

# LINDSEY PARISH COUNCIL

## CLERK TO THE COUNCIL

A Parish Council Meeting was held on Wednesday 8<sup>th</sup> July 2020 via videoconferencing on the Zoom Platform and commenced at 7.30pm.

The Chairman, Mr. Arthey welcomed the following Parish Cllrs. to the meeting – B Howe, R Howe, J Moore and A Sturgeon. In attendance were Mrs V Waples, Clerk, County Cllr. J Finch and District Cllr. Jamieson.

In accordance with the changes in legislation, it was noted that this meeting was taking place via videoconferencing and that councillors and members of the public were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting.

1. APOLOGIES OF ABSENCE:
  - i. Apologies of absence – apologies of absence were received from Cllr. Hainsworth for a personal commitment.
  - ii. Council consented to accept the apologies submitted.
2. DECLARATIONS OF INTEREST:
  - i. Cllr. Moore declared a personal interest under Agenda Item 9i as being the owner of neighbouring property to the land under discussion. There were no further declarations of pecuniary or local non-pecuniary interests for the agenda under discussion. There were no declarations of gifts of hospitality received exceeding £25.
  - ii. There were no requests for dispensations for the agenda under discussion.
3. MINUTES OF PREVIOUS MEETINGS:
  - i. To sign the minutes of the Parish Council Meeting of 21<sup>st</sup> May 2020 as a true and accurate record – the meeting agreed that the circulated minutes were a true and accurate record of the meeting that took place, aif. Agreement was forthcoming for the signing of the minutes to take place at the next meeting at which Councillors would be present in person, aif.
4. PARISH MATTERS: to receive updates on items raised at previous meetings
  - i. White Rose Crossroads – working on this matter, Cllr. Moore reported that the main issue was that the ditches were blocked along with the pipe under the road. An Inspector from SCC Highways had visited the site stated that the issue was a blocked pipe. Cllr. Moore believed that when Anglian Water had previously installed a new pipe during works along that stretch of road, it would appear that the works the verges had become crushed and combined with the fact this this south west quadrant was unused, debris and branches had fallen into the ditch. The ditch around the farmyard was also blocked by debris and a number of pipes are all silted up. Cllr. Moore confirmed that his side of the ditch will be cleared in the next couple of weeks, but the other ditches and pipes also need to be cleared. Noted that the ditches are the responsibility of the highways and the assumption was that once the ditches were cleared all would be fine. The ditches are currently dry. It was confirmed that Highways will need to serve notice on the correct landowner and if the landowner does not carry out the work then Highways will clear the ditches and recharge the owners. Once this is done then the pipes under the road will need to be cleared. Cllr. Moore offered to carry out the work and it was noted that he would make contact with the landowner and discuss the way forward. It was further agreed that Cllr. Finch would arrange for the Highways Inspector to meet with Cllr. Moore to discuss this matter further in terms of works to the pipe and the coordination of works.
5. PUBLIC FORUM: (maximum 10 minutes)
  - To note the report from County Councillor James Finch – the written report as submitted can be seen at Appendix A.  
Cllr. Finch drew the meeting's attention to the following:  
Signed.....

9<sup>th</sup> September 2020

Covid-19 – lots of information coming from SCC – key changes are that there is clear guidance on when to ask for a test i.e. because you are showing symptoms. SCC were now responsible for giving input as to whether there should be a local lockdown, or an instruction given to extend a local lockdown from government. 30 high risk areas have been identified. Lowest incidences in Babergh across the county and lowest county results in the East of England.

- To note the report from District Councillor Leigh Jamieson – the written report as submitted can be seen at Appendix B.

Cllr Jamieson made the meeting aware of the following:

917 Bus – are parishioners affected by the removal of this bus? It was agreed that this would be placed on the Lindsey Noticeboard.

CIL – Chelsworth are the recipients of funds for a large project.

Lindsey Village Hall – beware of legionella and tests that will need to be carried out prior to reopening.

Premier Inn in Sudbury – BDC were planning to build a hotel in Sudbury to be handed over, for rent, to Whitbread. Due to Covid-19, Whitbread has pulled out of the deal and there will be a new consultation process for plans for this area as part of the regeneration project for Sudbury.

