil/>
  - iv. Email dated 30 April re: Alternative Visitor Information Services Workshop. Cllrs were advised that they should respond individually if they wanted to comment.
  - v. Email regarding the dog litter bin near the airfield that had come away from the post. Clerk had been in contact with Babergh who advised that the Parish Council owned the dog bin and was therefore responsible for repairs. Given the situation,

Signed.....

Dated.....

Chairman had agreed with Clerk to instruct Mr Peter Rix to carry out the works as a matter of urgency, which he had done immediately.

9. District and County Councillor's Reports:

Cllr Richard Kemp reported on the change in Leadership at County Council. Matthew Hicks is now the Leader and Mary Evans is the Deputy Leader.

Cllr John Nunn reported that he had just set up a Patient Participation Group for the Long Melford Surgery.

Cllr Nunn has also become a Police Support Volunteer. He reported at the meeting that the Police were aware of a number of burglaries in neighbouring parishes, and they were urging people to report anything suspicious. Also, the Police were aware of telephone scammers targeting the area, and again if you think any of these calls were suspicious then please contact the Police by telephoning 101. However, if it is an emergency then always telephone 999.

10. Clerk's Report

- i. consider and approve schedule of items awaiting authorisation:

**Income received since last meeting**

Babergh recycling payment	140.05
Precept	1618.00
	<b>1758.05</b>

**Schedule of invoices awaiting authorization for payment**

SALC subscriptions	137.15	583	LGA 1972
Peter Rix – urgent repairs/reinstatement of dog bin	25.00	584	Open Spaces Act
N Smith – expenses	1.50	585	LGA 1972
Village Hall hire	12.00	586	LGA 1972
	<b>175.65</b>		

- ii. to consider a report on the Council's financial position:

To year Ending 31<sup>st</sup> March 2018 the following was the Council's financial position:

B/Fwd	3595.88
Income	4131.28
Less presented cheques	2713.02
Less unrepresented cheques	195.95
	-----
	4818.19

- iii. Update on the Annual Governance and Accountability Return process for 2017/2018. The AGAR needed to be with the external auditors by no later than 2 July 2018. It was agreed that Cllr Gray would conduct the internal audit for 2017/2018. Clerk will then arrange for the internal independent auditor to be carried out. An additional meeting for the PC to consider, approve and sign the AGAR will be arranged for June 2018.

Signed.....

Dated.....

- iv. Cllr Gray and Cllr Sumner were both interested in attending the new Councillor course run by SALC. Cllr Kemp proposed that the PC meet the cost of that course for both Cllrs and Cllr Maskell seconded. Motion carried.
11. GDPR:  
Cllrs had been provided with draft policies ahead of the meeting. Cllr Rix proposed approval of these policies, and Cllr Barraclough seconded. All Cllrs present agreed. Policy duly adopted. It was further agreed that to ensure back up of Parish Council document, the Clerk would order a second external hard drive so that Cllr Rix could keep a copy of all PC documents on that.
12. Councillor's Reports  
Chairman reported that he had attended a recent meeting held by MP James Cartledge. The meeting was about housing/neighbourhood planning etc. Following discussion the PC agreed that they were not in a position financially but more so in terms of volunteers to take on the task of a neighbourhood plan. It would be a 2-3 year project, which required some level of skill and understanding but ultimately some considerable time commitment from a group of volunteers.
13. Planning:  
Decision Notice: Application No: DC/18/00908 – Green Apple, Old Bury Road, Alpheton – notification of works to trees protected under Tree Preservation Order 176 – T1 (Ash) – thin the crown to help allow more light into the property. Removal of all dead branches. Works permitted.
14. Next Parish Council meeting: Additional Meeting on 26<sup>th</sup> June 2018 at 7pm

Meeting closed: 8.21pm

Signed.....

Dated.....

## ALPHETON

### MINUTES OF THE ANNUAL PARISH MEETING

HELD ON 22<sup>ND</sup> MAY 2018 IN THE VILLAGE HALL COMMENCING AT 7PM

1. Chairman of the Parish Council Cllr Ken Watkins welcomed all present to the Annual Parish Meeting. No members of the public were present.
2. Apologies from Cllr Sumner who was away.
3. Present – Cllrs Trevor Rix, Richard Barraclough, Madeline Gray, Richard Kemp together with District Councillor John Nunn.
4. Minutes of the 2017 Annual Parish Meeting – Cllr Kemp proposed that they were a true and accurate reflection of the meeting, and Cllr Rix seconded. All present agreed.
5. District and County Cllrs reports attached to these Minutes.
6. Reports from the following organisations in the village are attached to these Minutes:-
  - Parish Council Chairman's;
  - Village Hall Committee;
  - Parochial Church Council;
  - Women's Institute.
7. Date and time of 2019 Annual Parish Meeting – to be agreed later in the year.

Meeting closed: 7.27pm

ALPHETON PARISH COUNCIL

**Additional Meeting of Alpheton Parish Council  
on 26th June 2018 at 7pm in the Village Hall**

1. Welcome
2. Apologies
3. Present
4. Declarations of Interest
5. Public Forum
6. Consider and approve updated Standing Orders and Financial Regulations
7. Consider the internal control/audit 2017/2018
8. Annual Accounts for the Year Ending 31<sup>st</sup> March 2018
  - i. to consider the Annual Internal Audit 2017/2018
  - ii. to consider, approve and sign the Annual Governance Statement
  - iii. to consider, approve and sign the Accounting Statement
9. Cllrs Reports (if any)
10. Date and time of next meeting

Nicola Smith

Parish Clerk

21/06/2018

ALPHETON PARISH COUNCIL

MINUTES OF AN ADDITIONAL MEETING HELD AT  
ALPHETON VILLAGE HALL ON 26 JUNE 2018 AT 7.00 PM

Present; Ken Watkins, (Chairman), Richard Barraclough, Trevor Rix, Madeline Gray, Graham Maskell, and Nicola Smith the Clerk.

1. Welcome: Chairman Cllr Watkins welcomed everyone to the meeting.
2. Apologies: Cllr Kemp and Cllr Sumner gave their apologies due to prior commitments. Apologies accepted.
3. Present: As above.
4. Declarations of Interest: None.
5. Public Forum: No members of the public were present.
6. Consider and approve updated Standing Orders and Financial Regulations: Draft documents had been provided to Cllrs ahead of the meeting. Cllr Barraclough proposed the updated draft documents be adopted, Cllr Watkins seconded. Motion carried.
7. Consider the internal control/audit 2017/2018  
Cllr Gray had conducted the internal control/audit on 10 June 2018. Cllrs had been provided with a copy of the audit document, and agreed the recommendations as follows:  
Update Standing Orders and Financial Orders to reflect GDPR – Clerk had updated these documents and they had been approved at this meeting;  
Powers under which the PC approve expenditure to be recorded in financial schedules for approval at meetings – Clerk had started this practice since her employment and they would be recorded within the Minutes.
8. Annual Accounts for the Year Ending 31<sup>st</sup> March 2018
  - i. to consider the Annual Internal Audit 2017/2018. Cllrs considered this and agreed the contents.
  - ii. to consider, approve and sign the Annual Governance Statement. Cllrs considered the Annual Governance Statement, and all Cllrs present approved. Chairman and Clerk duly signed and dated the Annual Governance Statement.
  - iii. to consider, approve and sign the Accounting Statement. Cllrs considered the Accounting Statement, and all Cllrs present approved. Chairman and Clerk duly signed the Accounting Statement.
9. Cllrs Reports (if any): No reports at this additional meeting.
10. Date and time of next meeting: 7<sup>th</sup> August 2018 at 7pm

Meeting closed at 7.20pm.

Signed.....

Dated.....

## ALPHETON PARISH COUNCIL

### **Meeting of Alpheton Parish Council on 7<sup>th</sup> August 2018 at 7pm in the Village Hall**

1. Welcome
2. Apologies
3. Present
4. Declarations of Interest
5. Minutes of 22 May 2018 and 26 June 2018
6. Matters Arising
7. District and County Cllr's Reports
8. Public Forum
9. Correspondence (General correspondence has been circulated):
  - i. Emails dated 29 June and 6 July 2018 from Babergh and Mid Suffolk District Councils regarding Joint Housing Strategy Consultation Period. The formal consultation period will be 21st September – 1<sup>st</sup> November 2018, and further information will be forward to parishes by the end of August 2018.
  - ii. Email dated 11 July 2018 regarding Babergh five year housing land supply.
  - iii. Email dated 17 July 2018 regarding Babergh and Mid Suffolk public toilets.
  - iv. Email dated 23 July 2018 regarding hedge cutting schedules.
  - v. Email dated 30 July 2018 regarding Suffolk local policing changes.
10. Clerk/RFO's Report
11. Parish Cllrs Reports (if any)
12. Planning:

Application DC/18/02989 – *Application for Householder Planning Application* – replacement of existing windows with white painted flush casement windows. Woodhall, The Tye, Alpheton, Sudbury, Suffolk.

Application DC/18/02990 – *Application for Listed Building Consent* – replacement of existing windows with white painted flush casement windows. Woodhall, The Tye, Alpheton, Sudbury, Suffolk.
13. Date and time of next meeting

Nicola Smith -01/08/2018

ALPHETON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT  
ALPHETON VILLAGE HALL ON 7 AUGUST 2018 AT 7.00 PM

Present; Ken Watkins (Chairman), Richard Barraclough, Trevor Rix, Madeline Gray, Graham Maskell, Bridget Sumner, and the Parish Clerk Nicola Smith, and District Cllr Mr John Nunn. No members of the public present.

1. Welcome: Chairman Cllr Watkins welcomed everyone to the meeting.
2. Apologies: Cllr Kemp gave his apologies as he had a prior engagement.
3. Present: As above.
4. Declarations of Interest: None.
5. Minutes of 22 May 2018 and 26 June 2018: Slight spelling error in Minutes of 22 May 2018 which were amended and initialled by the Clerk. Thereafter Cllr Rix proposed and Cllr Gray seconded that they be approved as a true and accurate record. Motion carried. Cllr Gray proposed and Cllr Barraclough seconded that the Minutes of 26 June 2018 be approved as a true and accurate record. Motion carried.
6. Matters Arising: Clerk confirmed that the Annual Governance and Accountability Statement had been submitted to the external auditors in good time for the deadline date. Still awaiting a response. In accordance with the Council's instructions at the meeting on 22 May 2018 an external hard drive had been purchased in order that Cllr Rix may keep an additional back up of PC documents.
7. District and County Cllr's Reports:  
County Cllr Richard Kemp's report can be found at "Appendix A" of these Minutes.  
District Cllr John Nunn report can be found at "Appendix B" of these Minutes.
8. Public Forum: No members of the public were present.
9. Correspondence (General correspondence had been circulated):
  - i. Babergh and Mid Suffolk Joint Housing Strategy Consultation Period will be from 21<sup>st</sup> September – 1<sup>st</sup> November 2018, and further details will be sent to parishes at the end of August 2018. *Matter to be considered at the Meeting on 2<sup>nd</sup> October 2018 when further information should be available.*
  - ii. Babergh five year housing land supply. *Cllr Nunn has details in his report at Appendix B, that Babergh has declared that it has over 5 years development land supply.*
  - iii. Babergh and Mid Suffolk public toilets. Cllrs confirmed that whilst public toilets are not needed in this parish, they are an important asset in core villages such as Long Melford where tourists visit.
  - iv. Hedge Cutting Schedules – C & U roads are due to be cut on week commencing 27 August 2018 and the A & B roads on the week commencing 10 September 2018.
  - v. Changes to Suffolk local policing – in summary, Suffolk Police are restructuring the way they work. They are proposing to move 104 Police officers into the Safer Neighbourhood Teams across the County. They are looking to reduce the number of Police Community Support officers (PCSOs) and feel that this would "enhance the resilience of the local policing capability and ensure the right resources is in the right place at the right time". The restructuring includes changes to business support and administration staff, putting Community Engagement Officers in place, civilianisation of the Public Protection Unit, putting in place an effective workforce mix, introduction of

Signed.....

