

Wednesday 7th April 2021 - ZOOM Meeting commenced at 7.30pm

Present: J Miller (Chair), M Clements (Vice-Chair), M Helliwell, K Baker, N Hardman, M Reeve, K Hall-Price (Clerk), District Cllr K Welham, District Cllr R Eburne, County Cllr A Stringer and 1 member of the public. Cllr Harbidge arrived at 19.56hrs.

1. **Welcome & Apologies:** The Chairman welcomed everyone to the April 2021 parish council meeting using the Zoom forum. Cllr Ratcliffe gave his apologies at the extra planning meeting due to the impending arrival of their first baby so will be absent from tonight's meeting. Cllr Goudy has also submitted his 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. None Received**
4. **To approve the minutes of the meetings as true and accurate records.**
 - March Full Parish Council Meeting on 3rd March 2021, one amendment to the name of Mr & Mrs Tyte to be corrected. proposed by Cllr Baker seconded by Cllr Clements. All Cllrs in favour.
 - Extra Planning Meeting Minutes from 23rd March 2021, proposed by Cllr Hardman seconded by Cllr Helliwell. All Cllrs in attendance at the meeting were in favour.

Both sets of minutes approved as a true and accurate record. The minutes will be signed accordingly by the Chairman at the next available opportunity.
5. **Clerks report following March meeting.**
 - Crier submission has been issued for the April edition.
 - The village website has been updated to include all minutes and information approved and up to date government information regarding Covid.
 - The Election notices have been displayed both on the village noticeboard and the village website.
 - Cllr Hardman has completed and returned her declaration of acceptance of office and declaration of interests forms. These have both been forwarded to MSDC Electoral Services. Clerk still has some information and updates to provide to Cllr Hardman that will be provided this next month.
 - The Know Our Cllrs document has also been updated to include Cllr Hardman and a couple of other small amendments to reflect statements for Cllr Harbidge and Cllr Goudy have also been made. Clerk asks that Cllrs please check their own submissions as these can be amended and updated at any time to reflect any changes.
 - RTI and Nest Pension submissions were completed. Final year submission 2020-2021 has also been submitted and the Clerks P60 has been issued. New financial year 2021-2022 for the payroll has now been created.
 - Clerk has set up virtual meetings on Zoom with all Cllrs now able to access the meetings.
 - Planning Responses were issued to MSDC following the meeting by the deadlines set.
 - Craig Mortimer has now set up the Cllrs email's but the clerk is still waiting on the step by step guide on how to set them up to issue to Cllrs. Clerk will continue to chase.
 - Martin Reeve has been notified that he has been awarded the contract for the Ward Green area for the next 2 years and will commence the schedule shortly. CGM have been awarded the areas around the village hall. Their quote did not cover the hedge cutting at the front and it is believed this has been done by the village hall maintenance contractor previously. CGM would be prepared to cut the hedge annually for an additional cost of £175 plus VAT if the council choose to request it. Agreed to leave it with the Village Hall maintenance contractor unless specifically requested otherwise.

Police Report – (Crime map stats are always going to be circa 6 weeks out of date).

- January 2021 – 4 x violence / sexual offence (1 on Greenacres, 3 on Wassicks Lane)
- February 2021 – 1 x other crime (Nr Greenacres), 1 x violence / sexual offence (Nr Falconer Avenue)

People who still need to complete the Census2021 may be visited at home by census field officers. Official census-branded reminder letters are being sent by post to households who have not yet completed their census. A census field officer may also knock on the door of a home to provide help and encouragement to those who have not yet filled in their census questionnaire online and direct them to any support services they might need.

- Field officers will never ask for payment or bank details.
- Field officers will never ask to see personal documents like passports, pay slips or birth certificates.
- Field officers will never ask for payment or your bank details. They will never ask for your national insurance number.
- Field officers do not need to enter your home.
- You will never be issued with a fine by text message, phone call or email.

Stay safe from potential scams by visiting the Action Fraud website: <https://www.actionfraud.police.uk/news/watch-out-for-scams-related-to-census-2021>. To be included in the Crier and on the parish web page.

6. Financial Matters & Financial Report

Online banking – All invoices for payment following the March Zoom meeting approval for the February payments were paid through the online BACS system and approved by Cllr Goudy on Thursday 4th March 2021.

Cllr Goudy successfully navigated his way through the payment system for the online payments.

Clerk has commenced new spreadsheets and finance documents for the new financial year 2021-2022 and will shortly be completing work towards the audit and financial year end 2020-2021. Clerk will also be requesting the VAT reclaim.