When questioned over the environmental proposals and the action that BDC was proposing, it was confirmed that there was a raft of proposals, approved by Cabinet for final approval by Council in the next couple of weeks. It was noted that BDC had declared a climate emergency and that the headlines covered: exploring use of council's own commercial sites for renewal energy schemes; work with leisure providers re green tariff; aim to have electric vehicles and reduce carbon footprint where possible and to possibly use bio-fuel in the short-term; opportunities for waste schemes in connection with the government's environment bill; more EV charging across the district which would require infrastructure at the JLP stage; digital first and reduce travel and mileage of the council's officers; increase tree and hedgerow planting; improve efficiency on the council's housing stock; work with developers for sustainable communities; sustainable travel in key centres and beyond; work in partnership with Suffolk businesses. It was noted that this is subject to constant review.

Public toilets in BDC have been reopened except for Lavenham.

## 6. STATUTORY BUSINESS:

- i. Code of Conduct Consultation - the Local Government Association (LGA) has launched a consultation on a new model member code of conduct. Council to consider whether it wishes to respond to the consultation – expiry date 17<sup>th</sup> August 2020 – Councillors were asked to review the document and feed any comments to the Clerk for onward submission.

## 7. CORRESPONDENCE:

- i. Community Action Suffolk - updated guidance for village hall and community building re-opening -
- ii. NALC – updated guidance on Local Council Meetings – the meeting noted the Clerk's paper on this matter which confirmed that there was still the statutory requirement to hold four meetings during the year in accordance with legislation and that the scheduled meetings would stand: 21<sup>st</sup> May 2020; 8<sup>th</sup> July 2020; 9<sup>th</sup> September 2020 and 11<sup>th</sup> November 2020. The NALC briefing had discussed the new guidelines, effective 4<sup>th</sup> July which allowed for meetings of local councils in person provided that social distancing could be maintained and that a detailed risk assessment was carried out to determine if it is feasible and safe to hold a physical meeting. Council also noted the ability to hold hybrid meetings – some in physical attendance and some in remote attendance and it was agreed that whilst this might be a positive move, a hybrid meeting for Lindsey would be difficult as there is no Wi-Fi in the Village Hall.
- iii. Further correspondence – it was noted that all correspondence of a non-urgent matter received since the last meeting has been circulated via email.

Signed.....

9<sup>th</sup> September 2020

8. CLERK'S REPORT:

- i. To consider schedule of receipts received since the last meeting – *Paper A* - all noted the receipt of the VAT claim in the sum of £72.00. (*Appendix C refers*)
- ii. To consider and approve the verified items awaiting authorization as per the schedule submitted – *Paper B* - all agreed that subject to formal verification by the two authorised signatories, Council was minded to accept the schedule of invoices awaiting payment. (*Appendix C refers*)
- iii. To consider the Council's financial position to date – *Paper C* – the meeting noted the carried forward balance of £1,864.06 once the agreed schedule of invoices awaiting payment had been taken into account. It was agreed that the authorised signatories would review the bank reconciliation and sign the papers submitted to ensure a full audit trail, aif. (*Appendix C refers*)
- iv. To receive the budget monitoring statement for the period ending 31.07.2020 - *Paper D* – Council received the paper as submitted noting that office expenses were in excess of the anticipated budget for the period to the end of July due to Zoom Subscription for the year 2020/2021. The internal audit costs were lower than anticipated as the audit had been carried out remotely. It was noted that the budget for staff costs had allowed for a movement in the SCP and the anticipated pay awards for 2020-2021 which were expected later in the year.
- v. To note that the External Auditor, PKF Littlejohn, has issued a receipt of documents confirming the Council's position as an Exempt Authority from a Limited Assurance Review – Council noted that the external auditor had confirmed receipt of the documents from the Council and had logged the notification of exempt status for the year ended 31<sup>st</sup> March 2020.
- vi. To note that the Clerk has completed the Re-declaration of compliance – automatic enrolment duties – with the Pensions Regulator on behalf of Lindsey Parish Council – Council noted the completion of the re-declaration effective 23<sup>rd</sup> May 2020.
- vii. To approve the costs for hedge and grassing cutting in Lindsey in accordance with the amount identified in the budget for 2020 – 2021 – it was considered that at this stage there was no need for further work to the verges in Lindsey given the work that had recently been carried out by SCC.

