

MINUTES OF THE ANNUAL MEETING OF ONEHOUSE PARISH COUNCIL  
HELD ON MONDAY 13 MAY 2024 AT 7.48 P.M. IN TRINITY HALL

**Present:** Cllrs Copping, Boulter, Corker and Crissell.

**In attendance:** District Cllr Matthissen (in part), Mrs Fuller, Clerk and 3 members of the public.

- 1. Election of Chairman.** Cllr Copping was proposed, seconded and carried.
- 2. Election of Vice-Chairman.** Cllr Boulter was proposed, seconded and elected.
- 3. Apologies for absence** were received and accepted from Cllrs Nutman and Leeks.
- 4. Co-option of a Councillor.**  
Dawn Roberts was unanimously co-opted to the council
- 5. Signing of Declarations of Acceptance of Office.**  
Forms were completed and witnessed by the Clerk.
- 6. Nomination of representative to SALC** Cllr Crissell was duly elected.
- 7. Nomination of representative to OHS Village Hall & Playing Field Trust Management Committee.**  
Cllr Boulter was proposed, seconded and elected.
- 8. Nomination of Tree and Footpath Warden**  
This post was not filled and therefore carried forward to the next meeting.
- 9. Nomination of Paupers Graves Officer.** Cllr Corker was elected to this post.
- 10. Appointments to OHSMag Committee**  
Cllrs Copping, Boulter and Crissell were appointed.
- 11. To appoint Responsible Financial Officer**  
Mrs Fuller as Clerk was appointed until her retirement.
- 12. Nomination of Councillor to carry out internal audits**  
Cllr Roberts was proposed, seconded and elected.
- 13. To review insurance and bank account signatories.**  
Our current insurance with Zurich Municipal runs until 30 September. Quotes will be sought from various companies before consideration before renewal. All Cllrs except for Cllr Roberts are signatories on the accounts with Unity Trust Bank.
- 14. To review the effectiveness of our internal audit and systems of internal control.**  
Cllrs have reviewed current systems which they find to be effective and satisfactory.
- 15. To confirm and approve the minutes of the meetings 8 April 2024**  
The Clerk advised that the pension payment was reduced to £161.98 for the April payment as the employer contribution was reduced this year by 1%. With this amendment, the minutes were approved and signed.

**16. To receive members Declarations of Interest on agenda items.**

There were none.

**17. Public comment.**

Minutes of meetings have not been posted on the website for a few months. This is due to the change of website and the Clerk will rectify this. Hopkins Homes are to replace trees on the development. There is a lot of polystyrene from the Bloor site in the hedge line at Mill Grove. Residents of Mill Grove are pleased to have the dog bins but what about litter bins. This will be something the residents need to take up with the management company.

**18. Report from County Cllr Otton.**

At Health Scrutiny Committee on 17 April, we heard from colleagues in the NHS about their digital integration work, trying to join up the different IT systems they use and to make information sharing easier between health and care providers. This is especially helpful given the UK's aging population. On Tuesday 23 April, Cabinet reviewed the Leaving Care Strategy which detailed the ways in which the council wants to improve the service it provides to young people leaving our care. The council acts as a 'corporate parent' to all children taken into care, and must always ask itself with every decision: 'would this be good enough for my child?'. Plans in the new strategy for young people leaving care include help with housing, employment, mentoring and extension of the current council tax exemption scheme for care leavers who are living outside of Suffolk. The Leaving Care service offers support to all young people leaving care up to the age of 25, and care leavers regularly attend meetings at the council to provide feedback and ideas for improvement. As well as the council's new £4.4m investment in additional staff to improve SEND services (detailed in last month's report), two new appointments have been made to leadership. Sarah-Jane Smedmor will be the new permanent Director for Children's Services, with a start date of 8 July. An Independent Chair for the new SEND Improvement Board has also been appointed, Kathryn Boulton, who will start in June. The council will be receiving an additional £10.9million from the Department for Education to create new specialist places for children and young people with special educational needs and disabilities. The Department for Education also announced it was funding a new SEND school in Suffolk sponsored by the Unity Schools Partnership, which will provide 126 new places in Suffolk for pupils aged between three and 16 with severe learning difficulties. Earlier this month, the Chancellor also announced a new Alternative Provision (AP) free school, the SENDAT New AP Suffolk Free School, in West Suffolk. The sites for both schools are yet to be confirmed. More families will be able to secure free assistance to make their houses warmer and more energy efficient using the Warm Homes Suffolk scheme. Residents and landlords of eligible properties can apply for energy efficient measures such as insulation, solar panels or heat pumps, with average funding of £18,000 is available for homeowners, and £12,000 for landlords and their tenants. Warm Homes Suffolk has been funding home energy efficiency improvements for two years, with funding from the Department for Energy Security and Net Zero. To be eligible, the following conditions must be met: Homes must have an EPC rating of D or below, are not heated by mains gas and households have a combined pre-tax income of under £36,000. Residents across Suffolk are set to benefit