The Clerk has also been provided with a template via SALC for Internal Control Statement. The Clerk is proposing that this policy be introduced with effect for the coming financial year and that a Cllr that is not a financial signatory be appointed the responsibility of bank reconciliation checks and internal control checks on a quarterly basis. The appointment of this position can be agreed at the May AGM whereby the representatives and committee members is usually agreed. In the interests in transparency to do this and prepare for the AGM..

Bank Account Balances:

- Barclays Statement Balance = **£24,254.47** (30.03.2021).
- Scottish Widows 60 Day account balance = **£3,378.71** (31.12.20)
- Scottish Widows Deposit account = **£253.49** (31.12.20)
- Public Works Loan – Balance outstanding = **£22,246.80** (06.04.2020) Latest annual statement has not arrived yet.

Accounts for payment – March 2021: Approval and payment in April 2021

EXPENDITURE	CHQ/BACS/SO/DDR		NET	VAT	TOTAL
Karen Price	BACS	Salary less tax, NI, pension plus expenses	£1084.95		£1084.95
HMRC PAYE	BACS	Employee NI £38.79, Employee Tax £14.40, Employer NI £52.89 less employment allowance £52.89	£53.19		£53.19
Nest Pension	DDR	Employee £44.82, Employer £33.61	£78.43		£78.43
Adam Alexander	Bacs	Nov, Dec, Jan, Feb, March invoice	£345.00	£0.00	£345.00
SCC	Bacs	Streetlights energy and maintenance costs	£1261.86	£252.37	£1514.23
Onwoods / ONEG	Bacs	Qtr 3 payment £87.20. Qtr 4 payment £361.88	£449.08		£449.08
SALC	Bacs	Membership Subscription	£455.50	£0.00	£455.50
Scarff Farms	Bacs	Allotment land rent	£420.00		£420.00

RECEIPTS	Payslip			
Hanchets	100131	Cemetery additional inscription Victor Fenning	£25.00	£25.00
Onwoods / ONEG	DC	Qtr 3 payment £87.20. Qtr 4 payment £361.88	£449.08	£449.08
ONGAA		Allotment Land rent received – Chq not banked yet	£420.00	£420.00

Proposed by Cllr Helliwell and seconded by Cllr Baker to be put forward for payment. All Cllrs in favour.

7. Correspondence Received & Circulars:

- SALC – Physical meeting back on the agenda from 17th May. Remote meetings – Correspondence has been received regarding return to face-to-face meetings. The Regulations will permit the return to face-to-face meetings when Step 3 of the Government’s Roadmap out of Lockdown is implemented, which the Roadmap states will not be before 17th May. Meetings of local councils will be ‘permitted organised gatherings’, which means face-to-face meetings will be able to take place providing the organiser conducts the appropriate risk assessment and follows the relevant Government guidance for the type of venue. It may need to be reassessed when we know what we can do. The May meeting will continue on Zoom.
- BMSC – Sport & Physical Activity Survey – Ext to 18th April.
- Keepers Daughter Theatre Company – The Time Machine Tour 2022
- R&A Graphics Ltd – Local based company for signage, graphics –
- Planning Draft joint local plan submitted – comments made have been forwarded to the inspector and the inspector will make any recommendations / comments. The Parish Council will be contacted to make the representation.

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

- **Pre-election period County Council Elections** - Elections to Suffolk County Council take place on 6 May. There will therefore be no meetings of MSDC, except regulatory committee meetings, during April. The next MSDC Council meeting will be on 24 May and will be the annual meeting at which the Chairman for the new municipal year will be elected.
- **Motion relating to Green Space in Mid Suffolk** - Rachel presented the following motion to the full council meeting of MSDC in March: That the Council carries out a review of green space to ensure that it is optimising the biodiversity and wellbeing aspects of natural and amenity space in Mid Suffolk. Rachel spoke to the motion; it gained the support of the Conservative group, and it was carried unanimously. Green space can contribute significantly towards meeting the Council’s climate change and biodiversity targets; it also contributes greatly to the health and wellbeing of residents. The data collected during the review will feed into the work of the environmental task force set up to identify ways to reduce climate change and enhance biodiversity throughout the district.
- **March MSDC Council meeting** - Apart from the Green Space motion, the only significant item on the agenda was a report on the annual review of the CIL Expenditure Framework. No major changes to the bidding procedure will be made. The report reiterated the requirement that bids should show that funding from sources other than MSDC has been agreed in advance of the bid to MSDC; that bids must be for capital infrastructure projects with all necessary formal approvals in place, with evidence of how the project will assist in offsetting the impacts of growth in the district.
- **Falconer Avenue** - The issues reported to the March Parish Council meeting were passed on to MSDC and there has been an exchange of emails. We do not yet have any information back in respect of action taken or proposed.
- **Litter Picking** - It is encouraging to see reports of litter picking by individuals, family groups and socially distanced small groups. If you are aware of any other individuals or small groups who need equipment of bags in order to pick up litter in the village, please let us know.
- **Food for Families in need** - Mid Suffolk District Council are funding food to help those most in need over the Easter school holidays.
- **Budget Task Groups** - Reported last month that the budget was set and that task groups have been set up and will be arranged in May after the election. Our District Cllrs will be able to keep us informed and represented
- Can Cllrs please look at the leisure survey and comment.

9. To receive County Councillor’s Report – Mr Andrew Stringer

- **LDGI Group motion on carer’s database receives unanimous support** - On March 18th the LDGI Group presented a motion designed to improve the county’s support offer for carers. The motion will see the Council working with Suffolk Family Carers to create an opt-in register for carers, who will be offered increased support including advice, signposting to key services, and the option to be consulted on key policies affecting carers. The motion received unanimous support from the Council.
- **Automatic number plate recognition camera project (ANPR)** - Suffolk County Council is working with the police to run a 2-year ANPR camera trial in speeding hot spots across the county. The cameras will be used to help detect and deter speeding offences that have been highlighted in towns and villages and educate drivers on the importance of road safety. An ANPR camera will be installed at a site where it has been identified by a local council, with support from their county councillor, that there is a problem with speeding and/or rat-running on roads with a 20 or 30mph speed limit. The devices will be moved between sites and will remain in situ for up to one week per site. There is the option of extending this period if needed. An ANPR device identifies a speeding vehicle by capturing an image of the number plate of the vehicle. Data will then be shared with the Police and the

County Council. The County Council will write to the owner of the vehicle on behalf of both parties explaining that their vehicle has been registered as speeding. Repeat offences at a particular location could prompt the deployment of SafeCam (the Police's enforcement team) and the issuing of fines to those who breach the speed limit. I have registered an interest in this project with all villages in my division that have current SID devices.

- **Freeport East bid successful** - A combined bid from Suffolk and north Essex for a designated freeport has been approved by the Government. Freeport East will have sites at Felixstowe, Harwich and Stowmarket, and could create 13500 jobs over the next ten years. Trade would increase by an estimated 1.3 million tonnes and £66.4m gross value added. The freeport will operate its own customs zone, allowing businesses to import goods without paying duties until the goods are exported again. This allows for raw materials to be imported, refined into a finish product, and then exported again while only paying one round of customs duties. Part if this Freeport is due to be "Gateway 14" in Stowmarket, this project is being hailed as a huge economic boost, but we need to make sure that any economic benefits filter into our local economy, and that the traffic generated doesn't out-way any economic benefit.
 - **Suffolk Inclusive Growth Investment Fund** - As part of the response to the Covid-19 pandemic, Suffolk Public Sector Leaders have established the £1.65m Suffolk Inclusive Growth Investment Fund (SIGIF), with contributions from Suffolk's pooled business rates and New Anglia LEP. The fund is open to projects which address the significant impact of Covid-19 on Suffolk's businesses, employees, and the local economy. Projects must be sponsored by either a Suffolk local authority and / or the New Anglia LEP. Thus far £367,292 of the money has been allocated to town centre improvements in Babergh and Mid Suffolk, a multi-media improvement hub in Ipswich, and flexible retail 'pods' in West Suffolk. There will be a rolling call for projects with decisions made quarterly (Dec / Mar / June / Sept) – the aim is to have all funding committed by 30 September 2021.
 - **£500k for highways improvements near schools** - Locations around schools across Suffolk have benefitted from new road markings and signs, following an investment of £500,000 from the Highways Investment Fund (HIF). The extra funding has been focussed on improving the safety of pupils and parents travelling to and from school, refreshing lines and cleaning and repairing signs in and around school zones. 146 locations were identified as requiring new signs to replace those that were damaged or missing. Additionally, 218 areas with faded road markings are receiving a refresh.
 - **New sustainable travel website launched** - The Way To Go Suffolk provides information and advice on walking and cycling, public transport, car sharing and electric vehicles. The new website will feature up to date information on how people can travel more sustainably across the county and will also include support and guidance on how to write a Travel Plan for a Business, School or a New Housing Development.
 - **SCC plants 10,000 trees in five months** - 100,000 trees have been planted in just five months, since Suffolk County Council committed £228,000 from its Suffolk 2020 Fund to protect biodiversity. The council has been working closely with the farm tenants, The Woodland Trust, Giles Landscapes, The Suffolk Tree Warden Initiative and local communities to ensure that a total of 102,586 saplings have been distributed and planted in the best possible places available over this last winter. This is of the actions I suggested, in my work on the panel that looked at Our County Farms.
 - Cllr Ratcliffe can contact Cllr Stringer for additional information regarding the planning application and neighbourhood plan decisions he raised at the extra planning meeting.
 - A14 repairs are not due to commence for another 18 months.
 - Applications for secondary school – 2 mini-buses are going to Hartismere paid for privately and whether the County Council can provide a school bus, it is accepted that this would not be free transport. Cllr Stringer stated that legally if it is not the closest school it is the parent's responsibility to get their children to their chosen school. Cllr Stringer is happy to talk to any parents that are concerned but cannot offer any assistance with trying to provide a dedicated school bus.
- 10. Public Transport – Rural Funding Bid information / Update (Cllr Stringer)** – 1 bid has been unsuccessful and a couple of pilots that are associated to it are on-going. It was acknowledged that we need to be served better than we are at present. Cllr Stringer is happy to fight our corner and will continue to submit information for bids.
- 11. Planning Applications – None received**
DC/21/01993 – Planning Application Proposal (Received 06.04.21 – Too late to include on the April Agenda: Householder Application - Erection of single storey side extension (following demolition of conservatory), Erection of single storey rear extension; Raise pitch of roof to existing garage and front extension; application of cladding. Location: Willowfield, Station Road, Old Newton, Suffolk IP14 4HQ. **Comments required by 27th April 2021 – An extra planning meeting to be arranged by the Clerk.**

