

ONEHOUSE PARISH COUNCIL

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Minutes of the meeting of Onehouse Parish Council held at Trinity Hall Onehouse at 7.30pm on Tuesday 15th October 2024

Present Cllrs Jo Copping, Roger Leek, Ian Crissell, Dawn Roberts, James Nutman and John Corker

In attendance CCllr Otton DCllr Matthissen and 15 members of the public

1. **Apologies** for absence

Dan Boulter

2. Receive **declarations of interests** and **requests for dispensation** from Councillors

Cllr Roberts declared an interest for matters relating to the Village Hall/Community Centre

3. Agree **Minutes** of Onehouse Parish Council meeting held on 9th September

The minutes were resolved to be an accurate record and signed by the Chair

4. County and District Councillor reports and **public forum**

Having been previously distributed they are attached to the appendix

CCllr Otton updated the meeting on:

- Forest Road footpath and expressed her disappointment in the delay to the project. She agreed to escalate.
- Interest free loans to make houses more efficient details will be forwarded
- Webinars?

• **DCllr Matthissen Report**

- Recycling scheme, desire to halt false rumours regarding food waste which will be collected weekly. As a result, the black bin will have reduced content and will be collected every third week. There will be two 'green' bins one for paper and cardboard etc. and a second for cans and plastic/glass bottles.
- Two additional bus/taxi services are being started. Onehouse is in the lucky position of overlapping the two services and therefore the parish will benefit from both. There will be a circular route based on Stowmarket railway station, with one bus going clockwise to anti clockwise and the other in reverse. An open day is planned on 29 October at John Peel Centre in the afternoon 1-6pm. The intention is to develop routes once the demand is organised. Further information from Suffolktaxibus.co.uk
- Stowmarket area is gaining a ranger team to look at fly tipping and litter picking.
- Locality budget is still active and available to good causes
 - Cllr Crissell asked about the frequency of the services and whether it will be possible to use the service to return later on. He was advised that scheduled services for the new vehicles have not yet been agreed, The taxi bus will be a £6 round fare, but discounts will be built in for frequent users and it will not be possible to use a bus pass on the service.
 - Cllr Roberts asked if DCllr would provide route details and timings, these should be available shortly.

Public Forum

- Are there likely to be more grass cutting around the Northfield estate before the winter?
Cllr Leek answered no, but he is in conversation with SCC to resolve the issue.

Signed

Dated:

- Can something be put in OHSMAG re number of bins that have been left out for weeks in Northfield Road. The issue is being exacerbated because the dustmen are not emptying bins that have incorrect content.
- A resident asked why there is a difference between the equipment on parks within Stowmarket, and Onehouse?
- Cllr Roberts as part of the committee who manages the playing field equipment responded. There is a limit of how much money can be raised from the other two parishes to assist in the care of the playing field. From the Management Committee's perspective, the hall refurbishment is almost completed and phase 2 will be the playground equipment which needs improving. The trust is a charity so they rely on fund raising and grants to operate, but are hopeful they can find a solution
- Residents were asked what would they would like to see on the playing field? Equipment to suit a wide spectrum of children's ages. A Facebook poll was suggested. The issue is not just for young children, as the older ones need to be kept off the street.
- What timeline would be on phase 2? This is not currently available to share.
- Also suggested was some undercover facility for poor weather play, such as Saturday morning availability of the community centre.
- The committee will look at equipment once funding is in place.
- Cllr Otton suggested consulting with Gt Finborough who has a new play area and to bring suggestions
- Cllr Roberts commented that families do not support the events currently held at the community centre and a response was that lots of events are not suitable for young families. There needs to be events such as BBQs with activities to amuse families
- A young mum who is new to Onehouse, would love to meet other mums with children
- A volunteer to run a toddler group has emerged but needs help to do so.
- It was suggested by Cllr Copping the council could pay hire costs for a hall once a week. DCllr suggested an article for OHSMAG, and Cllr Copping offered to advertise on the parish Facebook page. DCllr stated that grants of a minimum £250 from his locality budget is available, but if applied for he will need a bank account to pay the money into, suggesting this could be the OPC bank account.
- It was suggested that QR codes are an easy way to gain information and they could be used to focus attention.
- Suggestions for events followed, there is a pumpkin festival 2-4pm on Saturday 26th October. Children's discos, Halloween discos and proper bingo for the adults were suggested with activities requested to be at family friendly times. The ideas will be taken to the community Centre management committee.
- Events diary suggested to be printed in the OHSMAG providing focus space for upcoming activities
- Who is responsible for grass cutting on wildlife area on the Ash Road mound? Answered as MSDC, Cllr Leek is communicating with them and has asked if it can be reviewed. A tree surgeon is required to prevent injury from wood falling from the trees. He has suggested a local contractor takes care of the area. It will have to be cut and the surface removed, in the short term it will look like mud, but if it is to be done properly it will take time

5. **Planning:**

a. **Planning applications**

b. There are none

- c. Consider any planning application received **since the agenda was posted**
There are none
 - d. Status of **planning applications**
Acknowledged.
6. Agree actions on **Correspondence and emails circulated** to Councillors by the Clerk
- Acknowledged
7. Agree any actions required after reviewing the **Clerk's Report**
- a. **Training**
 - i. Basic Cllr training for Cllrs Roberts and Nutman
 - ii. Safeguarding Cllr Roberts
 - iii. Finance for Cllr Crissell
 - iv. H&S for Cllrs Crissell, Cllr Roberts is already trained through employment
 - v. Cllr Copping First Aid
 - vi. Training on finance package, Parish Clerking and other topics to be provided to new Clerk once instated
 - b. Further approval signatories are required for the online bank account. Cllr Leek to complete the bank account process to become a signatory
 - Lease for the playing field Cllr Copping pointed out that the advantage for the Parish Council would be in terms of budget and that they would be able to apply for grants for improvements more easily. She will confirm intent with the VH&PFT Committee and an open meeting for the three parishes would be organised by the committee in the future. Cllr Copping said that she would send a copy of the Deeds to Cllr Crissell.
8. **Finance**
- a. From the **RFO Report**, review Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget **Report** authorise payments made/to be made and note income received since the last meeting.
Resolved to accept as provided
The External auditor report was acknowledged.
9. Review any issues raised for the **Licensed Path, Footpaths and Asset Register Paupers Graves**
Agreement in principle for the trees to be coppiced every three years resolved. up to cost of £2,500
There would be an additional charge of £50 for a digger driver.
Approach SCC to cut trees back on the village green, and also on Northfield Road oak tree outside no 16 Northfield Road – clerk to approach SCC
10. **Recruitment and HR matters**
9.30pm resolved to continue
- a. One interview for the Clerk position has taken place. The applicant was personable, has previously been a parish clerk and has many transferable skills, following discussion it was resolved to recruit. Chair to contact candidate
 - b. Purchase of legal reference book for use of the new Clerk, Local Council Administration by Arnold Baker agreed £190 clerk to organise purchase
 - c. **Purchase** of mobile phone and sim card for use by Parish Clerk Resolved for Cllr Nutman to purchase. Clerk to enquire with Unity Trust whether it is possible to gain a debit card for Clerk use.
 - d. Contract for OHSMAG editor is already in place. In order to set precept budget Clerk to contact Editor re increased costs next year for budgetary purposes
 - e. Contract for grass cutting playing field JR Landscapes. Clerk & Cllr Leek have been in contact and an estimate will be provided prior to the next meeting.

Signed

Dated:

- 11. **Community Centre**
 - a. Lease of storage unit to be used by the PC and the new toddler group make an offer of £10 a week
 - b. Lease of the playing field – ask management committee to move forward with public meeting
- 12. **Event Updates**
 - a. Establishment of working party – already in place Cllr Boulter and Cllr Copping, further stakeholders to be included dependent on event needs and expertise required
 - b. **Oktoberfest** advertising and ticket sales
Advertising was very successful, food was amiss and intention is to run again next year.
 - c. **Village Show**, 13th and 14th September 2025 and venue playing field and community centre to be booked. Has 20 possible sites taken woodland trust not coming. Arts and crafts, jazz band to play, activities for young kids by Tiger Events, crazy golf also available, carnival games to be made, astronomer can provide stall with ‘look at the sun’ facility. St Johns to provide support along with fundraising
 - d. Combined village event more info required, but would be really good to get the three villages together – Cllr Copping to provide contacts.
 - e. Burns night Cllr Crissell to circulate.
- 13. **OHSMAG**
Limit parish council contributions to a single page in OHSMAG reduce input of penny and john to one page each
- 14. **Woodland Trust** deer culling and woodland management update starts in October, the community member and councilors will be updated as information arises.
- 15. **Questions to the Chair**
A complaint was raised by the Editor about articles in OHSMAG being judgmental. Additional complaint from Harleston parishioner reviewed and resolved by the Editor
- 16. Items for discussion at **future meetings**
 - a. Working groups
 - b. Additional policies, procedures and revised Financial Regulations and Standing Orders
- 17. Next scheduled **meeting** will be held on 11 November 2024 at Trinity Hall Onehouse commencing at 7.30pm.

Meeting concluded at 10.35pm

Signed

Dated:

Signed

Dated:

**Appendix
Reports**

CCllr Penny Otton

Recycling and Waste Collection Changes

At Cabinet on Tuesday 10 September, we heard about the changes the council is preparing to make to prepare for the new recycling and waste collection requirements set out in the Environment Act 2021. This new law means that district and borough councils must additionally collect food waste, glass and cartons from residents by 2026, and also collect plastic film from 2027. It is up to each district and borough council how they choose to arrange their waste collection schedule, and they will be communicating these changes to residents soon. However, the county council also needs to make changes as it is responsible for storing and processing waste and recycling after it is collected. The council will be spending around £4.535m, allocated from its reserves, to update waste transfer stations in the county where waste is taken after it is collected. The council will also need to set up a new contract for anaerobic digestion of the food waste.

Once again I have asked and the leader of MidSuffolk what will happen to the community bottle banks. As yet Mid Suffolk have not decided.

Financial Monitoring Report for 2024-25

We also heard at Cabinet on 10 September about the council's latest financial forecast for 2024-25, and so far the year seems to be going better than last year, with a projected overspend of £1 million compared to last year when the council was forecasting an overspend for 2023-24 of £29.3 million. Some services are still overspent, for example costs for Special Educational Needs and Disabilities (SEND) and care purchasing in adult social care services.

Funding to Improve Home Energy Efficiency

My group were disappointed that the council is projecting to **return** £5 million of funding to the government which could have been used to improve the energy efficiency of homes in Suffolk. The Warm Homes Suffolk Scheme is now closed, but the council has heard that a similar scheme may be on its way and we would encourage residents who are eligible to apply.

Suffolk Devolution Deal Withdrawn

Following the change in government, the devolution deal which had been tabled for Suffolk has now been withdrawn, as has the deal for Norfolk which was along similar lines. Devolution would have provided the county with extra funding and power to make more decisions locally, for example transport and adult education. We wait to see if the new government come up with a different proposal.

Arts and Culture Project Funding

I am particularly pleased the council has launched its new £500,000 Culture Project Fund to support local arts and museum projects across the county after the cuts made last year. This is the bidding system for arts funding for the financial year 2024-25 which was announced by the council's administration as part of the budget process in early 2024, and will see a larger amount of smaller grants for projects and organizations compared to previous years. The fund offers three tiers of grants: However I am concerned that small arts organisations and individual will loose out.