9. PLANNING MATTERS:

- i. To consider and form a response to the following planning application to be submitted to Mid Suffolk District Council:

- DC/20/02207 – Modern Barn at Rose Farm, Rose Green Road – an application to determine if prior approval is required for a proposed: change of use of agricultural buildings to dwelling houses (Class C3) and for building operations reasonably necessary for the conversion. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class Q – erection of 1 NO dwelling and integral garage.

It was noted that the provision of Class Q stated that a dwelling that was capable of conversion without major works should follow the scale and form of the existing building. This application complied with those provisions as the elevations followed the existing shape of the barn with the insertion of doors and windows only. It was noted that Cllr. Moore, although recusing himself from voting, made a general point that caution needed to be exercised in case a precedent was being set for the conversion of modern barns to dwelling houses and that this was an easy way in which the planning process could be circumvented and as such would be contrary to the village plan. Cllr. Sturgeon made the point that a well-designed and well-maintained building at this point would be an enhancement to the village. It was agreed that there were concerns with the design but overall the meeting was acceptable of the proposal being put before the council. It was considered that the Parish Council could consider responding to say that it had no objection but would prefer to see the barn demolished and a more appropriate dwelling erected in its place. It was noted that Highways have objected as the entrance is very close to the crossroads and that the entrance should go at least a further five metres south. It was agreed that the Parish Council understood that this was a Class Q application which must follow the mass and form of the existing building, but would like to see the demolition of the barn and as such would support that a more appropriate single dwelling be erected in its place. It was also agreed that the Parish Council would support a reposition of the access on Highway safety grounds.

Signed.....

9<sup>th</sup> September 2020

- 10. PARISH COUNCILLORS' REPORTS: to receive reports on village issues from Councillors present –
  - i. 30mph sign missing from a couple of years ago had still not been replaced. The Clerk confirmed that she had reported this previously, but SCC Highways Department has been and assessed the position and decreed that there was no further action needed. It was agreed that the Clerk should report this once more.
  - ii. Cllr. Sturgeon, following the recently circulated email on climate emergency action had looked at the link for environmental matters and confirmed that he had carried out some research on this matter but had wished to have this discussed further at the meeting to assess what interest there was; whether there was interest in the setting up of a community net zero climate plan and whether the community might like to assess its carbon footprint and how to reduce it? It was discussed whether the Council should declare a climate emergency and whether this should be taken further? It was agreed that there could be benefit in carrying out an assessment and that this matter should be considered further with potential advice sources to be researched. It was agreed that the topic of Climate Emergency should be added to the next agenda and that Cllrs. Moore and Sturgeon would research further and work up a proposal for consideration by the Parish Council.

- 11. DATE OF NEXT MEETING:  
Parish Council Meeting: Wednesday 9<sup>th</sup> September 2020 commencing at 7.30pm via videoconferencing on the Zoom platform.

There being no other business the Chairman declared the meeting closed at 21.23.

Signed.....