12. Planning Decisions

- **DC/21/00391** - Application for Listed Building Consent - Replacement 3 No dormer windows with like for like windows in uitle hardwood at Ivy Cottage, Brown Street, Old Newton, Stowmarket Suffolk IP14 4QB. **Listed Building consent has been approved by MSDC.**
- **LARGER HOUSEHOLDER EXTENSION - DC/21/01071.** Notification under Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 Proposal: Application to Determine if Prior Approval is required for a Proposed: Larger Home Extension Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1 Class A - Erection of single storey rear extension. Location: 27 Church Road, Old Newton, Stowmarket, Suffolk IP14 4ED. **MSDC have refused this application.**

13. **ANPR Pilot Project** – Cllr Stringer has forwarded information. Cllrs would very much like to take this up. Questions have been asked as to whether we would be able to use our SID device as well if they were available. The initial request for information has been responded directly to SCC Highways by Cllr Clements.

The last lot of data available was in January which hasn't been updated to Cllrs – Cllr Clements confirmed that where the cameras are set up drivers are behaving within the parameters. Our data would be useful to build up a picture as part of the ANPR pilot. Stowupland haven't borrowed our SID unit yet and our unit is presently working within our village. If ANPR works at night this would be of benefit. ANPR will record speeds in both directions. Clerk asked to formally respond on behalf of the Parish Council that we are very keen to be part of the pilot and want to monitor 24/7 what the speeds are coming through the village. The 40mph limit past honey pot lane is also a cause for concern, especially at weekends and particularly Sundays with motorbikes potentially being the biggest offenders. It was agreed that the speed van can be requested for observations particularly on Sundays if necessary.

14. **Highway's Update – Includes correspondence received regarding Silver Street, Greenacres & Falconer Avenue**
Falconer Avenue – This has been an issue for many years and Cllrs both Parish Council and County have been trying to get something done about this stretch of road for a long time. The meeting was attended by a local Resident who has lived in the close for 11 years and concurs that the road surface is progressively getting worse. The debris is becoming an issue with the bits of broken tarmac being thrown up. This has been reported and cleared with this element of complaint now closed so if this continues to happen, we need to raise it again and log additional complaints. It is reported that the road is being used as a rat run between Silver Street and the B1113. It was suggested if we could ask SCC for some traffic data to be collected to understand the number of vehicles using Falconer Avenue as a rat run as this will add weight to our argument if we can prove that the road is used more than what it is intended for. Cllr Stringer agreed to support and submit a request for this. There are 2 very large potholes on the bend that are an issue - To miss the holes drivers are now mounting the pavement and this is making it considerably worse. The potholes have been reported, the works have been ordered in March and we are assured that given a circa 6 week lead time that the potholes should be repaired very soon. Cllr Stringer has historically tried to use his local budget to repair this road, as he has done for Bacton previously, the issue with Falconer Avenue is the concrete road surface underneath the breaking tarmac as it is too high and the amount of tarmac that can be resurfaced is not sufficient. If replaced the tarmac would certainly break up again. We will continue to highlight this road as an on-going thorn in the side of the county council. The big issues of the potholes, debris and pavement appear to be being addressed. The way the road "looks" we are told is not bad enough to require intervention. It was agreed that what we need to do is to inject local comments into the reasoning and local prioritisation within Suffolk County Council which we are lobbying for and will continue to do so. Cllr Stringer has money allocated for us to use when we can utilise it. If a running repair was agreed no contractor will guarantee the repair to hold on the current surface. Unfortunately, there is no short or quick fix but the Parish Council will continue their efforts to resolve this, however long it takes.

The Camper van complaint on Falconer Avenue – Cllr Welham has spoken to the public realm and housing officers and whether there is any formal action that can be taken. Cllr Welham will keep the clerk informed.

Greenacres – Complaints have been received regarding cars parking on the grass verge outside Greenacres, it has been confirmed that there appears to be between 6 – 11 free spaces at the rear of Greenacres and Cllrs believe that there is no need for parking on the verge itself. The District Council have confirmed that they do not own the land. The land is owned by the housing association who built the properties. The County Council could claim the initial 3ft for highways. The Clerk has been asked to write to the housing developer who owns the land to raise the complaint of vehicles parking illegally on the verge.

Silver street – The ditch being destroyed reported previously on Silver Street has now been repaired.

15. Footpath Map Update – Rights of Way officer at SCC will contact the Clerk. Cllr stringer will chase up.

16. Cemetery – Parishioner comments received, plans for the review and mapping of the new part.

Clerk has received confirmation that Mrs Spalding owner of Mr George Spalding grave that has recently failed a topple test has now been removed, repaired and replaced. Cllr Reeve has been in touch with the Tyte family and passed on the Clerks contact details, they have not yet made contact with the Clerk.

Bierton & Woods will be commencing the clean-up and re-pointing over the next 2-3 weeks of the War Memorial. The re-painting of the names will not be commenced until the weather is better and they have agreed to do the additional inscription for the extra parishioner who has an actual war grave in the old part of the cemetery. Clerk to confirm the name to Bierton & Woods. Grant Funding was received from our District Council towards the costs of this work.

Cllr Reeve confirmed that the Bier in the shed is the ownership of the Cemetery / Parish Council.

Given the latest Covid restrictions and small groups now able to meet – Suggested that a meeting on site with Cemetery Committee and any other interested Cllrs plus the Clerk to be arranged to identify headstones that need addressing / topple testing. The new cemetery extension plan and mark out – Chair confirmed that we have approximately 10 – 15 grave plots available until the new area will be required. Also, Cllrs to look at the child's grave and discuss how we move that forward. Chair has also received a complaint regarding the bird droppings on a headstone under a tree and the follow-on request if we could replace the trees with a hedge – Cllrs to discuss as part of the meeting.

Clerk to circulate the meeting details as they are arranged – Cllrs Baker, Hardman and Clements would be interested in attending this meeting in addition to the cemetery committee members if numbers allow. It may mean having two meetings or waiting until after 17th May.

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

- Wassicks Lane update – Nothing new to report.
- Cllr Hardman queried the road sign at the top of Chapel Road / Brown Street that has been knocked over. Clerk confirmed that this has been reported but apparently there is no money to replace it. It has been closed as apparently it does not require intervention. Clerk will report it again to ensure that it isn't forgotten.

18. Public Forum – Nothing raised.

Mr Williams thanked the Parish Council for allowing him to attend. The chair confirmed that the Parish Council meeting is an open meeting and members of the public and press are always welcome to attend.

19. Additional Matters for inclusion on the agenda for the next meeting.

- Financial / Year End – Audit Update
- Cemetery Update – Meeting date to be circulated.
- ANPR
- Highways
- Footpaths

20. Date of the next Parish Council meeting – Next meeting: Wednesday 5th May 2021 7.30pm – Full Monthly Parish Council Meeting & AGM of the Parish Council.

Meeting closed at 21.24 hrs