Small grants up to £1,500

Medium grants up to £15,000

Large grants up to £50,000

Signed

Dated:

Eligible applicants include arts organizations and museums, skilled freelancers, registered charities, community interest companies, non-profits, and social enterprises based in Suffolk. For more information on deadlines and award dates, or to find out how to apply, please visit www.suffolk.gov.uk/cultureprojectfund or contact the Arts & Museums Team at cultureprojectfund@suffolk.gov.uk.

Apply for Primary and Secondary School Places

Parents and carers can now apply for a place in the normal year of entry at a primary (including infant and junior) school and secondary school for September 2025. The deadline for applications to secure a place at a secondary school is Thursday 31 October 2024 and for primary school places, including infant and junior schools, the deadline is Wednesday 15 January 2025. All applications received by the closing dates are processed at the same time using the schools' oversubscription criteria to prioritise applications when necessary. Late applications are processed after all of those received on time.

SCC advise that parents and carers think about how their child will travel to school before they apply for a school place. They can check which is their child's nearest suitable school on our Nearest School Checker because it might not be their catchment area school: <http://nearestschool.suffolk.gov.uk/>

Advice and guidance about the school application process is available here: www.suffolk.gov.uk/admissions

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Instagram - https://www.instagram.com/suffolkqli_group/

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Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkqli.wordpress.com\)](#)

Cost of Living help and advice:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and support:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/preparing-for-flooding>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

DCllr John Matthissen

Comprehensive Recycling	The scheme required by government is moving forward with decisions on how it will be structured and developed in Suffolk towards a launch date of April 2026. Key point is that food waste will be collected every week. Each household will receive a food waste bin for collection as well as a caddy to use in the kitchen. Also twin-stream recycling so each household will have 2 recycling bins (one for card and paper, the other for plastic, glass and cartons). This will reduce the residual waste for the black bins which will be emptied every three weeks. This approach has been successful in raising recycling rates in other parts of the country. Issues such as nappies, exceptional medical needs and dog waste are being addressed.
Housing Target Numbers	Although the new target housing numbers are yet to be finalized, they should not present an immediate problem for the district council. This is because we already had a 10-year housing land supply which would be reduced to roughly 7 years if the new target is applied. In addition we are currently seeing more than the new target being built so our delivery is also adequate.

Signed

Dated:

New Bus Services	<p>The supplementary public transport options from the District Council are already beginning to operate and there will be a formal launch of the Taxibus service on October 29th at the John Peel Centre in Stowmarket. This is a drop-in session between 1pm and 6pm. The number for booking and inquiries is 01449 866 866. The scheduled services will operate circular routes from Stowmarket station, hourly in alternate directions between 7am and 7pm. Fuller information should be available shortly at https://www.suffolktaxibus.com</p> <p>Our communities will also be able to use the Rural Connect service which will be launching on November 2nd. bookings@communitiestogether-ea.org 01449 614271</p>
Respond, Enforce and Clean Team	<p>Stowmarket is benefitting from additional funds for capital projects and a Ranger scheme to make the town cleaner, tidier and smarter. Alongside this there will be a new 'React' team to tackle local problems across the rural areas.</p>
Annual Governance Statement	<p>This describes in considerable detail how the council is run and the version for 2023/2024 has just been approved. It should shortly be on the council website and I will circulate a link when available.</p>
Shaping our Economic Strategy	<p>BMSDC officers have been hosting a series of economic development workshops across the district. They are seeking the expertise and insights of key local stakeholders including business leaders, council partners, voluntary services, policymakers, academics and beyond to help develop our forward-thinking economic strategy. Contributions via a survey can still be made via : Complete the survey online.</p>
Locality Budget	<p>The application process is open, so I would welcome applications from any community group. Do get in touch with me to discuss options. Information and application forms are available on the website.</p> <p>https://www.midsuffolk.gov.uk/web/mid-suffolk/w/locality-awards</p>
Landline Phones are changing next year	<p>You may need to change your care alarm, security alarm or fax machine</p> <p>Certain devices people use at home, such as care alarms, security alarms and fax machines may also be connected you your landline. If you have a device like this, it might need to be replaced or reconfigured to continue working once you move to a digital (VoIP) service.</p> <p>When you migrate to a VoIP service, your provider should tell you what you need to do if you have one of these devices. This will include informing your alarm provider so they can make the necessary changes or tell you if your alarm will work with your new VoIP service. Information: https://www.ofcom.org.uk/phones-and-broadband/landline-phones/future-of-landline-calls/ or Ofcom 0300 123 3333</p>
Stowmarket Cycle Map	<p>Newer residents may be unaware of how best to get around Stowmarket and its nearby villages by bicycle. There is a map to download at https://www.suffolkonboard.com/ways-to-travel/cycle/cycle-town-maps/stowmarket/ and I also have some paper copies available on request. Both District and Government are making funds available to improve and extend cycling and walking routes.</p>

