



	There were no other representatives' reports.	
<b>b)</b>	<p><u>District Councillor A Killett report</u> Cllr Anne Killett agreed to send a written report to the chairman for distribution to cllrs. It would cover the following topics: MSDC planning 5-year land supply problems; a consultation process on housing and homes; plastic recycling by VIRADOR; and her Locality Fund which can still accept requests up to December. Cllr Killett stated that she had 'called in' the planning application at Willisham Barns for consideration by the planning committee. Finally, she stated that she had moved to Norfolk and would be leaving her post in May 2019 when new local elections will be undertaken.</p> <p><u>County Councillor K Oakes report</u> Cllr Kay Oakes introduced herself to the council and stated that as she had only been in post for a few days, she had not been able to produce a report yet.</p>	AK SW
<b>c)</b>	<p><u>Recruitment and advertising of clerk's post</u> The Chairman informed the council that Mr Chris Storey, who was present at the meeting as a parishioner, may be willing to consider the post in addition to another clerk from a nearby PC who may consider the role on a temporary basis. The Chairman said that she was closing the recruiting campaign on 31 October and would send cllrs details of any applicants for their consideration and comment prior to selection.</p>	SW Cllrs
<b>d)</b>	<p><u>GDPR – Update on councillors' checklist</u> The Chairman deferred this subject to the next meeting. Cllr Cattermole offered to provide a central web based email system for cllrs who may not wish to open separate email accounts for council work. All Cllrs to advise Cllr Cattermole accordingly.</p>	SW DC Cllrs
<b>e)</b>	<p><u>Parish council documents and next steps with cabinet agreed at last meeting</u> Cllr Pinsen-Roxburgh agreed to review fire-proof cabinets that could be located in the village hall. He said that 4 keys would be provided – PC, Village Hall, and the 2 Village Recorders</p>	CP-R
<b>f)</b>	<p><u>Map – Kindly shared with the Parish Council by Councillor Anne Killett</u> The Chairman thanked Cllr Killett for the digital map of the 2 village boundaries.</p>	
<b>g)</b>	<p>Although not an item on the agenda, PC Stephan Henriksen introduced himself as the Engagement Officer from the police station at Stowmarket with rural responsibility in mid-Suffolk. He intends to send out monthly newsletters for distribution to cllrs. He also supports the Suffolk Neighbourhood Watch (which is a separate independent organisation) and the pro-active police Rural Crime Team based in Bury St Edmunds.</p>	
<b>6</b>	<b><u>Community</u></b>	
<b>a)</b>	<p><u>Affordable Housing project</u> Cllr Bolton noted that there had been little progress on the AH project through the summer, but that he was chasing up Isobel Wright at Hastoos to find out whether she had written again to farmer John Ruffle. Cllr Cox agreed to follow up any letter personally.</p>	MB AC
<b>b)</b>	<p><u>WW1 Commemoration</u> Funding for this event was agreed - £100 for afternoon teas to Mrs S Pinsen-Roxburgh; £40 for hire of the village hall also to Mrs S Pinsen-Roxburgh; £100 on catering for hot dogs etc for the evening event. Cllr Earl agreed to discuss evening catering with Mr Martin Hockley. Cllr Warnes offered to support this event with money from her Chairman's Allowance.</p>	SW KE
<b>c)</b>	<p><u>Community First Responder (CFR) kit</u> The Chairman is temporarily holding the CFR kit at home having spoken to the CFR co-ordinator in Needham Market and acquired leaflets for the notice boards. It takes up to 6 months to fully clear and train a CFR to operational standard. Cllr Pinsen-Roxburgh agreed to check on the village hall insurance policy and see if the CFR kit could be stored in the pump room. The Chairman agreed to contact Mary Marshall in Wattisham Village, who is a first responder, to find out if she could temporarily provide us with response cover.</p>	SW CP-R
<b>7</b>	<b><u>Parish Property</u></b>	

a)	A telephone box cleaning and defibrillator check rota had been issued to all cllrs. Cllr Pinsen-Roxburgh offered to stand-in for Cllr Bolton who is expecting to be unavailable through December.	Cllrs
<b>8</b>	<b><u>Highways</u></b>	
a)	Review of grit bins – Nothing to report	
b)	Signage at Goats Cottage Corner – Nothing to report	
<b>9</b>	<b><u>Footpaths</u></b>	
a)	Any outstanding issues or updates – Nothing to report	
<b>10</b>	<b><u>Training</u></b>	
a)	Councillor training update – Nothing to report	
<b>11</b>	<b><u>Finance</u></b>	
a)	<b><u>Balances at bank and petty cash</u></b> The Chairman agreed to make regular checks on all bank balances. Bank balances are as follows: Cheque £1145.79 , Community £1000.00 , Deposit £9386.69 , Petty Cash £42.31 . Income – CIL (as per item 5.a)) - £760.82	SW
b)	<b><u>Revised bank mandate and required correspondence</u></b> No internet banking mandate had been set-up since R Scott took over as clerk. Cllr KE agreed to talk to Barclays Bank to transfer his former chairman’s signature to Cllr Warne, and to check on any internet banking arrangements that there may have been with former clerk O Holtom.	KE SW
c)	<b><u>To approve payments and authorise cheques for signature :</u></b> <ul style="list-style-type: none"> <li>• Clerk’s net pay for Sept – Oct 2018 - £342.50</li> <li>• PAYE for Q/E 30 Sep 2018 - £37.80 - Cheque to S Warnes</li> <li>• Clerk Allowance - £50.00</li> <li>• Clerk Mileage £15.30</li> <li>• Previous missed cheque for signatory as per 3<sup>rd</sup> September 2018 agenda - £22.05</li> <li>• Previous missed cheque for signatory as per 3<sup>rd</sup> September 2018 agenda - £22.05</li> <li>• Community Christmas Lunch donation was agreed at £500.00</li> <li>• Mrs S Pinsen-Roxburgh as per 6b above - £140.00</li> <li>• Cllr S Warnes - £6.50</li> </ul> All approved and authorised for payments by cheque.	SW
<b>12</b>	<b><u>Planning applications received after the agenda</u></b> - NIL	
<b>13</b>	<b><u>Dates of next meetings</u></b> An Extraordinary Meeting, principally to consider the 2019 budget, will be held in the village hall on <b>3 December 2018 at 1900hrs.</b> The following Parish Council Meeting will be held in the village hall on Monday <b>7 January 2019 at 1900hrs.</b>	

The meeting concluded at 2140hrs