

Wetheringsett cum Brockford Parish Council
Minutes of the video conferencing meeting held Monday 6 April 2020 at 7pm
(Parish Council meetings via video conferencing will be held during the coronavirus
restrictions and until further Government guidance is received)

Present: Cllrs C Harvey (Chairman), Mrs E Aldred, Mrs A Arnold, T Alston, D Brown, Mrs E Cain, Mrs S Gibbs, Mrs H Green and M Pease. County and District Cllr A Stringer

1. **Apologies for absence** were received from Cllrs Mrs C Estcourt and B Lacey.
2. **Declarations of interest relating to items on the agenda** – none.
3. **To receive the following reports**

Police – report available on line – no questions were raised.

County and District Councillor – written report circulated and copy attached to the Minutes – no questions raised.

Footpaths – the following items were raised for report to Suffolk CC Public Rights of Way/Highways:

Footpath 48 between White House and Orchard Farm – bridge slats broken

Footpath 19 between Pitman’s Corner and Low Barn Cottages – waymark post missing

Footpath 5 at Griffin Lane – double footpath sign broken

Church Street – fence near the Church running along the path – missing slats still not replaced.

County Cllr Stringer joined the meeting

Cllr Stringer to chase Church Street bridge repair

Cllr Stringer went through his report and reiterated details of the Tribe app and Home But Not Alone freephone telephone no. 0800 876 6926 staffed 09.00 – 17.00 seven days a week launched to support vulnerable residents..

The service will mean willing volunteers, charities, town and parish councils, community and religious groups can all log their details and offers of support on an app, while people who need help can phone to request support. As the number of offers and requests grows, they will be matched so that the right help can be given where it’s most needed. This support could include delivering groceries, medication or essential household goods, in line with Government social distancing guidelines.

4. **To receive issues raised by Parishioners** – none.
5. **To consider/approve Minutes of the following meetings:**

Parish Council meeting 2 March 2020

Extraordinary meeting held 9 March 2020

Cllr Mrs Gibbs proposed approval of the above minutes, seconded Cllr Mrs Green and agreed.

6. **Planning Applications for recommendation to MSDC:**

The following application had been received after publication of the Agenda for the meeting:

DC/20/01339: Town Lane Farm, Park Green – householder application for renovation of 3 bay garage to create living/guest wing with roof extension. Replacement of conservatory with guest bedroom extension. Renovation of home office. Creation of gabled garden room and link in place of outbuilding. Erection of detached 6 bay cart lodge to west boundary. Insertion of doorway in modern lean-to north wall to create access to link. New garaden wall feature.

A recommendation would be agreed at the next meeting on 4 May 2020 an extension for the parish council response having been agreed with MSDC to 5 May 2020. This would enable parishioners to view the application on the MSDC website and to submit comments direct to MSDC or to the parish council for consideration.

7. **Planning Decisions received from MSDC:**

1. DC/20/00581: 4 Knaves Green, Brockford Green – erection of 2 storey side extension and single storey rear extension following demolition of existing rear extension. Erection of front porch. **Planning Permission Granted.**
2. DC/20/00296: Land at Blacksmiths Green – change of use of agricultural land and erection of one dwelling and new vehicular access. **Outline Planning Permission Refused.**
3. APP/W3520/W/19/323894: Land to east of Park Hall Cottage, Plot 1 Wetherup Street – erection of two single storey dwellings and associated garaging. **Appeal Dismissed.**

4. DC/19/05493: Green Farm, Pages Green – proposed change of use of agricultural building to a dwellinghouse. **Application Withdrawn**

8. To consider Cemetery and Play Area grass cutting and quotation for 2020-21

The Chairman reported confirmation of ownership of the cemetery was still awaited from the Diocesan Board. In the meantime members were generally of the view that grass cutting should continue to ensure the condition of the cemetery remained tidy during the coming grass cutting season. It was reported the contractor was prepared to continue on the same basis as last year, £250 per cut up to four times during the cutting season. Cllr Pease proposed the grass cutting continued until resolution of ownership was received, seconded Cllr Mrs Gibbs, proposal carried.

9. Village Hall

1. Management Committee report

Cllr Mrs Gibbs reported funds at bank as at 17/03/20 totalled £1,752.00. The figure should have been higher as payment had not yet been received for rental of the hall by the Yoga Class.

During April there would be further debits taken from the account totalling £483.00. (Wave £185.00, EON £78.00 and Cleaning owed for January and February £220.00), leaving a balance of £1,269.00

Due to COVID 19 the hall was currently not being used and may not be in use for quite some time therefore there would be no new revenue coming in. Cllr Mrs Gibbs suggested contacting Wave and EON to temporarily cancel the direct debits which would normally be paid during April. In the meantime the faulty meter reading would need to be clarified.

Maintenance

The internal decoration work was on hold due to coronavirus but the window repairs and redecoration and electrical work could be dealt with. Cllr Pease had obtained a quote from Roger Moore Electrical for the cost of a replacement heater and new switch, this totalled £293.73 plus vat. A further quote for the purchase & fitting of Surface LED Panels (Lighting) had been obtained totalling £694.19. The Parish Council had already approved funding of £400 for lighting improvements. Cllr Pease proposed the Council funded the additional work as follows: £293.73 plus vat for the replacement heater and switch and a further £200 to cover the cost of the lighting now quoted at £694.19, seconded Cllr Mrs Cain, proposal carried. Cllr Mrs Gibbs went on to report the new hall insurance certificate had been received and was on display at the hall. Notification had been received that Suffolk Fire and Rescue would be visiting on 5th May 2020 to make a safety audit of the hall.

10. Finance

1. Neighbourhood Plan – to consider funding one-year subscription to Parish Online to assist the Working Group with preparation of the plan. Annual subscription £70 plus vat. Members agreed to support the cost of the subscription for one year.

2. Accounts for payment

SALC – annual subscription: £332.19

Clerk sal-expen March 2020: £280.18

Parish Online – one year sub £84.00

Cllr Alston proposed payment of the above accounts, seconded Cllr Pease, proposal carried.

3. Finance report

Mandate – change of signatories. The completed Mandate and associated forms had been submitted to Barclays Bank.

Notification had been received from PFK Littlejohn auditors that the audit deadlines would be extended due to the coronavirus lockdown. Further information and dates for submission of the annual return would be released by PFK when known.

11. SALC/NALC update regarding Covid 19 and meetings

NALC had strongly advised councillors and staff to follow government guidance on social distancing and self isolation, particularly important for anyone in an at-risk group. As a result all parish and town council meetings had been cancelled and pending government guidance on holding meetings remotely, which was expected shortly, any urgent decisions should be made via email or remotely and any decision making evidenced by email or by video camera.

Pending the further advice Cllr Pease would continue to operate Microsoft Teams as a means for remote

meetings and would look to including a public session or dial in for parishioners for the next meeting on May 4 2020. The meetings could be recorded as a further means of evidencing any decisions made. Notification to parishioners of remote meetings would be publicised via the parish magazine, website and village facebook page.

Cllr Mrs Arnold proposed acceptance of the above, seconded Cllr Mrs Green and unanimously agreed.

12. **To consider ongoing arrangements and/or delegation of business during the current Government restrictions and cancellation of meetings**

Parish Council business and decisions, including planning application recommendations and accounts for payment, to be as outlined at 11 above.

13. **To consider a Good Neighbour Scheme**

It was stated there was some overlap between Mendlesham and Wetheringsett with regard to parishioners in need of help with shopping and collection of medication etc. Cllrs Harvey and Brown offered to liaise and publicise the Tribe App volunteer scheme and Home But Not Alone phone line for parishioners via the parish magazine, website and village facebook page. Parishioners in need of help would be encouraged to use the phone line so that they could be put in touch with a village volunteer.

14. **Any other business for information exchange/agenda requests**

VAS speed equipment – the chairman reported the equipment was currently being charged and would be up and running again shortly.

Neighbourhood Plan – the working group was hoping to set up virtual meetings so as to ensure the early preparation work could progress.

Parish Notice Boards – Cllr Mrs Green offered to look at the Pitman’s Corner notice board and the Chairman the one in Wetherup Street. The main problem appeared to be that the backing boards had disintegrated making it difficult to attach notices.

Micrsoft Teams – the Chairman recorded thanks to Cllr Pease for setting up the video meeting.

Meeting closed 8.25pm

Signed/approved

Chairman

Date: