



Wickham Skeith Parish Council

DRAFT MINUTES of PARISH COUNCIL MEETING held **MONDAY, 11 NOVEMBER 2020** by videoconference

Present: Cllrs T Thorogood (Chair), M Freeman, M Blair, K Knights, T Rowe, Cllrs Warboys (MSDC) and Stringer (SCC), H Roberts (Clerk) and 1 member of the public. Apologies received and accepted: Cllr R Palmer.

- 1 09/11/20: Chair's Welcome: The Chair opened the meeting, welcoming those in attendance.
 - 1.1 09/11/20: The meeting witnessed and **noted** the signing of Cllr Rowe's Declaration of Acceptance of Office. It was **agreed** that Cllr Rowe would send his declaration to the Clerk for signing later, along with his Register of Interests document.
 - 1.2 09/11/20: The Chair welcome Cllr Rowe to the Council.
- 2 09/11/20: Declarations of Interest and dispensations: none.
- 3 09/11/20: Minutes of Meeting: Minutes of Meeting held 14th September 2020 were **approved**. It was **agreed** the Chair's signing of the minutes would be done outside of the meeting.
- 4 09/11/20: Village Forum: no issues raised.
- 5 09/11/20: Reports from County and District Councillors, Police, Parish Clerk and Parish Councillors
 - 5.1 09/11/20: SCC: Cllr Stringer's report for November is available on the parish council's website. Main points:
 - Covid-19 update.
 - SCC response to 'Planning for the Future' consultation.
 - 'Home but not Alone' scheme relaunched.
 - Boundary review consultation.
 - 5.2 09/11/20: MSDC: Cllr Warboys' report is available on the parish council's website. Main points:
 - Update on Annual Council meeting.
 - Update on consultation for changes to the planning system.
 - Public Realm service contract review.
 - Homelessness support grant.
 - Stowmarket Leisure Centre/High School site - stakeholder consultation started.
 - Gateway 14 update.

Cllr Blair asked if the previous work carried out by Wickham Skeith PC was included in the latest version of the Local Plan. Cllr Warboys responded that it was. Ideas for applying for Locality Grant money were discussed, including bike racks, bottle bank, sound system for the village hall and information board in the village. No decisions were made but Cllr Warboys agreed to send the relevant forms to the Council.
- 5.3 09/11/20: Suffolk Police. Report provided by Clerk based on Suffolk Police newsletter. No crime was reported in the area in August 2020.
- 5.4 09/11/20: Parish Clerk
 - Website accessibility. Basic evaluation completed and circulated to Cllrs 22nd October. Changes to the website ongoing. Accessibility Statement drafted for approval.
 - Draft policies prepared for meeting: Financial Regulations, Publication Scheme, Code of Conduct.

Wickham Skeith Parish Council

Chair: Tim Thorogood 01449 766757	Parish Cllrs: Kevin Knights 01449 767708
	Tom Rowe 0207 457 8711
	Margarita Freeman 01449 767009
Parish Clerk: Huw Roberts 0777 180 8677	Richard Palmer 07376 142447

- Information on the rules for quorum and the '6 month rule' for Councillors' attendance sent to Councillors on 28th September 2020.
- List of Tree Preservation Orders circulated to Cllrs 20th October 2020.
- Village Green: Land Registry search circulated to Cllrs 3rd October 2020. Update on previous Council minutes from 2001 regarding Village Green sent to Cllrs 16th September 2020. Copies of the Village Green documents have been taken by Village Recorder. Suffolk Archives not yet accepting new documents due to covid restrictions and new offices.
- Speed Indicator Device: SID recharged, data downloaded and analysed. Summary sent to Cllrs 22nd October 2020. See agenda item 5.5.1 (09/11/20) below.
- Clerk training: ILCA training started. Clerk attended SLCC Virtual Conference in October.

5.5 09/11/20: Parish Councillors

- 5.5.1 09/11/20: Community Speed Watch. It was **agreed** the Clerk would send the data collected send to Cllr Stringer for action. It was **agreed** that the Council would ask Mr. Merriam if he would volunteer to manage the SID battery re-charging. It was **agreed** the Clerk would explore with Cllr Stringer the options for moving the SID location in the village.
- 5.5.2 09/11/20: General Data Protection Regulation. Nothing to report.
- 5.5.3 09/11/20: Community Emergency Plan, including Covid-19 emergency. The Emergency Plan is still active; the Council will review whether to close the Plan as covid restrictions are lifted.
- 5.5.4 09/11/20: Defibrillator. Training was discussed. Cllr Stringer mentioned free training had been offered at Mendlesham, but this was on hold due to covid. Cllrs were reminded the device is designed to be used by novices.

