

Nacton Parish Council

Minutes of the Parish Council Meeting on Wednesday 29 November 2023 starting at 7.00 pm

Present:

Parish Councillors: Cllr. B. Hunt (Chairman), Cllr. P Warner (Vice Chair), Cllr. I Hatfield, Cllr J Mumford, Cllr. A Eaton, Cllr. S Godden, Cllr. E Wilson

Mrs C Lucas (Clerk) Mr B Mansfield (RFO)

Agenda Item	Context/Discussion	Actions and Decisions
1. Apologies for absence	Cllr. J. Leeder and Cllr. S Baalham.	
2. Declarations of interest	None	
3. Invitation to public to comment on agenda items	None	
4. Minutes and actions of meetings	Previous minutes from the 27th of September 2023 were agreed upon and signed by the Chairman. One error – the date of the next meeting at the end of the minutes was incorrect but the minutes of the meeting were correct. Actions carried forward: • Grit bin still needs to be purchased – size and colour to be given to the clerk. • RFO to go to Lloyds Bank to complete the mandate	

5. Chairman's update	The Chairman agreed to stay on until May but will not stand for re-election. The Chairman met with the new head teacher at Nacton Primary School and councillors will be invited to lunch at the school next term. A request was made to remind parents to go through the gate to Victoria Field rather than trample the plants. November 11th saw a good turnout at the war memorial of around 30 people. The village sign was agreed to be purchased. The Chairman proposed and Cllr. Wilson seconded. The quote from a blacksmith in Kirton was £3120 half the price of a previous quote received. Once the order is placed the sign should be ready by February. A concrete base will need to be built, Andrew from Home Farm has agreed to lend some equipment to assist with this. The RFO asked if a deposit would be needed but the Chairman confirmed it would be full payment when it's completed. Cllrs agreed to meet at 10 am on Saturday 16th on Victoria Field to decide the final location of where the sign will be placed. The Chairman said that for the next meeting in January, he will have a design for the information board to share with councillors. There is CIL money that needs to be spent by April which will cover the cost of the information board.	Action: Cllr. Wilson to email the blacksmith the new design and order the sign.
6. Planning applications	DC/23/3341/FUL Councillors agreed to object to this application as if agreed it will not be in keeping with other dwellings. This application however is awaiting a decision so official objections cannot be lodged.	
7. Reports	County Councillor Patti Mulcahy was not in attendance and did not provide a report. Cllr. Mike Ninmey was in attendance from ESDC and highlighted to councillors that they should be involved with the local plan otherwise decisions will be made regardless. Cllr. Ninmey used Levington as an example where 18 new houses are due to be built on a small piece of land. Further information had previously been circulated to councillors by email.	

8. Finances	8.1 – Payments agreed: • Clerk Salary for Dec-23 (£262.28) and Jan-24 (£262.28) = Total £524.56 • RFO Salary for Dec-23 (£88.50) and Jan-24 (£88.50) = Total £177.00 • Invoice for Councillor Training £144.00 (includes VAT) • RFO Expenses for new printer cartridge £34.49 (includes VAT) • Clerk expenses for spare printer cartridge £79.79 (includes VAT) • New Dog litter bin installation £327.92 (includes VAT) <u>Total £1287.76</u> The RFO added that there is an additional amount to add to the list which is back pay for the clerk and RFO from 1st April £156 for the clerk and £48 for the RFO <u>All agreed to the payment being made.</u> The clerk forgot to add her mileage expenses so will submit them at the next meeting for October – January. The RFO gave an update to say that there is now around £7884 in the current account and £23,241 in the reserve account. The RFO confirmed that the final precept instalment has now been paid (£5480) The precept budget proposal has been emailed to all councillors for their consideration before the January 2024 meeting where approval will be needed. There are still changes to be made to the bank mandate which has so far proved problematic. The RFO will make an appointment in the branch to complete the paperwork. Councillors <u>all agreed</u> to the incremental pay increases for the clerk and RFO	<u>Action:</u> RFO to go to the bank re bank mandate
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9. Parish documents	9.1 Emergency Plan – Cllrs Eaton, Hunt and Warner to meet to discuss the emergency contact part of the plan. 9.2 Maintenance Plan – no updates.	
10. Parish matters	10.1 – Social media and website working group - It was agreed to set up a working group as there may be better platforms to connect with parishioners than Facebook. There is also an opportunity to look at the website going forward. <u>Working group members: Cllr. Baalham, Cllr. Leeder and RFO Brian Mansfield</u> 10.2 – Victoria Field fence - The fence measurements were incorrect so it has not quite been finished. Councillors all agreed to ask Carl Watts to complete this job. Cllr. Warner made councillors aware that the fence had been cut in places deliberately. Cllr. Hunt to go and look. 10.3 - Dog bin - This has been ordered and ESDC confirmed there would be no annual charge for emptying. 10.4 - Flooding - Cllr. Hunt to speak to Cllr. Mulcahy to ask if we can get a depth marker 10.5 – Grit bin - Due to the lack of response from Highways the clerk proposed that councillors decide which grit bin they want and the clerk order it. 10.6 – Clerk and RFO pay increase - Covered under section 8	Action: find a date to meet to discuss social media and the website Action: Cllr. Hunt to go and look at the fence on Victoria Field that has been cut. Action: Cllr. Hunt to speak to Cllr. Mulcahy Action: Clerk to re-send grit bin details around to councillors

	10.7 – Website hosting - The contract ends with Suffolk Cloud in March so the RFO will look to see if that is the best deal. 10.8 Parish matters arising - The clerk asked for all Christmas newsletter contributions by 03.12.23 - VAR report – the speeds were discussed. Cllr. Wilson said she will move the VAR in the next month or so.	
11. Matters raised by and reports by councillors	Cllr. Eaton asked if we should be doing more chasing of Highways for parishioners. Cllr. Wilson highlighted that Highways priorities are houses that flood and that the flooding bridge would be low on their agenda. It was suggested that the more people report issues on the portal the higher the priority will become. Cllr. Hunt highlighted that there will still be over £1000 left to spend so he asked that councillors talk to people they meet to ask what ideas they have for the parish. It could be multiple ideas that are all less than £1000. Cllr. Warner spoke about a lady who has been doing research on the parish as part of her degree. It was agreed to invite her to speak at the APM/AGM	
12. Public question time	The member of the public in attendance commented on the extent of fly-tipping. Councillors said to keep reporting instances to ESDC.	

Date of the next meeting: Wednesday 10th January 2024 at 7 pm