from 421 newly surfaced roads this year which is almost double the number of roads completed last year. This is a result of the extra £10 million investment by the council into resurfacing roads, which was announced last May. 102 roads will be surface dressed, whilst a further 319 sites will benefit from a full machine resurfacing during the year. Surface dressing and machine resurfacing treatments prolong the life of a road surface, remove potholes and level it out. During the last six months, Suffolk Highways has repaired over 9,000 potholes and resurfaced 41 roads, with a further 278 roads planned for resurfacing in this financial year. Having said this, winter weather always sees an increase in potholes and there is still a lot to do. Due to the new highways contract the Forest Road footpath is still being designed! The road closure signs on election day were reported as this was deterring people from attending the polling station.

### **19. Report from District Cllr Matthissen**

The results from a recent tenant satisfaction survey are unsatisfactory with many tenants rating the service from the Council as poor. A programme of activities is being prepared, including a better system for booking appointments with the service. The Council was successful in gaining an £800k grant for decarbonising council housing stock. The Housing Solutions team (homelessness, empty homes etc) has been shortlisted as Team of the Year in Housing Heros awards. The Cabinet at Mid Suffolk approved a new job management system for the council's housing. The current system is not fit for purpose and the new system will allow tenants to book appointments when they request a repair, get the work programmed, reduce the need to chase for updates and improve the overall service. The next round of locality grants has launched. The application process is now open, so I would welcome applications from any community group. A 2000MW solar farm NSIP proposal near Mendlesham has been proposed. This is a large nationally significant energy application that will be determined by the Planning Inspectorate. MSDC are just a consultee but have requested more clarity about certain aspects of the application especially regarding connection to the grid. Babergh and Mid Suffolk District Councils have formally objected to National Grid's plans for more electricity pylons between Bramford and Twinstead – saying the impact on the countryside is too great. The councils also remain concerned about the cumulative impacts with other development within the area, including the proposals for an additional powerline from Norwich to Tilbury, which would also connect to the Bramford substation. A Cabinet meeting is scheduled this week. Agenda items include: Approval of Scrap Metal Policy, Simpler Recycling - Food Waste Collection, Housing Revenue Account (HRA) Business Plan, Skills and Innovation Centre on Gateway 14 and Rural Transport Grants Funding - awarding contracts. The last is perhaps of immediate interest in bringing improved local bus provision much nearer. The Local Government Review will be debated at the full council meeting on 22 May and there will be other options on the table. The CEO of MSDC would like to meet with OPC at a regular meeting possibly 10 June.

### **20. Planning Matters**

**a) To discuss and make recommendation to MSDC on any applications received prior to this meeting.** There were none.

3204.

**b) To receive MSDC decisions on previously considered applications.**

**24/01203** Discharge of Conditions Application for DC/24/00137 - Condition 4 (Biodiversity Enhancement Strategy) 9 Stearn Drive – acceptable.