6 09/11/20: Correspondence Received

- London Hearts. Enquiry if another defibrillator needed. Circulated to Cllrs 15th September 2020.
- Planning whitepaper webinar. Details circulated to Cllrs 17th September 2020.
- Enquiry from Bacton PC regarding speedwatch. Circulated to Cllrs 29th September 2020.
- SALC Area Forum. Notes circulated to Cllrs 27th September 2020.
- Enquiry from Bacton PC regarding Christmas Star Trial. Circulated to Cllrs and village volunteer group 2nd October 2020.
- Nexus Fostering. Appeal for foster carers circulated to Cllrs and village newsletter 3rd October 2020.
- HealthWatch Suffolk. End of Life survey circulated to Cllrs and village volunteers 3rd October 2020.
- Headway Suffolk. Request for donation circulated to Cllrs 6th October 2020.
- CAS Covid volunteer survey. Circulated to volunteer group (who completed the survey) 9th October 2020.
- SALC newsletter. Details of police forum and councillor training circulated to Cllrs 13th October 2020.
- Suffolk ArtLink 'Make Do And Friends' programme details circulated to Cllrs 21st October 2020 and publicized on website.
- Suffolk Police Forum, 12th November. Invitation sent to Cllrs 22nd October 2020
- Suffolk Community Foundation event, 11th November. Invitation sent to Chair 27th October 2020.
- NALC response to Government's Planning White Paper. Circulated to Cllrs 2nd November 2020.

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7 09/11/20: Finance

7.1 09/11/20: Financial position as of 31st October 2020 was presented by the RFO and **approved** by the Council. It was **agreed** the Chair's approval signature would be obtained outside of the meeting.

7.2 09/11/20: The RFO presented an update, including the Asset Register, which was **approved** by the Council.

7.3 09/11/20: The RFO presented a draft budget for consideration. The final budget and precept will be agreed at the next meeting in January.

7.3 09/11/20: Invoices for Approval. The Council **approved** the payment of up to for £160.00 for the new minute book. It is anticipated the current minute book will last the rest of the calendar year. It was **agreed** this cheque would be signed outside of the meeting.

8 09/11/20: Planning Matters

8.1 09/11/20: The application was noted for planning permission DC/20/03215. Erection of two storey rear extension. Location: 4 Grange Road, Wickham Skeith, Eye, Suffolk IP23 8NE. (Comments deadline was 19th October 2020.)

8.2 09/11/20: The planning decision DC/20/03609 was noted. Notification of Works to Trees in a Conservation Area - Pollard 1no. Willow tree to 5-10m Jacks Barn, The Green, Wickham Skeith, Eye Suffolk IP23 8LX.

9 09/11/20: Working Parties

9.1 09/11/20: Village Green. This was discussed under agenda item 5.4. Cllr Knights reported that he had not yet met with the Tree Warden.

9.2 09/11/20: Grimmer Fishing. It was **agreed** the Clerk would check what powers the Council had regarding regulation of fishing in the Grimmer.

Note: at this point Cllr Freeman left the meeting and could not re-join due to technical difficulties.

10 09/11/20: The Council considered and **adopted** the following policies:

- 10.1 09/11/20: Financial Regulations
- 10.2 09/11/20: Publication Scheme
- 10.3 09/11/20: Code of Conduct
- 10.4 09/11/20: Website Accessibility Statement

11 09/11/20: Matters for next agenda

- Agree final budget and precept.

Note: at this point Cllr Blair informed the Council of his resignation, due to his imminent move out of the area. The Chair and all present thanked him for his work on the Council over the years. Cllr Blair mentioned he held some papers to do with the Local Plan. It was **agreed** the Clerk would collect these from the Chair at a convenient time.

12 09/11/20: Next Meeting: Monday, 11th January 2021.

Meeting closed at 9:40 pm

Signed: Date:

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