Dated.....

link officers, improving proactive policing, restructured Safer Neighbourhood policing and neighbourhood and partnership teams. If you would like further information then please contact the Parish Clerk at [alphetonpcclerk@gmail.com](mailto:alphetonpcclerk@gmail.com).

Chairman reminded Cllrs that they had that day received an email from Lavenham Parish Council asking whether Alpheton Parish Council would be interested in attending a meeting with other councils to discuss the possible funding of a PCSO, following the decision of Suffolk Police to cut members. Following discussion and in particular that Long Melford Parish Council had in the past part funded a PCSO a few years ago with Sudbury Upper and an approximately quarter share of the cost then was £7000, it was felt that as Alpheton Parish Councils Precept budget for the year is £4386 that it was not financially feasible for the Parish Council to consider part funding a PCSO. *Clerk to contact Lavenham PC and advise of this decision.*

#### 10. Clerk/RFOs Report:

Clerk reported that she had now set up the Parish Council on the HMRC payroll tool and will carry payroll out as part of her RFO role. The Council will no longer incur a fee to an external accountant to run payroll, which means a small saving on expenditure.

The following were presented to Cllrs to approve:-

N Smith (reimbursement of cost of hard drive)	14.99	chq587	LGA 1972 S112
Alpheton Village Hall hire x 2	24.00	588	LGA 1972 s133
N Smith (salary)	503.00	589	LGA 1972 s112
HMRC (tax and NI)	135.52	590	Incorp&Taxes Act

Cllrs all approved expenditure.

#### 11. Parish Cllrs Reports

- i. Chairman raised with Cllrs the email received that morning from the planning department regarding a re-consultation on planning application DC/18/00454 at Lynwold, Old Bury Road, Alpheton. The reason for the re-consultation was a revised plan following a flood review document and drawing no. 1647/17/01 which shows revised access serving plots 2, 3 and 4. The Parish Council were being asked if they wished to make further comments and the deadline for submission was 20<sup>th</sup> August 2018. Following discussion it was noted that the revised planning application changes the access points from three to two, and Cllrs felt that this did not change their objection to this application as set out previously. In addition, Babergh have now indicated that they can meet their five year land development supply, and that should be commented on in a response to the planning department, together with the issue of sustainability. *Clerk will draft additional wording to the original response and agree the same with the Chairman prior to submission to the planning department.*
- ii. Chairman further reported that he had received a request from a resident for the foliage on the blind corner at the entrance to Old Bury Road to be cut

Signed.....

Dated.....

back. Chairman had consulted with Cllr Kemp, and the County Council are planning a site visit. Chairman has asked to be advised of when this will be taking place in order that he can meet with the officers. However, if the Chairman is away at the time of the visit then he will try to arrange for another Cllr to be present.

- iii. Chairman reported that he had received several complaints about a 4x4 vehicle for sale, which Alpheton Garage had parked on the green. Chairman had spoken with the owner/manager at the garage and following discussion they eventually agreed to move the vehicle.

#### 12. Planning:

Application DC/18/02989 – Application for Householder Planning Application and Application DC/18/02990 – Application for Listed Building Consent, all in relation to replacement of existing windows with white painted flush casement windows at Woodhall, The Tye, Alpheton.

Cllrs considered the application and had no objections.

#### 13. Date and time of next meeting: 2 October 2018 at 7pm

Meeting closed at 7.45pm.

### Appendix A – County Cllrs Report

#### **Council agrees to draw up costed five-year cycling plan**

At the Council meeting on 19 July, councillors from the Liberal Democrat, Green and Independent Group put forward two motions asking for a commitment to investing in Suffolk's cycling infrastructure. The first motion asked the council to set up a cross-party group tasked with drawing up a costed five-year cycling plan, whilst the second motion asked the council to commit to ring-fencing at least 5% of its annual Integrated Transport Block for cycling infrastructure.

Whilst there was unanimous support for motion 1, the administration would not support a commitment of funding for cycling infrastructure, and so unfortunately motion 2 was rejected.

Although the two motions were voted on separately, they are intrinsically linked: without a minor commitment of council funding, any future bids to the Department for Transport are likely to be unsuccessful. This has been the case for the past seven years, during which Suffolk has missed out on five opportunities to receive funding for cycling from the DfT. Currently, SCC spends approximately 10% of its Integrated Transport Block on cycling infrastructure anyway, so the motion was not asking for additional money – just a firm commitment that a minimal level of funding would be available each year.

We are awaiting further information regarding the cross-party group that will draw up a cycling plan, and will keep you updated as this progresses.

Signed.....

Dated.....

### **Final decision reached on School Transport Policy changes**

Following the Cabinet's decision to change Suffolk's school transport policy, my group (made up of Liberal Democrats, Greens and Independents) submitted a joint "call-in" of the decision with the Labour group.

The call-in argued that Cabinet did not have enough information to make an appropriate decision, particularly with regards to the financial modelling, the experience of Essex County Council, and the potential impact on Suffolk's Greenest County ambitions.

On Monday 9 July, the Scrutiny Committee questioned officers and the Cabinet member in response to the call-in. However, they determined that the concerns we raised were not valid and so rejected the call-in. This means that the Cabinet's decision was endorsed and the planned changes to the school transport policy will be implemented from September 2019.

### **Additional £6m borrowed to fund improvements for recycling centres**

The Cabinet has agreed to borrow an additional £6m to fund improvement works for four of Suffolk's recycling centres. The priority works have been identified as follows:

- Deliver urgent improvements to the Foxhall (estimated cost £3 million) and Haverhill (estimated cost £1 million) recycling centres; and
- Secure sites for replacement recycling centres for Ipswich (estimated cost £1 million) and Stowmarket (estimated cost £1 million).

We have highlighted to the cabinet member responsible for waste services the importance of working with local councillors and residents when attempting to improve recycling centres.

### **Fire and Ambulance services share Sudbury base**

A joint station for Sudbury's fire and ambulance services officially opened on 12 July 2018 and is fully operational.

The station on Gregory Street has been occupied by the Suffolk Fire and Rescue Service, but now the East of England Ambulance Service NHS Trust (EEAST) will share facilities in a new partnership.

EEAST staff will now benefit from improved facilities and better access to the road network for emergency vehicles. It also means that blue light services can build on existing partnerships and it represents value for money for taxpayers.

The station in Sudbury is the fifth shared community fire and ambulance station in Suffolk, joining those in Brandon, Bury St Edmunds and two in Lowestoft.

### **£1m funding to boost youth employment in Suffolk**

A host of regeneration and infrastructure projects are also identified for potential share of £10 million.

Public sector leaders in Suffolk have given their backing to a major financial boost to help more young people in Suffolk get into education, employment or training.

An extra £200,000 has been agreed by Suffolk's council leaders and the Police and Crime Commissioner, with a further £200,000 agreed in principle for a second year. This is on top of £600,000 committed by Suffolk County Council - £1 million in total.

Signed.....

Dated.....

Currently in Suffolk 7% of 16 to 18 year olds are not in education, employment or training (NEET) and 12% of the county's 66,000 16 to 24 years olds are unemployed. Suffolk's youth unemployment position is in line with the national picture, but Suffolk continues to be challenged by significant volumes of young people who are wasting their talent and potential and are not able to enjoy the benefits that work can bring.

The investment will support local projects to reduce the number of young people who are NEET or unemployed, including programmes to prepare young people to benefit from local Apprenticeship opportunities. Suffolk County Council will work with district and borough councils, local education providers and the voluntary and community sector to develop the programmes.

A host of significant regeneration and infrastructure projects have been identified following Suffolk being invited to pilot a new Government approach to funding local areas.

Suffolk has successfully applied to be part of the scheme, one of only 10 areas in the whole country, which is allowing it to keep an extra £10.4 million worth of money collected from local businesses in Suffolk in 2018/19. Business rates money is normally passed to Central Government. The one-year pilot, known as the 'Business Rate Retention' programme, allows Suffolk to retain 100% of the growth in local business rates, to invest in projects that boost the local economy and support communities in Suffolk.

The next steps are for each potential project to be developed in more detail with projects, get final agreement, and then to start later this year. As part of a review of the way Suffolk Public Sector Leaders meet and work, leaders today agreed that there will be five formal meetings of the group each year, held in public, likely to be in June, September, November, January and March.

The meetings will be held in different areas around Suffolk and representatives from the two Local Enterprise Partnerships that cover Suffolk will be invited. Reports and minutes will be published one week before the meetings.

This is part of the group's ambition to operate in an open and transparent way. Leaders also agreed that Councillor Jennie Jenkins will act as the independent chair of the group for the 2018/19 year.

### **Sporting memories set to be discovered across Suffolk's care homes**

A ground-breaking project was launched on Tuesday 24 July to provide regular sports-based reminiscence activities for care home residents and visitors.

Sporting Memories Network CIC, in partnership with the Suffolk County Council led Most Active County Partnership, has developed a unique opportunity to enable care homes across Suffolk to deliver award winning sporting reminiscence activities.

Staff and volunteers from a range of care homes will receive training, resources and advice to equip them to deliver sporting reminiscence activities over the next 12 months and beyond. The impact of the activities on residents, their families and staff will be evaluated to gauge success.

Initially staff from 10 homes will be trained to take part in the project with it being extended to further homes in the future. The homes will have access to local and national archive images, reports and memorabilia inspiring older people to talk about their own favourite stars or teams and those special moments in sport that stay with them, whether as a spectator or as a participant.

Signed.....

Dated.....

Appendix B – District Cllr Report

The Big News is that Babergh District Council has declared it has over 5 years development land supply, in fact it claims to have 6.7 years supply. It means that the speculative applications that have been a real threat to the rural charm of the District can be rebutted by the Planning Department.

There have been changes again at Babergh, with four of the Independent Conservatives going back to the Official Conservative Party, one of them Cllr Simon Barrett has now joined the cabinet to take over the Economy Portfolio.

The final recommendation from the Boundary Commission has just come through, and for our area it would appear that they wish to include Acton village in with Long Melford and Alpheton Ward.

Cllr Nunn also reported that Long Melford Parish Council who look after the red telephone box at Bridge Street area are considering what to utilise the telephone box for. Any suggestions from Alpehton Parish Council would be welcome. Cllrs agreed they would consider this further and get back to LMPC.

Cllr Nunn also reported that silhouette figures had been purchased in Long Melford for the Armistice 100 Remembrance this year. He has 2 silhouettes too many and wondered whether Alpheton Church would like them as part of their Remembrance this year. It was agreed t hat

Signed.....

Dated.....

ALPHETON PARISH COUNCIL

**Meeting of Alpheton Parish Council on 2<sup>nd</sup> October 2018 at 7pm in the Village Hall**

1. Welcome
2. Apologies
3. Present
4. Declarations of Interest
5. Minutes of 7 August 2018
6. Matters Arising
7. District and County Cllr's Reports
8. Public Forum
9. Correspondence (General correspondence has been circulated):
  - i. Various emails regarding hedge cutting to Old Bury Road;
  - ii. Email from SCC regarding grit bins/grit heaps;
  - iii. Email from SALC regarding the "Voice of the Councillor" Workshop;
10. Clerk/RFO's Report
11. Parish Cllrs Reports (if any)
12. Planning: no new planning matters at the time of serving the Agenda
13. Date and time of next meeting

Nicola Smith

Parish Clerk

27/09/18

ALPHETON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT  
ALPHETON VILLAGE HALL ON 2 OCTOBER 2018 AT 7.00 PM

Present; Ken Watkins (Chairman), Richard Kemp, Richard Barraclough, Trevor Rix, Madeline Gray, Graham Maskell, Bridget Sumner, the Parish Clerk Nicola Smith, and District Cllr Mr John Nunn and Cllr Kemp present as Parish, District and County Councillor. Two members of the public present.

1. Welcome: Chairman Cllr Watkins welcomed everyone to the meeting.
2. Apologies: None.
3. Present: All present, as above.
4. Declarations of Interest: None.
5. Minutes of 7 August 2018. Cllr Barraclough proposed and Cllr Rix seconded that the Minutes were a true and accurate record of the meeting. All Cllrs agreed. Motion carried.
6. Matters Arising: Cllr Gray had obtained some feedback from some residents regarding what they would prefer to see within the red phone box. There was a very limited number of responses but the majority were in favour of a defibrillator housed in the phone box. Cllr Nunn will take this information back to LMPC, and revert to Alpheton parish Council in due course.  
Other matters arising are dealt with within this meeting.
7. District and County Cllr's Reports:  
County Cllr report can be found at "Appendix A" of these Minutes.  
District Cllrs report can be found at "Appendix B" of these Minutes.
8. Public Forum: Two new residents to the village. Had initially had difficulty with broadband connection, but that had now been resolved by changing provider. Cllr Rix advised that updates to broadband in the village can be found on the village website at [alpheton.onesuffolk.net](http://alpheton.onesuffolk.net). There has been some very recent good news for residents in Bridge Street as Openreach have recently installed a new green cabinet, number 7, adjacent to the bus shelter. The significance is FTTC (fibre to the cabinet), then the existing copper to premises. As the location of this cabinet is much closer that the previously used one located in Lavenham, the broadband speeds will have increased substantially. You can check the download speed by using [speedtest.net](http://speedtest.net)
9. Correspondence (general correspondence has been circulated):
  - i. Various emails regarding hedge cutting to Old Bury Road. *Chairman Cllr Watkins explained that the first request for the PC to arrange to trim foliage was on 25 July, and it was reported to County Cllr Kemp the next day. Cllr Kemp contacted the Highways department. They inspected in late August and sent a letter to the owners of Lynwold on 28 August asking for the work to be done. It should be noted that it took the Highways Dept four weeks to get around to their inspection and a letter being sent. A follow up request was received by the Chairman on 18 September and again that request was forwarded on to County Cllr Kemp, who in turn passed it on to the Highways Dept. The Highways Dept telephoned the Chairman the following day and asked for a site meeting, which took place on the 18 September. That meeting was to be followed up with a second letter to the owners of Lynwold. Chairman was advised by the Highways Dept that*

Signed.....

Dated.....

*the vegetation should be trimmed back by half a metre from the kerb, and up to a height of 5 metres.*

- ii. Email from SCC regarding grit bins/grit heaps. *SCC are no longer putting grit heaps down on verges because of leaching into the soil/washing away in wet weather, the Parish Council will need to purchase some additional grit bins to replace the grit heaps for some verges around the village. Clerk will liaise with Cllrs by email with regards to locations then submit form for approval by SCC. Once approved Clerk will then get prices for grit bins (SCC do not provide the bins), and agree with Cllrs the size/price etc for each site that is approved for a grit bin. County Cllr Kemp will enquire as to whether he would be able to assist in the purchase of additional grit bins out of his highways budget.*
- iii. Email from SALC regarding the "Voice of Councillor" workshop. *Clerk will update with any information provided by SALC resulting from the workshop.*

#### 10. Clerk/RFOs Report:

Clerk reported that the second of two instalments of the annual precept had been received in the sum of £1618.00.

The following were presented to Cllrs to approve:-

N Smith (salary)	248.65	chq591	LGA 1972 S112
HMRC (tax and NI)	60.20	chq592	Incorp&Taxes Act
Alpheton Village Hall hire	12.00	593	LGA 1972 s133
CAS (PC annual insurance)	217.57	594	LGA 1972
SALC (Cllr training)	123.60	595	LGA 1972
CAS (annual webhosting fee)	60.00	596	LGA 1972

Cllr Kemp proposed and Cllr Sumner seconded the approval of expenditure. All Cllrs agreed. Motion carried.

PKF Littlejohn (external auditors) had contacted the Clerk, and agreed that a Certificate of Exemption could now be given for the audit. Clerk has drafted and posted Certificate. A Certificate of Exemption could also be submitted next year when dealing with the audit process.

#### 11. Parish Cllrs Reports

- i. Chairmen reported that in relation to the Lynwold planning application, the Parish Council had received revised planning prior to the PC Meeting on 7<sup>th</sup> August 2018, with regards to changes to two vehicle access points instead of three, and building the houses on slightly higher ground in response to a flood review. The PC had submitted its comments and objections on these

Signed.....

Dated.....

revisions, and was still awaiting a determination from the planning department.

- ii. Chairman reported that he will meet with the Clerk prior to the next meeting on the 4<sup>th</sup> December in order to agree a draft precept to be put before the Parish Council for consideration.
- iii. Cllrs discussed the highways sign outside of Wash Farm that is obscured by overgrown vegetation. Cllr Kemp will look into the matter with SCC highways to establish who is responsible for cutting back the vegetation, and if it is Highways then ask them to deal with it.

**12. Planning:**

No new planning matters.

**13. Date and time of next meeting:**

4<sup>th</sup> December 2018 at 7pm

5<sup>th</sup> February 2019 at 7pm

Meeting closed at 7.55pm

**Appendix A – County Cllr Kemp’s Report**

**"Staying Close" scheme launched to support Care leavers**

Suffolk County Council have been awarded funding by the Department of Education for a three-year pilot scheme to support young people leaving care in Suffolk. The "Staying Close" scheme was launched on Thursday 9 August.

The aim of the scheme is to help young people from the age of 15 start planning for independent living with the assistance and support of residential care workers. This planning often only occurs close to the time a young person is due to move-out, causing unnecessary anxiety and distress. Early intervention and detailed planning from a younger age should help to alleviate this.

Young people will also continue to receive emotional and practical support from their children's home and residential workers after they have moved out and started living independently.

The pilot scheme is being delivered in partnership with The Ryes Children's Home in Sudbury, to test how this move-on care can be provided for young people who want to remain living close to their home.

**Reduction in recycling rates harm "Greenest County" ambitions**

Recycling rates in Suffolk have dropped over the past 4 years, from 51% in 2013 to just 47% in 2017. Meanwhile, over 50% of waste in Suffolk is incinerated – much higher than the national average of 38%.