**21. Finances**

**To approve payment of the following invoices:**

a) 24/008 £300.00 J E Reynolds grass cutting playing field May

b) 24/009 £350.00 Gipping Press May OHSMag

c) 24/010 £124.40 Laura Cross editing May OHSMag

d) 24/011 £161.98 Suffolk County Council pension payment May to send 5 June

e) to receive monthly financial report from the Clerk

As the Clerk is working on the year end accounts for 2023/4, there is no report this month.

f) 24/012 £131.51 David Nicholson reimbursement for items for the Pauper's graves group

g) 24/013 £35,000.00 Onehouse PC to transfer funds to Unity Trust Bank.

h) 24/014 £400.00 Mr M Goodwin 8 half barrels for planting

As no invoice has been received from Laura Cross it was agreed not to approve and pay this item.

Items a), b), d) and f) to h) were approved and cheques issued.

**22. To consider a request to fund a skip for the playing field maintenance and take any necessary action.**

This was agreed up to a maximum cost of £250.00.

**23. To discuss the Clerk/RFO vacancy, applications received, arrangements for interviews and take any necessary action.**

This item will be discussed in camera at the end of the meeting.

**24. To formulate our representation for the Community Governance Review Amended Documents for the MSDC meeting 22 May 2024.**

Cllr Copping will attend and speak on behalf of Onehouse. Issues to be included in the representation will be 1. The majority through the consultation wished the areas to stay within Onehouse, 2. Support and conclusion of MSDC working group is the boundary remains unchanged. 3. Due process has been undertaken 4 distasteful Bully Boy tactics that Stowmarket TC has employed and 5. Levelling up. It is hoped that some public and Cllrs will attend the meeting in a supportive manner.

**25. To receive an update on the Paupers Graves including to consider purchasing tickets to the Heritage Awards for all members of the working group and take any necessary action.**

There will be working parties most weeks to be ready for the unveiling of the monument in July. The group are waiting for timings etc to build the base. It may be useful to arrange a Saturday working party so that some residents who work can assist in clearing the area. Mr Corker and Mr Taylor will accept the Heritage Award on behalf of the group. It was unanimously agreed to purchase 6 further tickets at a cost of £180.00 so that all members of the group could attend the presentation event.

*Action: Cllr Copping*

**26. To adopt the following policies: Complaints, Safeguarding, Equality & Diversity, Disciplinary Procedure, Disciplinary Rules for employees, Grievance Procedure for employees, Health & Safety, Lone Worker, Reserves and take any necessary action.**

With a small amendment to the Lone Worker policy, it was agreed to adopt all policies.

*Action: the Clerk*

**27. To review the following policies: Data Protection, Data Retention, Subject Access Request, Subject Access Request procedure and Electronic Communication Social Media and take any necessary action.**

All were reviewed and do not require any changes.

**28. To discuss setting up an Events Committee, set a budget and take any necessary action.**

Cllrs wish to encourage more use of the facilities in the parish. This includes the Community Centre and playing field to get new residents to get involved.

Suggestions so far are an art show, book club, flower show, village fete, craft show, farmers market, children's day, circus skills. It was agreed to set up a committee and a budget of £2,000.00 which will be transferred from the Onehouse Meadow reserve.

**29. To consider the CIL/Section 106 figures for Onehouse on MSDC website and take any necessary action.**

In the absence of Cllr Leek, this item was carried forward to the next meeting.

**30. To receive an update on the production a People and Places Plan and take any necessary action.** There has been no further action this month.

**31. To receive an update on the new noticeboard in Forest Road and take any necessary action.**

The new board has been put up and is in use. the metal leg section of the old board needs to be removed.

*Action: Cllr Boulter*

**32. To receive an update regarding the extension of the footway from 22 Forest Road to Chilton Leys and take any necessary action.**

SCC has advised that their contractor has currently programmed to complete the Onehouse design by 14 of June and issue it for Road Safety audit which is currently programmed from 1 to 19 July.

**33. Environmental issues.**

**a)To discuss the Suffolk County Council self help scheme and take any necessary action.**

Cllr Copping will send off the forms shortly and then we await dates for the training.

*Action: Cllr Copping*

**b)To receive an update on the flooding in Forest Road and the ditch a beside Footpath 28 towards Forest Road and take any necessary action.**

Nothing to report this month.

