

STONHAM PARVA PARISH COUNCIL MEETING HELD REMOTELY ON
MONDAY 14th SEPTEMBER 2020

20.95 PRESENT: Cllrs T Benjamin, I Richardson, K Dawson, G Davison, J Baldwin & M Goodrum

20.96 APOLOGIES:

20.97 Public Forum:

20.98 DECLARATIONS OF INTEREST – None

20.99 DISPENSATIONS – None

20.100 MINUTES OF THE PARISH COUNCIL MEETING 10TH AUGUST - Minutes confirmed as correct - Proposed by M Goodrum and seconded by G Davison

20.101 COUNCILLOR RESIGNATION – Cllr S Baldry has resigned with immediate effect. Our thanks to S Baldry and his wife Esther for all their help on the Parish Council and with village matters.

20.102 COVID-19 – Thank you letter received from D Cllr S Morley for all the help given.

20.103 REPORTS

20.103.1 Report from C Cllr Hicks for September which was sent ahead of the meeting.

Key points:

- School travel preparations have been finalised
- Suffolk Highways has completed its 1000th newly surfaced road
- A140 improvement scheme at Eye

C Cllr M Hicks spoke to T Benjamin last month regarding the request for help with speeding/lorries coming along small lanes when A140 is blocked. He advised that speed limits were changed from 50mph -40mph – 30mph to 50mph – 30mph over 15 years ago to make it easier for drivers to remember the limit as only 2 speeds on the roads of Suffolk.

There was a suggestion that we could make our 30mph signs more prominent by placing them on a larger yellow square, C Cllr Hicks will be able to help us with funding for this.

With regard to lorries using smaller roads when the A140 is closed it was suggested that we feed in to a 'Lorry Study' which will be conducted later this year.

This response has raised some other questions such as improved signage on the smaller roads indicating they are not suitable for large vehicles which we will raise with C Cllr Hicks at the next meeting.

20.103.2 Report from D Cllr Morley for September.

Key points:

- Government funding received to install solar storage carports in Stowmarket
- Littering resources available
- 2020 Annual Canvass letters were sent out last month and now reminder text messages will be sent out

Discussed Paul Bryant attending the next meeting to discuss Neighbourhood Plan.

Action – W Brame to contact to ask if he can attend next meeting

After D Cllr Morley left the meeting it was noted that we have not had an update on Stonham Tap for some time.

Action - W Brame to email D Cllr Morley

20.103.3 Footpaths – Public footpaths have been cut again.

Email sent to C Cllr Hicks regarding the overgrown footpath in the north of the village, he requested more information such as the reference number before he can chase this up.

J Baldwin advised that she has now reported this again as a resident and will advise us if any Parish Council input is needed once she gets a reply.

Email has been sent to C Cllr Hicks regarding the reply received regarding the report made about Footpath 5 and how does the reply tie in with the Green Access Strategy and also whether we could have a better understanding of how reporting works and who decides priorities etc

Action – W Brame to await reply from C Cllr Hicks regarding this

Email has been sent to Mickfield Parish Council regarding dog fouling on the pavement adjacent to A140 but no reply has been received yet.

Bags filled with dog waste have been placed next to the dog waste bins in the village and a note has been placed on the bins by the contractor asking them not to do this.

Action – T Benjamin to add this to newsletter

20.103.4 Cemetery – Payment has been received for recent burial.

Quotes received for cemetery hedge, Vertas were asked to quote but they thought they already had the contract, but this was for 19/20. They have been asked to submit their quote for this year before a decision is made.

The church yard has been cut by S P Tree & Hedge Care as they were the cheapest quote.

A neighbour has asked us to cut the laurel hedge between them and the cemetery; quotes are also being requested for this.

Price list has been updated for cemetery costs.

20.103.5 Play Area – A certificate has been provided for the equipment and matting but is not signed or dated. We also have no information on the warranty. T Benjamin has chased this up and is awaiting a reply.

Action – T Benjamin to chase the certificate for equipment and matting and also the warranties

Plaque has been put up on the teen shelter.

M Goodrum has agreed to take on the inspections. Recently reported that one of the bolts on the basket swing had come off (unsure of reason), this has been fixed.

Action – T Benjamin to email M Goodrum with inspection tick sheet

Action – M Goodrum to commence inspections

Gate and fencing will now be made by I Richardson.

Action – I Richardson to make the fence

Payment has been made for the posts.

I Richardson has purchased a picnic bench, and this has been installed. Branches above this need to be cut back.

Action – Tree branches need to be cut back

T Benjamin has chased Suffolk Legal and they have now asked for a signed statement asking for someone to confirm that we definitely do own the land.

Action – T Benjamin in contact with Suffolk Legal

K Dawson has emailed Parishioner regarding play area comments going in newsletter and is awaiting reply.

Action – K Dawson to speak to Parishioner about using her comments in the newsletter

20.103.6 Neighbourhood Watch – Nothing to report

20.103.7 Tree Warden – J Baldwin has been in contact with David Pizzey from MSDC to make herself known to him.

20.103.8 SALC – Area Forum is being held on Thursday 17th September. If anyone would like to attend the link to request a space was sent recently.

20.104 COUNCILLOR VACANCY – We have a vacancy now that S Baldry has stepped down. These needs to be advertised on the noticeboards and in the newsletter.

Action – W Brame to email MSDC re vacancy and then needs to be advertised.

Action – T Benjamin to put advert in newsletter

20.105 COMMUNICATION – The notice board is now back in place after it was damaged.

Subjects for the next newsletter are needed.

Action – consider information for next newsletter

Email has been sent to Highways to request a noticeboard in the north of the village, a reply has been received to say that we need to complete a form and there is also a fee to pay.

Action – W Brame to email Highways to check cost

Action – W Brame to complete form for noticeboard if cost is reasonable

20.106 PLANNING INCLUDING APPLICATIONS – to chase MSDC re land near Magpie which has permanent residents living in caravans

Action – W Brame to chase this up again and include D Cllr Morley

20.107 TRAINING/CONFERENCES – G Davison has agreed to read the SALC emails and forward any relevant courses/conferences to everyone and then people can attend training/conferences as and when. Ideally, we will have 1 person to attend every free one if relevant.

If there is a cost to the training/conference this can be brought to the next meeting.

Action – G Davison to email everyone about training/conferences

20.108 FINANCE – Clerks finance report for August was emailed to everyone ahead of the meeting. No questions raised.

Audit has been collected and recommendations discussed under Governance (20.109)

Bank signatories can now be added online, K Dawson will drop her personal details to the Clerk who will add her online. S Baldry was going to be a signatory, but he has now left the Parish Council. Agreed to just add K Dawson for now.

Action – K Dawson to drop off personal details to W Brame

Action - W Brame to complete online bank signatory form

20.109 GOVERNANCE – Recommendations from the audit are:

1. *To include reference to GDPR in the Council's Risk Assessment*

GDPR has been added to the risk assessment which was completed a few months ago.

2. *To comply with the requirements of the Transparency Code in accordance with guidance.*

This was in relation to the requirement that all expenditure above £100 must be published on the website. Ahead of receiving the audit back this had already been noted and going forward it was agreed the Finance Report for each month will be put on the website and listed as draft and once the yearly accounts are completed, they will be replaced with that.

Action – T Benjamin to add monthly finance report to website

3. *The council should review whether Earmarked reserved need to be established*

The Parish Council had already noted this as an issue and when the budget is set in January this will be discussed.

4. *The Annual Parish Council meeting held on 7/5/19 within the timescale. The first item of business was not the Election of Chairman in accordance with the standing order.*

The Clerk will ensure the agenda puts this item as the first item for the next APM

The Parish Council passed on their thanks to the Clerk for compiling the audit as it was noted that they appreciated the quality of the documentation presented for the audit.

Quarterly checks on invoices/bank payments need to start as per our internal control measures.

AGAR Form discussed - completed section 1 of the AGAR - all approved.

Agreed to sign off Section 2. All approved.

Public rights to start from 1/10/20 – notice to go on noticeboard.

Action – W Brame to sign AGAR form and drop off to T Benjamin for signing

Action – W Brame to put up notice regarding public rights for the audit

CIL emailed ahead of meeting, all agreed correct. This needs to be signed and then can be emailed to MSDC.

Action – W Brame to drop off CIL form to T Benjamin for signing

Action – W Brame to email form to MSDC

Meeting adjourned at 20.50

Meeting reconvened at 20.53

Repurchase back-up drives

Action – W Brame to purchase these

Standing orders reviewed for Sections 4 – 10.

All sections agreed.

Sections 11 – 17 to be read before next meeting

Action – Everyone to read sections 11 –17 and feedback at next meeting.

Financial regulations are now on website.

20.110 DEFIBRILLATOR – Defibrillator to be fitted on 28/9/20 at 9am.

Action – W Brame to let Chapel know about date/time

20.111 VILLAGE SIGN – Reconsideration has been refused again. Suggestion that we ask farmer if we can place the sign in the field.

Action – W Brame to email G Denny regarding village sign

20.112 FUNDRAISING – Another £144.70 raised and paid into the bank account (£91 from plants and £53.70 from DVDs/books/vegetables). Another £18.30 to be paid in from T Benjamin fundraising plus £15 more received for plants.

Many thanks to everyone who is fundraising by selling plants, books, vegetables, toys etc

20.113 BONFIRES – complaint received; email reply sent enclosing MSDC information on bonfires. Will also be put in the next newsletter.

No fly tipping sign has been removed, to be checked by W Brame and may need replacing.

Action – W Brame to check if sign is still there and if not to purchase a new one

20.114 CORRESPONDENCE – no reply received Little Stonham Charity Trust

20.115 REVIEW OF ACTIONS NOT COVERED ABOVE – none

20.116 DATE OF NEXT MEETING – Monday 12th October 2020

The Chairman thanked all for attending and closed the meeting at 9.08pm