Although incineration may be a better option than landfill, it is still less environmentally-friendly than other methods of waste disposal. Furthermore, there are concerns that the level of harmful particles released by incinerators could pose a serious threat to public health.

The Suffolk Waste Partnership, as part of the Greenest County Partnership, set a target of recycling at least 60% of municipal waste by 2020. These latest figures suggest we are moving further away

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from this target. If Suffolk County Council truly wants Suffolk to be the “greenest county”, we need to start focusing on environmentally-friendly methods of waste disposal and ways to increase recycling levels in the county.

### **Superfast Broadband coverage continues to grow**

Superfast broadband coverage continues to increase (currently over 93%) as it was confirmed that 98% coverage will be achieved in 2020.

Councillor Matthew Hicks, Leader of Suffolk County Council, Jo Churchill, MP for Bury St Edmunds and Clive Selley, CEO of Openreach, were joined by representatives from West Suffolk Council, Suffolk Chamber of Commerce, Church of England, Country Land and Business Association (CLA), National Farmers Union (NFU) and the Better Broadband for Suffolk Team to confirm plans to reach 98% coverage in 2020.

Nine out of every 10 homes and businesses in Suffolk now have superfast broadband available. The Better Broadband for Suffolk programme has provided an additional 967 structures providing superfast broadband to over 110,000 premises that were not in commercial plans. This takes to total superfast broadband coverage to over 93%.

To check if your property can now access superfast broadband, visit the website at [www.betterbroadbandsuffolk.com](http://www.betterbroadbandsuffolk.com) and check your area for coverage.

The roll-out is ongoing and Suffolk County Council is committed to delivering full coverage as quickly as possible.

It is important to remind people that a switch to fibre broadband is not automatic. Each household or business will need to contact an internet service provider to upgrade their connection.

### **Review into the Upper Orwell Crossings**

On 1 August, Cllr Matthew Hicks, Leader of Suffolk County Council, launched a review into the cost of building the Upper Orwell Crossings in Ipswich.

The project is still in the planning stages, but an internal review of costs has forecast that the total cost of completing the Crossings could be significantly higher than the original calculation of £97m. The Department for Transport committed to fund approximately three-quarters of the original cost, but if the total cost increases it is unlikely that they will provide any more funding. The additional funding would therefore need to come from local sources.

Work on the project has been temporarily suspended whilst the review is undertaken, with an outcome expected by the end of 2018.

### **Councils call for Power Companies to co-ordinate**

A joint statement from Suffolk County Council and Suffolk Coastal District Council, calling for better coordination of power project planning in east Suffolk.

Suffolk local authorities have used the response to Scottish Power Renewables current consultation to call for energy firms to co-ordinate their work plans better – to reduce the disruption of their project on local communities.

In a joint response, Suffolk County Council and Suffolk Coastal District Council have highlighted the power company’s plan to site a substation in Friston, despite fierce local opposition, as an example of the piecemeal approach to the planning of these projects – and how local needs are being ignored. East Suffolk is becoming increasingly important nationally for providing electricity for the nation – with a series of major projects in the pipeline.

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Estimates suggest that this area will be responsible for a quarter of the country's electricity supply by the 2030s. But the infrastructure projects to generate and produce this electricity obviously have a major effect on the environment and the local communities.

Now, in responding to the current consultation being run by Scottish Power Renewables, the local authorities have highlighted the cumulative effect of all these projects – and appealed for the power companies to work together to minimise the disruption.

The local authorities have also raised the issue directly in a very positive meeting with Rt Hon Claire Perry MP, Minister of State for Energy and Clean Growth and the local MP Therese Coffey.

In addition to the existing Sizewell B nuclear power stations and sub-stations for the Galloper and Greater Gabbard offshore wind farms, the area is now expecting the Sizewell C nuclear power station plus two sub-stations for Scottish Power Renewables East Anglia Offshore 2 and 1 (North) schemes; two inter-continental connector converter stations for National Grid Ventures and a single major National Grid Transmission substation connecting these to the pylon lines.

The issue has been particularly highlighted during this round of consultation by Scottish Power Renewables, which is ignoring calls by the local authorities to review its decision to place its substation in Friston – meaning 5 miles of countryside will needlessly have to be dug up for cables to reach the substation and there may be multiple huge buildings.

Suffolk County Council and Suffolk Coastal have worked together to prepare this joint response to the Scottish Power Renewables consultation. These developments are seen very much as game changers, as part of a wider package of economic development investments in the area that the Councils want to embrace and support whilst acknowledging that to do this comprehensively, for the future benefit of the area needs the support of Government to help get it right.

The Councils state they support and embrace the principle of low carbon energy generation and the trading of energy across a European wide transmission network and want to help them be delivered if the local dividend is for the benefit of the whole area.

Therefore the Councils are committed to working together to ensure that where such schemes are brought forward they will have a positive impact on Suffolk, and East Suffolk in particular; supporting significant local growth by delivering:

- substantial economic benefits
- significant and sustained training and skills opportunities
- substantial community benefits

### Appendix B – District Cllrs Richard Kemp and John Nunn's Report

BDC are progressing the scheme for Hamilton Road Bus Station and they claim to have matters sorted. Cllr Kemp has been through this process on this site at BDC on FOUR occasions before so will believe it when delivery happens. There is also movement in relation to the Belle Vue site and hotel projects. If that project goes ahead a great debate will ensue over how that goal has/might be achieved.

BDC had voted for pay rises for overworked Councillors, who then find meetings cancelled through lack of business. Cllr Nunn added to the report that the two District Cllrs for the Long Melford and Alpheton Ward (Cllrs John Nunn and Richard Kemp) voted against the allowance rise for Councillors.