**34. To discuss OHSMag, new Onehouse website with Suffolk.cloud, old website, Facebook page and take any necessary action.**

**OHSMag** – There is to be a further meeting on 14 May to discuss the fundraising event 20 July. OHSMag is consistently running at a loss and this may help to break even.

**Website** – The Clerk will update the website with the minutes and add the accounts when the internal audit and accounts have been signed off by council in June. Suffolk.cloud has offered training at a cost of £70.00 and Cllrs which to have this so there are several people who can update. *Action: the Clerk*

**Facebook page** – Cllr Copping is trying to move this forward for more Cllrs to be able to add items. *Action: Cllr Copping*

### **35. To discuss development of land around the parish and take any necessary action.**

Kate Parum has advised that Taylor Wimpey and MSDC are in further talks regarding payment of a piece of land and this needs to be completed before Onehouse Meadow is progressed.

36. To receive **correspondence/communications** and to deal with any matters. **MSDC** bin bag from bin on playing field being removed by someone. OHSMC has been contacted and they have no information. A replacement bin with a lid will be discussed at the next meeting. **The following items have been circulated to Cllrs: Rural Services Network** Rural Bulletin 9, 16, 23, 30 April, 8 May, Funding Digest May. **SALC** Training Bulletin 9, 16, 23, 30 April, 7 May, News Bulletin 15, 22, 29, April, 7, 13 May, pension requirements as an employer, SALC AGM 1 July and guest speaker announced, Planning Training now available to book, pre-release of new model Financial Regulations. MSDC grass cutting and meadow management 2024, District CiL Bid round13 reminder, People & Places revised and updated, BMSDC grants – capital grants 2024/5. **SCC** Trading Standards newsletter 19, 25 April, 2, 9 May, EP Passenger Interest Group meeting 8 May minutes. **Suffolk Preservation Society** Heritage Champions Award, Suffolk View Spring 2024. **CAS** Community led Housing Zoom events 4 June. **National Grid** Norwich to Tilbury project update April, briefing invitation for statutory consultation. **Suffolk Police** Mid Suffolk South and West community engagement 1 May, Suffolk figures show county remains one of the safest places to live, appeal for information following serious A14 collision. **County Cllr Otton** share your thoughts on the importance of nature in Suffolk.

### **37. To receive reports**

#### **a) Report from the Clerk**

**Information Commission** – confirmation that Data Protection Registration has been renewed.

**Mill Grove dog bins** – MSDC has confirmed again that the bins have been added to the schedule and operatives will be reminded to ensure they are emptied weekly.

**Lower Road 40 mph speed limit request** – SCC officer has confirmed that the report was sent to the Cabinet member on 4 March 2024.

**Flood management** – Finborough PC has sent a letter to SCC Flood Management and Environmental Strategy and Environment Agency from the parishes that attend the flooding meeting.

**Picture of the King** – Onehouse PCC will be asked if this can be put up in Trinity Hall as the king is also the Head of the Church of England.

**Pension payment April** – this was reduced to £161.98 as the employers % rate paid by OPC reduced by 1% for 2024/5.

38. **Questions to the Chairman.** There were none.

**39. Items for next agenda**

Appointment of Tree and Footpath Warden and second representative to OHSMC, CIL/Sect 106 figures, People and Places Plan, noticeboards, footpath to Chilton Leys, OHSMag, new website and Facebook, development around the parish, Pauper’s Graves, Clerk vacancy, Self-Help scheme and issues near Footpath 28 and flower boxes.

**40. To confirm date and time of the next Parish Council meeting as Monday 10 June 2024 at 7.30 p.m. Noted.**

The meeting closed to the public at 9.37 p.m.

**23. To discuss the Clerk/RFO vacancy, applications received, arrangements for interviews and take any necessary action.(in camera).**

7 applications have been received, some with experience as a Parish Clerk. A shortlist of 3 was agreed for interview on Tuesday 28 May 2024. The interview panel was agreed as Cllrs Copping and Crissell and Mrs Fuller, Clerk.

*Action: the Clerk*

The meeting closed at 10.00 p.m.

Signed.....approved.....

Dated.....10 June 2024.....