

**Wednesday 1<sup>st</sup> July 2020 - ZOOM Meeting commenced at 8pm**

**Present:** J Miller (Chair), M Clements (Vice-Chair), M Reeve (Phone), W Ratcliffe, K Goudy, K Hall-Price (Clerk), District Cllr R Eburne, District Cllr K Welham, County Cllr A Stringer, and 0 members of the public. K Baker & M Helliwell joined the meeting at 20.04hrs.

1. **Welcome & Apologies:** The Chairman welcomed everyone to the July 2020 meeting using the Zoom forum. Cllr Mary Reeve attended via phone using the Zoom conference facility. Cllr James Harbidge and Revd Carl Melville have sent their apologies.
2. **Dispensations:**
  - a) To consider any requests for dispensations – No new requests received.
  - b) To note existing dispensations. The standing dispensation for Cllr Clements in respect of the proposed development land between Silver Street and Finningham Road and Cllr Reeve in respect of the proposed development of the Greenacres Site.
3. **To receive any declarations of personal/prejudicial interest.** No-one declared an interest in any items on tonight's agenda.
4. **To approve the minutes of the meeting held on 3<sup>rd</sup> June 2020.** It was proposed by Cllr Clements and seconded by Cllr Baker to accept the minutes as true and accurate and they will be signed accordingly by the Chairman at a later date.
5. **Clerks report following June meeting.**
  - Crier submission not required until Crier resumes printing.
  - RTI and Nest Pension submissions were completed.
  - Telephone calls to Cllrs Reeve and Goudy and delivery of Cllr envelope to Cllr Reeve.
  - All cheques for payment following the Zoom meeting approval for May payments were signed by Cllrs Goudy and Miller on Thursday 4<sup>th</sup> June and have been issued.
  - Clerk has set up virtual meetings on Zoom and made telephone access available to those without access to a computer.
  - Planning Responses were issued to MSDC following the meeting by the deadlines set.
  - The letter from a young resident regarding the replacement of a goal post on the playing field has received the response that the football club have decided that it is surplus to requirements and there is no intention to replace it. The Clerk has forwarded the correspondence to Libby Brooks, Philip Groom and the Community Council for consideration. Community Council can only consider requests on behalf of groups / organisations and not individuals but Libby has agreed to include it in her survey for play equipment. Clerk has since received an email from the village hall committee Chairman stating that as the playing field is currently being abused and they are not sure that it is our residents using the playing field that this will not be considered further at this time.
  - Ward Green has been missed off the cutting schedule with CGM. I have received 2 resident complaints so far. I have been in contact with the contractor who has promised this was an oversight and will be rectified. They are next due on-site w/c: 29<sup>th</sup> June. Both residents who have queried the cutting schedule have been made aware of the situation.
  - Clerk made enquiries with MSDC regarding Cllr Vacancy advertised in March. As the formal notice of the vacancy has already been given, we are allowed to put up notices to advise that there is still a vacancy and can co-opt when someone comes forward. Internet an essential. Currently all meetings are being held via Zoom forum and remote working essential.
  - SALC AGM will this year be on 30<sup>th</sup> July via Zoom Conferencing. Cllr Mark Clements has requested to attend, the website booking forum is not yet live taking bookings, Clerk will ensure Cllr Clements is booked onto the AGM as soon as the bookings page goes live.

## **Police Report / Information**

- Crime Map UK have temporarily suspended the crime mapping functionality on Police.uk. This is to prioritise providing access to key policing services to support the response to Covid-19. They are looking to restore the crime mapping service and Performance data in the near future, but for the time being you can still access crime data and local force information on [data.police.uk](http://data.police.uk).
- Suffolk Constabulary is warning pet owners to take extra care after seeing a number of dog thefts this year. Police are advising dog owners to review security of any outdoor kennels. There have been 12 confirmed cases where dogs have been stolen within the county this year, and Police have confirmed that all but one of the incidents involved the theft of dogs that would be classed as working gun breeds. Security measures to prevent thefts include good quality locks and lighting, while consideration should be given to CCTV and sensors as these offer an early alert to the presence of intruders. Gardens should be well secured with fencing or hedges, while gates should be kept locked. Owners are advised not to leave dogs out in open gardens and yards when they are not at home and, if possible, they should be brought into the house overnight. Ensure your dog is chipped and, if neutered, mark the dog's tag as such as this makes them less attractive to thieves that may want to steal them for breeding. When out walking, if you let your dog off the lead, don't allow it to leave your sight. Police are advising to consider your security on social media and avoid giving away details that may highlight your address and the fact you have a dog which could be attractive to thieves. Police are also urging owners of other pets to be wary of thieves, saying birds have been stolen too. Anybody with any information regarding the theft of dogs or other pets is encouraged to contact Suffolk police via Website: <http://www.suffolk.police.uk/contact-us/existing-report-update>
- Police & Suffolk Trading Standards are urging residents to remain vigilant of telephone scams after an elderly victim fell victim to an Amazon telephone scam. Suffolk Trading Standards has issued the following guidance - Beware of telephone calls being made by fraudsters pretending to be from Amazon. Reports of calls being made from individuals claiming your Amazon Prime subscription is due to expire, and will be automatically taken from your account. The recorded message asks you to press 1 to cancel or to speak to customer services. The call then goes through to an individual who "requires" your personal details. Another scam call claims that your Amazon Prime account is being cancelled and that bank details are required to refund this. If you receive a call, claiming to be from Amazon, HANG UP! Do not provide any personal information, your Amazon log in details, banking details or credit/debit card information. Report any scam calls to Suffolk Trading Standards via Citizens Advice Consumer Service on 0808 223 1133. Other methods of contacting Suffolk Police are as follows Website – [www.suffolk.police.uk](http://www.suffolk.police.uk) or <http://www.suffolk.police.uk/contact-us/report-something> Crimestoppers – Contact the independent charity Crimestoppers 100% anonymously on 0800 555 111, or via their online form: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

## **6. Financial matters & Financial report**

**Audit of Parish Council Accounts** - The clerk has issued the period for the exercise of public rights notice 22nd June 2020 – 7<sup>th</sup> August 2020 and all relevant information and public documents are available on the website. This is in line with the local audit and accountability act 2014 and the transparency code. Clerk has now submitted for external audit to PKF LittleJohn. The Chairman signed the CIL report for submission to MSDC on 4<sup>th</sup> June, Clerk to submit to MSDC.

**Online banking** – Online banking can be set up by the signatories contacting Business Services on 0345 6052345 and stating that they want to do online banking which will trigger the dual authorisation process alternatively we can change the mandate to a simple sign in which will give the clerk the ability to make payments on behalf of the parish council once approved at the meeting. There is a lengthy hold time but advise was to call early in the morning as the wait time was usually under 30 minutes if early enough. Proposed and seconded to move to online dual banking – All signatories to contact

### **Bank Account Balances:**

- Barclays Statement Balance = **£27,237.60** (30.06.2020).
- Scottish Widows 60 Day account balance = **£3,378.46** (31.03.20)
- Scottish Widows Deposit account = **£253.46** (31.03.20)
- Public Works Loan – Balance outstanding = **£22,246.80** (06.04.2020)

### **Accounts for payment - June 2020:**

- KAREN PRICE - Salary June includes holiday pay, expenses and less tax & NI and pension = **£968.03**
- HMRC – PAYE NI & Tax – Employee £16.39, Employer NIC £27.13- less employment allowance = **£16.39**
- NEST Pension Contribution **DDR** – employee 5% £37.15, employer 3% £27.86 = **£65.01**
- Adam Alexander – Cemetery Maintenance June 2020 = **£300.00**
- CGM Grass cutting - Playing Field, Village Hall areas, Play areas plus behind the sports and social club on 7<sup>th</sup> and 20<sup>th</sup> May 2020 = **£431.93**

## **Monies Received – June 2020: Nothing received / banked.**

Proposed by Cllr Clements and seconded by Cllr Goudy to pay the accounts. All Cllr's present agreed. The cheques will be signed accordingly following the meeting observing social distancing and government advice.

### **7. Correspondence Received & Circulars:**

- NALC – New model code of conduct consultation – Deadline 17<sup>th</sup> August 2020.
- NALC – Covid 19 Guidance for safe use of multi-purpose community facilities. Forwarded to Village Hall by Cllr Baker.
- Highways England – A14 Jct 50 Phase 2 & 3 works – To be included on the village website
- British Horse Society 2026 – Historical Researcher Notice to be included on the shop noticeboard, copy the notice to Judy Barnes for information.

Circulars received are being forwarded where appropriate to all Cllrs via email.

### **8. To receive District Councillor's Report – Mrs Rachel Eburne / Mr Keith Welham.** All Cllrs have received the report prior to the meeting.

- Covid-19 - Staff are continuing to work from home, making use of Microsoft Teams to hold virtual meetings with colleagues, councillors and residents. Non-urgent site inspections are not taking place. Some officers are beginning to return to their normal jobs having been seconded to different duties arising from the pandemic. The Home but not Alone emergency line continues: 0800 876 6926.
- Meetings - All District Council and Committee meetings are now being held as virtual meetings using the Microsoft Teams platform. They can be viewed on YouTube. The full Council meeting on 23 July will be the Annual Council Meeting where the Chair of the Council will be elected for the year and appointments to committees and outside bodies will be confirmed.
- Joint Local Plan - We still don't know when the Joint Local Plan will be available and ready to be considered at a meeting of the full Council. We will soon be provided with a timetable for the remaining steps that need to be followed. The next version of the Plan, when we see it, may well be very different from the consultation draft of July 2019. If, and when, Council approves the Plan, it will be subject to further consultation and an Inspector's Examination before it can be formally adopted as planning policy.
- Environment and Climate Change Task Force - Proposals from the Cross-Party Task Force of Mid Suffolk and Babergh Councillors are due to be considered by Cabinet on 6 July. They contain a number of environmental measures which could form the councils' first Carbon Reduction Management Plan, setting out how they aim to fulfil their ambitions of becoming carbon neutral within the next ten years.
- The proposed actions are the first steps in achieving the long term objective to reduce the councils' current emissions of approximately 5,452 tonnes (Mt) of carbon dioxide equivalent (CO<sub>2</sub>e) per year, looking into how best to invest in order to reduce this to net zero.
- Gateway 14 - MSDC and the Greater South East Energy Hub (GSEEH) will be jointly funding a study into low carbon opportunities for Gateway 14, the commercial development site bought by MSDC in 2018. Green Party councillors have been pressing for the site to be developed sustainably making use of green energy technology and we welcome this study to look at how low and zero carbon initiatives can be integrated into new developments. It is hoped that the findings of the study can be used to share learning and best practice across the region.
- Cycling Strategy - MSDC is commencing work on rewriting the Cycling Strategy which is out of date. We have 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.
- MSDC out of county investments - Three years ago, MSDC and Babergh set up an investment company (CIFCO) and have so far borrowed around £60 million which they have loaned to CIFCO to buy commercial properties, almost all of which are outside Suffolk. The scheme was set up to make profits to improve services for residents of the districts. A recent revaluation of the portfolio shows a loss in the last 12 months of around £3 million; with fees of some £500,000. In recent months only 50% or so of the rental due to CIFCO has been paid. A recent scrutiny of the CIFCO Business Plan for 2020/2021 raised many concerns which need to be considered before full Council is asked to approve the Business Plan at the meeting on 23 July.
- Business grants - Another round of business grants is due to be launched on 3 July; Early Years Settings will be eligible, amongst others not covered by previous grant schemes.
- Locality Awards - A reminder that Locality Awards have been launched for 2020/21. We have £14,700 available across the Ward – Haughley, Old Newton, Gipping, Stowupland and Wetherden. So far there have been no bids from Old Newton groups or clubs. If you know of a community group in need of some funding, please put them in touch.

- Disabled Facilities Grant - In the recent Performance Reporting we raised concerns, again, that the grant available is not being spent. If you know anyone who needs any kind of adaptation to their home, from a handrail to a wet room, please ask them to get in touch. The application process is very straightforward.
- MSDC have found that some facilities have tested positive for legionnaires disease in public toilets due to lack of use.
- Some of the community groups may well be hearing from MSDC to access services locally as it is becoming apparent that many people do not wish to visit Endeavour House.

Councillor Keith Welham  
[keith.welham@midsuffolk.gov.uk](mailto:keith.welham@midsuffolk.gov.uk)  
 Phone number 01449 673185

Councillor Rachel Eburne  
[rachel.eburne@midsuffolk.gov.uk](mailto:rachel.eburne@midsuffolk.gov.uk)  
 Telephone 01449 673311

**9. To receive County Councillor's Report – Mr Andrew Stringer.** All Cllrs have received Cllr Stringer's report prior to the meeting.

**COVID-19 Update** - Latest Government advice is available here: [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)  
 Latest SCC information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

**Suffolk Local Outbreak Control Plan published** - Suffolk County Council has published a Local Outbreak Control Plan which sets out how Suffolk would prevent and respond to a localised outbreak of COVID-19. A copy of the full plan and an executive summary can be viewed here: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolks-response/>  
 Suffolk has received £2.79m from the Government to support the delivery of the plan. The plan focuses on:

- Preventing and managing outbreaks in 'complex settings and groups' e.g. care homes, schools, health settings, workplaces, public spaces, BAME communities and those that are shielded;
- Strategic and coordinated approach to COVID-19 testing in Suffolk, with a focus on care home testing, hospital testing, lab capacity and workforce for swabbing;
- Suffolk COVID-19 Data Centre, which will continue to monitor the local situation;
- Providing clear guidance on NHS Test and Trace and what to do in the event of a local outbreak.

**Concessionary travel rules reintroduced on public transport** - Suffolk County Council has announced that concessionary travel rules, which had been relaxed during lockdown, will be reintroduced from July 6. This means that from Monday 6 July, concessionary bus passes in Suffolk will only be valid Monday to Fridays from 9:30am to 9pm, and all day on Saturdays, Sundays and Bank Holidays. The council has stated this is necessary to support social distancing on peak bus services, as more people return to work and school. All passengers are now required to wear a face covering on public transport.

**Planning Inspectorate accepts plans for Sizewell C and begins examination process** - On 24 June, the Planning Inspectorate agreed that EDF Energy's DCO application for Sizewell C could proceed to the examination stage. The formal pre-examination stage of the process (Section 56 Notification Stage) will begin on 8 July and run to 30 September. Anyone who wishes to be involved in the examination process will need to register on the Planning Inspectorate website to become an 'Interested Party' and provide a written summary of their views on the DCO application. All registered Interested Parties will be kept informed of progress and about opportunities to participate in the next examination stage. More information about the application and how to register as an Interested Party is available here: <https://infrastructure.planninginspectorate.gov.uk/projects/eastern/the-sizewell-c-project/?ipcsection=overview> Both Suffolk County Council and East Suffolk Council have raised concerns about the adequacy of EDF's consultations so far, particularly with regards to the level and quality of information that has been made available throughout the consultation exercises. On 9 July, my group will be proposing a motion to Suffolk County Council asking the Council to oppose the development of Sizewell C. If you are interested in watching the debate, the Council meeting will be available to watch on Suffolk County Council's YouTube channel.

**Cabinet approves 5-year cycling plan for Suffolk** - On 16 June the Cabinet approved a 5-year cycling plan for Suffolk, which identified 148 potential routes to be prioritised. This is as a result of a motion proposed by my group in July 2018, which called on the council to produce a strategic costed 5-year cycling plan. Funding has not yet been secured for these routes, but the cycling plan will provide a strong basis to bid for funding as and when it becomes available. The 148 routes identified by the plan are intended to be starting point, rather than a fixed programme of works. The Cabinet's approval of the plan means that discussions can begin with district and borough councils on developing the five-year-plan

further. If the parish council has known routes in the area it would like to see improved or created, please let me know and I can feed this into the process.

**Road closures to support cycling and walking** - As part of the Covid-19 recovery and to support social distancing, the Department for Transport has told local authorities that they are expected to make significant changes to road layouts to support cycling and walking, with all measures implemented within the coming weeks. The Government has also asked that evaluation is included in the emergency interventions put in place so that authorities can make temporary measures permanent where possible, enabling a long-term shift to active travel. Suffolk County Council plans include closing off sections of roads to motorised vehicles, widening existing footpaths and cycle lanes, providing temporary footpaths and cycle lanes and changing traffic signal timings to reduce waiting times at puffin and toucan crossings. The Council has been allocated £337k from the Department of Transport, with the potential for further funding if the measures they put in place are successful. Details about the various schemes are available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/active-travel-improvements-for-cycling-and-walking/>

**No spare seats will be offered on Home to School Transport buses** - Suffolk County Council normally allows families who are ineligible for free school transport to purchase a spare seat on the council's school buses. However, due to social distancing requirements, school buses will only be able to transport a smaller group of children. The council have therefore stated that they are not in a position to be able to offer spare seats for September. All affected families will be emailed directly to inform them of this change. If changes are made to social distancing rules, the council will review the guidance to see if they can safely offer spare seats. Individual family circumstances will be considered under the usual review and appeal procedures, and the council will use its discretionary power to offer transport arrangements where it is clear that this is absolutely essential to enable a non-eligible child to attend school. The usual cost of a spare seat will apply where a discretionary seat can be provided exceptionally. Any parents who are concerned by this change can call 0345 606 6173, and information will also be available on [www.suffolkonboard.com](http://www.suffolkonboard.com).

**Cllr Baker** – Cycling plan – link if possible so the village could suggest one for the school. The link is being updated all the time and is a work in progress.

Quiet lanes are being used by Motorcycles. Cllr Stringer does not believe these are a good idea. They do not have any legal status.

## 10. Planning Applications

- **DC/20/02462 - Proposal:** Householder Application - Erection of single storey side (roof extension) and rear extensions. **Location:** Robine, Station Road, Old Newton, Stowmarket Suffolk IP14 4HQ. Application deadline by **14th July 2020**. The only alteration the Councillors could see from the previous application DC/18/01354 is the removal of the double storey element. Cllrs did not have an issue with the previous application and couldn't see any issues with the new proposals as its now single storey. Clerk has not received any comments from parishioners. Proposal by Cllr Goudy and seconded by Cllr Ratcliffe - Majority Cllrs in favour. Approved at Parish Council level.
- **DC/20/02585** - An Additional planning application came in on Tuesday 30<sup>th</sup> June which has come in too late to be included on the July meeting agenda. Erection of single storey front and first floor side extension. Erection of two storey rear extension to garage and alterations to roof to form annex ancillary to principal dwelling at Mill House, Ward Green, Old Newton. Clerk will need to arrange an additional planning meeting giving the required public notice days. Deadline for comments is 21<sup>st</sup> July 2020. Cllrs Eburne and Welham to be included on the invitation to attend the virtual meeting.

## 11. Planning Decisions – None Received

**12. Employment Committee – Clerks Appraisal Update** – On Monday 15<sup>th</sup> the employment committee did a zoom appraisal and performance review and set targets for Karen – Also a point was that moving forward all Cllrs need to become basically literate on computers and be able to access emails and information. Recommendation to put forward to finance committee for the clerk to receive an increase. Annual appraisal to come with a recommendation. Mid term reviews to be done 6 mthly to be scheduled prior to finance review and budget preparations. Committee members are fully aware that for 12 years the Clerks salary has not been increased. Finance committee to convene a meeting within the next month to look at a move in her salary. Stated that moving forwards this will happen on a 12 monthly cycle. Finance meeting via Zoom to be arranged.

- 13. Cemetery amendment to include double depth ashes plots on memorial pathway.** A cemetery review is in need to consider pricing. Apparently we are the cheapest anywhere locally and Bacton have recently increased their prices in line if not more expensive than Stowmarket, even doubling our figures for non-residents is still cheaper than anywhere else. A review of the policy to ensure that only residents and individuals who have lived in the village for more than 5 years or have had strong links to the village should be considered and needs to be strictly adhered to.

Chairman and Clerk reviewed the number of burial plots available (circa 18) before the need to use the new part of the consecrated cemetery ground. A request was made for double depth joint burial plots for ashes on the memorial pathway to be considered. The Cemetery committee agreed that this wouldn't be an issue and the Clerk agreed to update / amend the cemetery policy accordingly. Item 14 in the policy amended and the fees included the same price for single burial. Cllrs need to accept the amendments at tonight's meeting. Cemetery to meet over the summer and look at charges moving forward. Report back in September.

Cllr Goudy has removed his white stakes. Clerk to ensure that the area around the bins is included and removal of any dead Christmas trees and wreaths.

- 14. Station Road – Haughley Silo Site Update.** Clerk has not had any further information. Access onto the road is now much wider. There is apparently a problem with water runoff into the road more than previously leading to the runoff running to the bend at the bottom.

- 15. Old Bells Farm, Wassicks Lane, Haughley – Operator Licence for goods vehicle and trailer – Update**

Letter was issued to Traffic Commissioners Office including photos of damage already caused by the few larger vehicle movements in this area. Clerk did obtain approval from Cllrs before issue. Nothing received back yet in response. County Council have made representation.

Cllr Rachel Eburne left the meeting at 21.06hrs

- 16. Community Support / DONG / BOB Food Bank Update.** Revd Carl Melville sends his apologies as he is unable to attend tonight's meeting but has stated that Cllr Clements has an update for the Council. The food collections are going well. They have lots of soup and beans but other items are very welcome, there are collection boxes about in the village. People will probably use the service more in the coming months. Please refer any households that would be able to benefit from this service. They are always available on Thursdays and Saturdays at the Church Institute. The new vicar has done well to get this established and tying in with our community groups and DONG. Help can be arranged on a confidential basis.

- 17. Councillors Matters to be brought to the attention of the Council**

- Cllr Baker – correspondence Village Hall – trying really hard to eradicate the problem with dog mess around the village. New signs are going to be displayed imminently around the village hall and playing field.
- Reports about attempted break-ins within the village. Our police data is currently not available and is always 6 weeks out of date but Police apparently were not made aware as incidents have not been reported.
- Nothing yet on the judicial review for the Greenacres site.
- Cllr Reeve has cut the lanes around Ward Green and this is now done. SCC didn't come back. Cllr Stringer will inform Highways team. Thanks to Mary and her son Martin for doing this on behalf of the parish council.

- 18. Additional Matters for inclusion on the agenda for the next meeting.**

- Cemetery Committee
- Finance Committee

- 19. Date of the next Parish Council meeting –** The usual procedure for the August accounts payable will take place whereby the Clerk will put forward for payment in August to the two signatories to be approved at the full council meeting in September.

- Planning meeting agreed to take place on Wednesday 15<sup>th</sup> July using the Zoom forum to include District Cllr Eburne and Welham and County Cllr Stringer.
- Next meeting scheduled for Wednesday 2<sup>nd</sup> September 2020.

Meeting closed at 21.25hrs