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## ALPHETON PARISH COUNCIL

Meeting of Alpheton Parish Council on Tuesday 4<sup>th</sup> December 2018 at 7pm in the Village Hall

### **AGENDA**

1. Welcome
2. Apologies
3. Present
4. Declarations of Interest
5. Minutes of 2 October 2018
6. Matters Arising
7. District and County Cllrs Reports
8. Public Forum
9. Correspondence:
  - i. Email dated 15 November 2018 from SCC re “Summary of Savings Proposals”
  - ii. Email dated 26 November 2018 from Tinkler’s Meadow Campaign Group.
10. Clerk/RFOs Report
11. Consider and approve draft Precept for 2019-20
12. Parish Cllrs Reports (to include but not limited to the following):
  - i. Feed back from the new Cllrs course held at SALC;
  - ii. Discussion about possibility of road side signage warning motorists that throwing litter puts litter pickers lives at risk when cleaning up the litter.
13. Planning: no new planning matters at the time of serving the Agenda.
14. Date and time of next meeting.

Nicola Smith

Parish Clerk

29/11/18

## ALPHETON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD AT ALPHETON VILLAGE HALL ON 4 DECEMBER 2018 AT 7PM

Present: Cllrs: Ken Watkins (Chairman), Richard Kemp, Richard Barraclough, Trevor Rix, Madeline Gray, Bridget Sumner and Graham Maskell; Parish Clerk Nicola Smith; District Cllrs J Nunn and R Kemp and County Cllr R Kemp. No members of the public present.

1. Welcome: Chairman Cllr Watkins welcomed everyone to the meeting.
2. Apologies: None.
3. Present: All present, as above.
4. Declarations of interest: None
5. Minutes of 2 October 2018: Cllr Rix proposed and Cllr Maskell seconded that the minutes were a true and accurate record of the meeting. All Cllrs agreed.
6. Matters Arising: Chairman updated Council regarding the foliage/hedge at the entrance to Old Bury Road. Despite the Chairman's meeting with an SCC Officer no work to cut back the hedge had been carried out. Cllr Kemp confirmed that he would chase the matter along.  
Clerk updated that the form for 2 grit bins had been submitted to SCC. Cllrs all agreed that if SCC approval for the tow locations was given then the Clerk was to go ahead and purchase the grit bins. Cllr Kemp would seek to refund from his highways budget.
7. District and County Cllrs Reports:  
County Cllrs report can be found at Appendix "A" of these Minutes.  
District Cllrs report can be found at Appendix "B" of these Minutes.
8. Public Forum: no members of the public present.
9. Correspondence:
  - i. Email dated 15 November 2018 from SCC re: Summary of Savings Proposals" – contents were noted by Cllrs.
  - ii. Email dated 26 November 2018 from Tinkler's Meadow Campaign Group – contents were noted by Cllrs.
10. Clerk/RFOs Report:

#### Schedule of invoices awaiting authorization for payment

I Etherton (grass cutting)	90.00	chq597	Open Spaces Act
Village Hall (hire)	12.00	chq598	LGA 1972
SALC (Cllr training)	135.60	chq599	LGA 1972

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N Smith (Clerk's salary)	270.44	chq600	LGA 1972
HMRC (tax and NI)	67.60	chq601	LGA 1972
G Maskell (grass cutting)	975.00	chq602	LGA 1972
P Trevelyn (Tree of Lights Allowance)	15.98	chq603	LGA 1972 – Chairs

Cllr Kemp proposed authorization of the payments and Cllr Barraclough seconded. All Cllrs agreed. Motion carried.

11. Consider and approve draft Precept for 2019-20:

Cllrs considered a draft Precept as follows:-

	2018-19	2019-20
<u>Income</u>		
Precept	3236.00	3309.00
Recycling credits	200.00	200.00
Garage licence	950.00	950.00
	<b>4386.00</b>	<b>4459.00</b>
<u>Expenditure</u>		
Clerk's salary	1995.00	1995.00
Clerk's salary paroll charge	25.00	0.00
Clerk's expenses	80.00	80.00
Audit fees	200.00	0.00 (Cert. of Exemption)
Hire of Hall	96.00	120.00 (incl add meetings)
Insurance/subs/SALC/CAS	390.00	390.00
Grass cutting	1100.00	1100.00
Repairs fund	0.00	0.00
Donations	50.00	50.00
Village Magazine	150.00	150.00
Dog and litter bins	200.00	220.00
Chairs expenses	50.00	50.00
Training	50.00	200.00
Parish Election costs 2019	0.00	104.00
	<b>4386.00</b>	<b>4459.00</b>

All Cllrs approved the draft precept. Clerk had received the Babergh tax bases and had calculated that when the tax base for Alpehton was applied to the Precept demand of £3309 it equated to the following:-

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2018-19 Band D property in Alpeton paid £30.44  
 2019-20 Band D property in Alpehton would pay £30.27

Chairman signed the Precept Upon Charging Authority document to be sent to Babergh DC. Cllr Rix and Cllr Gray also signed the document which was countersigned by the Parish Clerk. Clerk will submit to BDC ahead of the 31<sup>st</sup> January 2019 deadline.

#### 12. Parish Cllrs Reports:

- i. Cllr Gray and Cllr Sumner had both recently attended the new Councillor course at Suffolk Association of Local Councils. Both Cllrs had found it very useful and thanked the PC for allowing them to attend. The course was held over two separate days. The first part of the course gave an overview of what makes a good Parish Council, and the second part of the course was more tailored to the regulatory nature of Agendas, Meetings, and an overview of planning. Both Cllrs found the course interesting, and they had been encouraged to ask questions throughout. Both felt that they understood their role as a Parish Councillor better and would recommend the course to any new Cllr.
- ii. Cllr Rix asked whether the Parish Council would consider making enquiries into whether it would be allowed to erect signs, similar to those along the Long Melford bypass that warn motorists that throwing litter out of the cars puts litter pickers lives at risk when clearing up after them. Following discussion, it was noted that it was the Sudbury Town Community Wardens that had put those notices out. The Clerk would make enquiries with them so that Cllrs could discuss further at the next meeting.

13. Planning: no new planning matters at the time of serving the Agenda.

14. Date and time of next meeting: 5 February 2019 at 7pm and thereafter 2 April 2019 at 7pm (subject to any additional meetings).

Meeting closed: 7.50pm

#### Appendix "A"

#### **Budget consultation and reduction in overspend**

Suffolk County Council is currently consulting on the 2019/20 budget and is asking the public to share their ideas for potential savings. The consultation runs until 5pm on Friday 16 November, and can be found at: <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/a-tough-call-to-make-budget-20192020/>. We will get our first look at the 2019/20 budget proposals on Thursday 22 November, when they are presented to the Scrutiny Committee.

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At the end of Quarter 1 the council was predicting an overspend on the 2018/19 net budget of £8.6m. This prediction has now reduced, at the end of Quarter 2, to a £7.5m overspend. Although an improvement, it is unlikely that the overspend will be reduced completely by the end of the financial year, and the council will still need to make use of reserves to cover the funding gap.

### **No funding to help end period poverty**

The Labour Group recently proposed a motion to Council, asking for a commitment of £15,000 in the budget to help tackle “period poverty”. Many girls suffer and frequently miss school because they are unable to afford sanitary products. The motion therefore asked the Council to fund free sanitary products in all local authority maintained schools in Suffolk, and to encourage academies to implement similar measures.

Unfortunately, the Conservative administration once again amended the motion, removing all funding commitments. It was claimed that this was because the level of funding in the original motion was too small and unfairly favoured girls at maintained schools. However, a later amendment from my political group, which proposed increasing the funding commitment in the motion to include all schools in Suffolk, was rejected.

### **New Home Care operating model**

At Cabinet on 9 October a new Home Care operating model was agreed. It was acknowledged that the previous model had not been a success and had caused unnecessary stress to both care providers and residents receiving home care. We were assured that “lessons had been learned” from this previous experience, and that greater care had been taken to develop the operating model in partnership with stakeholders.

A call-in of the decision was received and so the model received further scrutiny from the Council’s Scrutiny Committee. However, the majority of the Scrutiny Committee voted to proceed with the new model rather than asked Cabinet to reconsider their decision.

### **Council signs up to 100% nuclear energy deal**

At a recent Council meeting, members of my political group put forward a motion calling on the Council to recognise the benefits of renewable energy, commission a report into smart grids, and commit to ensuring at least 50% of the Council’s energy comes from renewable sources by 2025. Unfortunately, the Conservative administration amended the motion to remove any clear actions or targets.

It was also revealed that the Council have recently signed off on a 100% nuclear energy deal for the next three years, to commence in March 2019. This represents a major step backwards for Suffolk County Council, whose current energy contract includes 18.7% renewables.

### **Highways Improvement and Innovation Board - new approach to pothole repairs, co-ordinating road closures and working with Parish Councils**

A Highways Improvement and Innovations Board was established in June and has met three times. The Board recently announced that Suffolk Highways will be piloting a new approach to prioritising pothole repairs over the winter, specifically for services coming out of the Ipswich Phoenix House depot. If successful, the new approach will be rolled out to other depots.

The new approach will mean more potholes in a single area will be repaired together, and potholes of 200mm width will also be included.

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The pilot aims to tackle more potholes at once, rather than later returning to the same area to repair nearby potholes. It will also aim to reduce the number of temporary repairs, which also have to be returned to at a later date. This should reduce the travelling time of maintenance crews, and result in more potholes being filled.

The Board has also been looking into improving the coordination of road closures, reducing the number of roadworks which overrun, and exploring ways for Suffolk Highways to work closer with town and parish councils. A progress report from the Board is expected at Scrutiny later in the year.

### **Store owner receives suspended sentence and £3000 fine for selling, supplying and storing illegal tobacco**

Shopkeeper, Karzan Hamid Khalid, has received a suspended sentence of 8 months for his dealings with illicit tobacco at his store in Suffolk. His company also received fines totalling £3,116 and he was ordered to pay costs of £5000.

Mr. Khalid pleaded guilty to a number of offences, as a result of supplying cigarettes and tobacco products which were unsafe, did not include the required health advice, and did not comply to packaging regulations or were counterfeit. Despite a previous visit from Suffolk Trading Standards officers to advise him and remind him of his responsibilities as a shopkeeper, further intelligence was received about Mr. Khalid's illegal activities at his Sudbury shop. This led to another visit from officers, when a quantity of illicit tobacco was found and seized.

Essex Trading Standards officers were also acting on intelligence regarding another of Mr. Khalid's shops, Reilly's Newsagents in Colchester. Illicit tobacco was seized from these premises, along with the discovery of a concealed compartment used to hide the products.

### **Suffolk residents urged to spread the word - not the flu, this winter**

Suffolk County Council is reminding people to get a flu vaccination to ward off the worst effects of a potentially debilitating illness. The flu vaccination is one of the most effective ways to reduce harm from flu. It reduces the risk of serious illness, hospitalisation and even death among those who are most at risk.

Parents of 2-3-year-olds are being encouraged to take their child to have a simple nasal spray vaccination at their GP surgery, while carers are also advised not to put off their free flu jab. Each year the NHS offer a Flu vaccination free of charge to certain groups to help protect adults and children at risk of flu and its complications.

If you do not fall into one of the eligible categories for free vaccination, you can still get a flu vaccination for a small fee at most pharmacies in Suffolk. The county's healthy lifestyle providers, OneLife Suffolk, will be working closely with many of Suffolk's GP practices, pharmacies and children's centres to raise awareness of the importance of getting the vaccination.

As part of the campaign, OneLife Suffolk are seeking views about why people may or may not have chosen to have the vaccine in the past, please visit [www.onelifesuffolk.co.uk/flu2018](http://www.onelifesuffolk.co.uk/flu2018) for more information.

The most common symptoms of flu are fever, chills, headache, aches and pains in the joints and muscles, and extreme tiredness. Healthy individuals usually recover within two to seven days, but the effects can be more severe for those in vulnerable groups.

Flu is caused by influenza viruses that infect the windpipe and lungs. Because it is caused by viruses and not bacteria, antibiotics won't treat it. The best way of avoiding flu is by having the vaccination, but it helps to practise good hygiene such as covering the nose and mouth when coughing or sneezing, using disposable tissues and binning them as soon as they are used and regularly washing hands.

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Appendix "B"

In addition to that already reported by Cllr Kemp, Cllr Nunn reported that the recent Armistice 100 event and the lighting of the beacon in nearby Long Melford village had been well attended and had been a successful event.

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Signed.....

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