Councillor John Matthissen

07976 308128

councillor@matthissen.net

Signed

Dated:

Minute no	Action	Who	Resolved ✓
24/7/8	Ask SCC about passing places in Starhouse Lane	Clerk	✓
24/7/16	Contact Realise Futures to produce laminated sign for Forest Road Noticeboard	Clerk	✓
24/7/19	Items for future meetings, Clerk recruitment, Onehouse Meadow update, Chilton Leys footpath	Clerk	
Monthly	Planning application responses to MSDC	Clerk	✓
Monthly	Pay creditors	DB & JC	✓
24/9/	Contact vendors to notify of website change	Clerk	✓
24/9/4	Formally complain to Woodland Trust re Deer Management	RL	✓
24/9/4	Investigate Hedge encroachment on footpaths and report back	RL	
24/9/10	Short list applications for clerk role and organize interviews	JC, DB, IC	✓
24/9/12	Purchase Eco benches 1 for Paupers Graves 2 for community centre and 1 picnic bench for playing field	?	
24/9/14	Audit training and investigate with Cllrs what training is required	Clerk	ongoing
24/9/15	Oktoberfest advertising and ticket sales	Working party	
24/9/15	Village Show, book hall and playing field	RL	✓
24/9/16	Contact SCC Highways and CC CCllr Otton	Clerk	
24/9/17	Cllrs Leek and Boulter to liaise, Clerk to pursue contacts with TW	DB,RL, Clerk	✓
24/10/4	Forest road footpath, escalate to SCC	PO	
24/10/4	Loans for home efficiency	PO	
24/10/7	Send Deeds for VH&PFT to IC	JC	
24/10/7	Training, distribute information to Cllrs and book convenient dates	Clerk	
24/10/8	Bank income from Oktoberfest	Clerk	
24/10/10a	Contact candidate	JC	
24/10/10b	Provide Standard NALC Contract to Cllrs	Clerk	
24/10/10b	Negotiate terms with candidate	JC	
24/10/10b	Organize purchase of book	Clerk	

Signed

Dated:

24/10/10c	Purchase mobile phone and sim	JN	
24/10/10d	Contact contractors re increase of costs for budget	Clerk	
24/10/11	Lease of garage and also playing field	JC	
24/10/12	Events working parties	ALL	
24/10/12	3 villages event forward info as received	JC	
24/10/12	Burns night distribute info to Cllrs	IC	

Financial report

Current account currently stands at £5,470.59

Deposit account £36,103.21

Date	Time	To/From	Description	Paid In	Paid Out	Balance
30-Sep-24	19:02	Credit Interest		48.28		36,103.21
16-Sep-24	16:01	Transfer from 20502889		11,054.93		36,054.93
12-Sep-24	15:46	Transfer from 20502889		25,000.00		25,000.00

Income

£48.28 interest

£533.92 OHSMAG advertising

£100 Oktoberfest

Payments to be made

£1,150 Temporary Clerk

£321.71 Glasdon – dog bin

£396.00 Zurich insurance

£300 J R Landscapes

£392.00 Gipping Press

£120.94 OHSMAG editing

£252.00 PKF Littlejohn

£? Expenses for Oktoberfest

£20 training – Wildlife in the community

Signed

Dated: