



Wickham Skeith Parish Council

MINUTES of PARISH COUNCIL MEETING held **MONDAY, 13 JULY 2020** by videoconference

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

1. Chair's Welcome: The Chair opened the meeting, welcoming those in attendance.
2. Declarations of Interest and dispensations: none.
3. Minutes of Meeting: Minutes of Meeting held 11th May 2020 were **approved** by all Councillors. It was **agreed** the Chair's signing of the minutes would be done outside of the meeting.
4. The resignation of Cllr Bowes on 9th March 2020 was noted the Council thanked her for her service to the Council and the residents.
5. Village Forum: a member of the public reported that orchids are growing in the south verge on the village green and requested the verge not be cut. The Council **decided** that, as the verge would not be cut until the autumn anyway, no additional action was necessary.
6. Reports from County and District Councillors, Police, Parish Clerk and Parish Councillors:
 - 6.1 SCC: Cllr Stringer's report is available on the parish council's website. Main points:
 - Suffolk Local Outbreak Control Plan published.
 - Concessionary travel rules reintroduced on public transport.
 - Planning Inspectorate accepts plans for Sizewell C and begins examination process.
 - Cabinet approves 5-year cycling plan for Suffolk. Cllr Stringer asked for people to contact him if they know of possible cycling routes that could be supported.
 - Road closures to support cycling and walking.
 - No spare seats will be offered on Home to School Transport buses. Parents who are concerned by this change can call 0345 606 6173, and information will also be available on www.suffolkonboard.com.
 - 6.2 MSDC: Cllr Warboys' report is available on the parish council's website. Main points:
 - Update on Joint Local Plan.
 - Update on Environment and Climate Change Task Force, including resolutions to increase tree and hedgerow planting and to work with local communities and support them to develop 'place-specific' solutions and build resilience to climate impacts.
 - Update on Cycling Strategy. Cllr Warboys has asked for better provision for cyclists between Old Newton and Stowmarket, within the town of Stowmarket and between neighbouring villages to improve links to schools, local retail outlets etc., as well as for leisure. Cllr Knights asked if cycle markings will be on the two roundabouts on the A140. Cllr Stringer advised it would. It was unknown if the road would be closed at both ends during the works.
 - MSDC out of county investments. An update on CIFCO, the District Council investment company.
 - Business grants. Another round of grants is due to be launched on 3 July 2020. Early Years Settings will be eligible, amongst others not covered by previous grant schemes.
 - Locality Awards. Cllr Warboys requested anyone to get in touch if they of a community group in need of some funding.
 - Disabled Facilities Grant. Cllr Warboys asked anyone anyone who needs any kind of adaptation to their home to please get in touch.

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6.3 Suffolk Police. Report provided by Clerk based on Suffolk Police newsletter. No crime reported in area in May 2020.

6.4 Parish Clerk

- Cllr vacancy advertised again in village newsletter.
- Website accessibility: Clerk attending SALC training on this topic later this month.
- Clerk's time log for last 6 months sent to the Chair.
- Guidance on use of personal email addresses shared with Cllrs. It was **agreed** the Clerk would propose policies for information retention, data protection, and processing information requests to the Council for consideration.
- Registration of Interests: information and guidance sent to Cllrs.
- Clerk recommended the Council set up Facebook and Twitter accounts to increase public engagement. There was some scepticism amongst Cllrs on the need for these and it was **agreed** that the Clerk would provide more detail on the proposal at the next meeting.

6.5 Parish Councillors

6.5.1 Community Speed Watch. Cllr Stringer advised that speeding was likely to be an issue during the covid-19 lockdown. It was **agreed** that Cllr Knights would pass the speed gun battery and key to Cllr Blair, and that Cllrs would send Cllr Blair their details for the rota. Cllr Blair commented that a recent accident on the A140 had led to trucks coming through the village and damage to the verges.

6.5.2 General Data Protection Regulation. Cllr Palmer said he will bring his report on GDPR training at a later date.

6.5.3 Community Emergency Plan. It was **agreed** to keep the Emergency Plan active, and to review whether to close the Plan as more lockdown restrictions are lifted.

6.5.4 Defibrillator. Enquiry received from London Hearts asking if the village wants additional defibrillators. Cllr Stringer advised that rather than set up another defibrillator in the village, it would be better to ensure residents are trained in the use of the existing one, and that funds are used to keep it maintained. It was **agreed** that this recommendation would be forwarded to Cllr Freeman.

7. Other Correspondence Received

- Notification of SALC AGM, 30th July (via videoconference).
- Enquiry regarding grazing land from a resident. Resident was advised to try village newsletter and noticeboard.
- Guidance on opening up village halls from Community Action Suffolk. Forwarded to the Village Hall committee.
- SALC remote meetings survey. Responded to by the Clerk.
- Community Climate Action survey from SALC. Responded to by the Clerk.
- Notification from a resident of land coming up for auction. Forwarded to Cllrs for information.
- Request for volunteers for Historical Research in Eastern Region. Publicized on the council website.
- Poster from Nexus Fostering to recruit foster carers. Publicized on the council website.
- NALC: Model code of conduct consultation. Details shared with councillors. It was **agreed** that the Council as a whole did not wish to respond, but individual councillors may still do so.

8. Finance

8.1. Financial position as of 30th June 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. It was noted that the signatories for the bank account have been changed to accommodate the change in Council personnel. It was noted that the RFO now has online access to bank statements.

8.2. The RFO presented an update on the Internal Audit for 2019/20, which has been completed. The Council noted the Internal Audit report. The Council noted that this document, the Accounting Statement, the Annual Governance Statement, the Internal Audit Controls, the Summary of Receipts and Payments, the Certification of Exemption, the Bank Reconciliation, the Explanation of Variances, and the Notification of Public Rights are all available of the Council

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website. The Council thanked the Internal Auditor for their work. The Clerk also thanked the previous Treasurer for their support in preparing for the audit.

8.3. Invoices for Approval. The Council **approved** the payment of an invoice for £48 for the hire of the village hall for Council meetings between November 2019 and March 2020. The Council also approved in principle the payment of £5 to Suffolk County Council for a proposed search of their village green database. It was **agreed** these cheques would be signed outside of the meeting.

9. Planning Matters

9.1. The Council considered and raised **no objection** to the proposal DC/20/02506: Householder Planning Application - Erection of a conservatory/porch (following demolition of existing porch). Location: Holly End, 133 Grange Road, Wickham Skeith, Eye Suffolk IP23 8ND.

9.2. The Council noted the decision on DC/20/01394: Notification of decision: Discharge of Conditions application for DC/19/00158 - Condition 3 (Materials) and Condition 6 (Landscaping Scheme). Location: Homeleigh, The Broadway, Wickham Skeith, Eye Suffolk IP23 8LX

10. Casual Vacancy: the Chair reported that a member of the public was interested in joining the Council and that he would come to the next meeting.

11. Working Parties

11.1 Village green

The Clerk reported that he was still waiting the results of the Land Registry search for the village green, however, he had found in the Council's records evidence that the green had been registered as a village green. This restricts what the land can be used for and gives the Council some rights and obligations over the land. It was **agreed** that the Clerk would send all Cllrs a scan of the village green registration document and any associated maps. It was **agreed** that the Clerk would also check with SCC that they had a record of the village green registration. It was **agreed** that the Clerk would contact the Village Recorder and Suffolk Archives to see if they want copies of the documents the Clerk had found regarding the green.

11.2 Grimmer Fishing. Not discussed.

12. Matters for next agenda

Management of trees on the village green. It was **agreed** Cllr Knights would liaise with the member of the public on an application for tree management.

13. Next Meeting: Monday, 14th September 2020.

Meeting closed at 9:25 pm

Signed: Date:
Chair

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