

# MIDDLETON CUM FORDLEY PARISH COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 13<sup>th</sup> DECEMBER 2022  
AT 7:00 PM AT THE VILLAGE HALL

## 1. Attendance and Apologies

### Attendees:

Cllr. Julian Cusack - Chair  
Cllr. Chris Reynolds  
Cllr. Lynda Whitbread

### In attendance:

Sharon Smith – Clerk/RFO  
District Cllr. Tom Daly  
No members of the public

### Apologies for absence:

Cllr. Roy Dowding – written and accepted  
Cllr. Lesley Taylor – written and accepted  
Cllr. Steve Thorpe – written and accepted  
Cllr. Graham Lacey – written and accepted  
Cllr. Charles Macdowell – written and accepted  
County Cllr. Richard Smith  
District Cllr. Russ Rainger  
District Cllr. Tony Cooper

## 2. Councillors' Declarations of Interest

Cllr. Chris Reynolds declared an interest in item 7.

## 3. Public Forum

District Cllr. Tom Daly summarised his previously circulated report. Highlights included: the launch of the Field to Fork scheme which offers grants of up to £2,000 to community farms and allotments; the launch of a Cost of Living Community Grant Fund which enables voluntary organisations and community groups to support individuals and families who are struggling with the cost of living crisis; a network of thirty-one Warm Rooms are open across Suffolk; the East Suffolk Walking and Cycling Strategy has been adopted; and free parking is available in ESC car parks on selected dates over the Christmas period. Further details about the highlighted items are available on ESC's website or from the Ward Members. Cllr. Daly concluded his report by informing the Council that it may apply for membership of the Nuclear Free Local Authorities Group if it wishes.

## 4. Vacancies

a) The Council noted the resignation of the Parish Clerk/Responsible Financial Officer. The Chairman advised that the vacancy had been advertised in the village newsletter and on the Suffolk Association of Local Councils website.

b) There were no applications for the Councillor vacancy.

## 5. Minutes

The Council approved as accurate the minutes of the meeting held on 8<sup>th</sup> November 2022.

## 6. Finance Advisory Group

a) The Council considered the report and draft budget for the financial year 2023-2024 from the Finance Advisory Group. It was agreed to accept the budget.

**ACTION: Clerk to upload the budget to the website.**

b) The Council agreed to set the parish precept for the financial year 2023/2024 at £8,829.00. This is a charge of £42.11 per annum for a Band D property and will show as a 5% change on the Council Tax bill against the Parish element.

**ACTION: Clerk to inform the District Council.**

## **7. Planning**

Due to the declaration of interest by Cllr. Chris Reynolds, the Council was not quorate to consider planning application DC/22/4430/FUL – Demolition of existing two storey dwelling to propose new replacement dwelling – Hill House, Title Road. It was agreed to convene an extraordinary meeting to consider the application.

**ACTION: Clerk to circulate dates for an extraordinary meeting.**

## **8. Energy Projects**

a) The Chairman said the minutes from the latest Sizewell C B1122 Early Years Working Group meeting were not yet available and would be circulated to the Councillors in due course.

**ACTION: Clerk to circulate minutes.**

b) The Chairman reported on the first joint meeting of neighbouring Parish Councils to consider EDF and SCC Highways' proposals for the B1122 and B1125 during the Early Years' phase. Representatives from Theberton and Eastbridge, Blythburgh, Westleton and Yoxford Parish Councils attended. Apologies were received from Kelsale, Darsham and Walberswick Parish Councils. The Chairman and Cllr. Lynda Whitbread said the meeting was useful to share information and experience about the interventions in other parishes. The Clerk's notes will be circulated to Councillors shortly. The group agreed to meet again in February 2023.

**ACTION: Clerk to circulate notes.**

c) The Council approved the Chairman's response to the National Grid Sea Link public consultation.

**ACTION: Clerk to submit.**

## **9. Councillors' and Clerk's Reports**

a) Drop-In Centre – the Council noted the receipt of an ESC Cost of Living Grant for £1,000 to support the Drop-In Centre. Cllr. Lynda Whitbread reported that the Centre has been well attended and a Christmas lunch has been arranged for nineteen residents on 15<sup>th</sup> December 2022. The Centre will then take a break over Christmas and resume on 5<sup>th</sup> January 2023. The Council approved expenditure of up to £100 from the grant in response to Cllr. Lesley Taylor's request to fund Christmas hampers for the most vulnerable in the parish who are unable to attend the Christmas lunch.

b) Middleton Moor – the Chairman reported that a meeting of the Moor Management Group has been arranged for 16<sup>th</sup> December 2023 which he and Cllr. Lynda Whitbread will attend.

e) ESC Community Partnership – the Chairman reported that he attended the latest meeting of the partnership which has a fund of £25,000 per annum to spend on community initiatives. The partnership is hoping to offer a grant scheme to support capital expenditure on village halls for replacement heating systems, electric vehicle car chargers and insulation. There was also a discussion about expanding youth activities in the area.

## **10. Administration**

a) The Council conducted the annual review of the Risk Assessment and approved the changes.

b) The Council agreed to appoint the Suffolk Association of Local Councils as internal auditor.

c) The Council agreed meeting dates for 2023.

## **11. Finance**

a) The Council noted the latest financial position and verified last month's approved payments.

b) The Council approved the bank reconciliation for Quarter 2 2022-2023.

c) The Council agreed to fund the Quiet Lanes signage from Community Infrastructure Levy receipts.

d) The Council agreed to donate £100 to the Citizens' Advice Service – East Suffolk.

e) The Council authorised the following payments:

<b>Details</b>	<b>Payee</b>	<b>Amount</b>	<b>Power</b>
Clerk's Salary	Sharon Smith	£351.40	LGA 1972 s.112
Clerk's PAYE	HM Revenue and Customs	£27.60	LGA 1972 s.112
Clerk's Expenses	Sharon Smith	£40.79	LGA 1972 s.111
Bank Charges	HSBC	£8.00	LGA 1972 s.111
Drop In Centre Expenses	Lesley Taylor	£46.96	LGA 1972 s.137
Drop In Centre Expenses	Lesley Taylor	£108.93	LGA 1972 s.137
Quiet Lanes Signage	Suffolk County Council	£200.00	RTRA 1984 s.72

## **12. Correspondence**

The Council reviewed the correspondence received between 4<sup>th</sup> November 2022 and 8<sup>th</sup> December 2022.

## **13. Next Meeting**

The Council agreed the date and time of the next meeting which is scheduled for Tuesday 14<sup>th</sup> February 2023 at 7:00 pm at the Village Hall.

The meeting closed at 7:30 pm.