9<sup>th</sup> September 2020

## Appendix A – COUNTY COUNCILLOR JAMES FINCH REPORT

- COVID-19 related news  
The new action which is key to continuing the reduction of infection is “TEST AND TRACE”. Tracing virus spread is critical to containing it locally. So from now on, if you have symptoms, you MUST immediately self-isolate and make a request for a test on line - <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or call the telephone number 119. Moving from national to more locally recommended guidance, the Suffolk County Council is forming a local Outbreak Control Programme (LOCP) overseen by a COVID 19 dedicated health protection board chaired by the Director of Public Health for Suffolk - Stuart Keeble. This board constitutes of leaders of all the County, District and Borough Councils together with the Police and Crime Commissioner. The LOCP will be triggered where there are suspected or confirmed COVID-19 outbreaks in any setting or community within the county. The plan outlines measures to prevent, manage, and contain outbreaks of Coronavirus and protect the public’s health. It builds on existing relationships and processes in place with partner agencies across Suffolk. It outlines how complex cases will be managed in more than 30 high-risk places, locations, and communities, particularly care homes and schools. It also outlines local testing capacity, use of data to identify and proactively manage outbreaks, and contact tracing in complex settings. An outbreak is defined when there are two or more cases in high-risk settings, or a greater than expected occurrence of COVID-19 compared with the usual level for a particular place and time. In addition, please continue to ensure in your parish and community that there is no one who is vulnerable not being supported. Please continue to promote “Home but not alone” with the help line 0800 876 6926
- Other News: Temporary relaxation of concessionary travel arrangements in Suffolk to end 6<sup>th</sup> July. As more people return to work, public transport operators face the challenge of meeting this extra demand and ensuring adherence to Government guidance. Passenger numbers are highest at the beginning and end of the day, so people who need to make essential journey for shopping, care or health reasons are being encouraged to travel after 9.30am when buses are currently quieter. Suffolk County Council and bus operators in the county have agreed to end the temporary relaxation of concessionary travel rules from Monday 6 July.
- First business benefits from council’s free solar panel scheme: As part of the County’ Climate emergency plans to be carbon neutral by 2030, a Lowestoft-based charity is the first organisation to benefit from free solar panels, as part of Suffolk County Council’s Renewable Energy Fund. Nirvana Health and Fitness, on Pinbush Road in Lowestoft, is now hosting a 70kWp solar panel installation and is benefitting from zero-carbon electricity. The council’s £400,000 Renewable Energy Fund is open to eligible businesses looking to reduce their energy costs and carbon footprint through solar power. Successful applicants will have solar panels supplied and installed for free. Once the panels are installed, the business is sold electricity at a better rate than their existing tariff, so they will see immediate savings. The Fund itself benefits from income generated by the sale of the solar-generated electricity. This means money goes back into the pot, allowing more solar panel applications to be considered by the Fund and installed across Suffolk. Businesses with a relatively high daytime energy demand and large roof space, and who are interested in applying to the Renewable Energy Fund, can contact Sarah Gill at Groundwork Suffolk [sarah.gill@groundwork.org.uk](mailto:sarah.gill@groundwork.org.uk) or call 07720 098980.
- Fostering and Adoption Sessions in the Stour Valley - Go Virtual - Regrettably all recruitment events based locally in the parishes have been cancelled due to Covid-19. Since the incidence of COVID 19 sadly the demand for this service has increased significantly. I am pleased to say that despite these sad circumstances the recruitment of foster parents and adoptees has also increased. Sadly the need is as vital as ever. Therefore, those who would like to find out more v can refer to the website - <https://www.fosterandadopt.suffolk.gov.uk/> and / or join one of the following events during the next three months which will be conducted VIRTUALLY face to face with one of the team following the government guidance.

Signed.....

9<sup>th</sup> September 2020

## Appendix B – DISTRICT COUNCILLOR LEIGH JAMIESON’S REPORT

- Environment proposals - The Environmental task force set up last year have now finalised a set of proposals to help Babergh and Mid Suffolk District Councils achieve their ambition of becoming carbon neutral by 2030. Cabinets voted unanimously this week to support the proposals submitted. The proposals will 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 (CO2e) per year, looking into how best to invest in order to reduce this to net zero. The task force has taken expert advice on which areas to target first for the greatest impact
- Funding for Babergh Communities - Communities across Babergh received funding of nearly £300,000 last month. Projects in Sudbury, Newton and Chelsworth shared funding from the Community Infrastructure Levy (CIL). The project in Chelsworth was particularly pleasing as it was one that I was involved in and involved a substantial contribution from CIL and the communities’ team. The money will help the village regenerate the church into a community centre. Chelsworth had no Neighbourhood CIL themselves and I highlight this to show that Babergh will be happy to contribute to communities from the local infrastructure fund.
- 971 bus - I was made aware by residents in Hadleigh and Kersey that the 971 bus that carried pupils from the village to Colchester schools is stopping. This will affect parents significantly. Whether this affects any villagers in Lindsey I am unaware at this stage, but if it does please let me know. I am currently looking to work with the County Councillors affected to see if there is either, a way to save the current service, or alternatively find a suitable solution. Although it has already been done, I have contacted James Cartlidge and Andrew Reid myself, adding as much support to the residents’ case as possible. I have seen that there has been an article in the EADT’s and if we can keep it in the press, that will also add weight to the cause. I have also spoken to Beestons.
- Premier Inn Sudbury - As published in the press recently Whitbread have pulled out of the deal to take on a hotel, for their Premier Inn chain, in Belle Vue park, Sudbury following the financial downturn caused by the coronavirus crisis. Many members of the council, including the Green Party councillors were against this deal and it has come as a relief in some ways. New ideas for the park are now being looked into.
- Helpline for the most vulnerable - 0800 876 6926 free to call 7 days a week, from 09:00 to 17:00

Signed.....

9<sup>th</sup> September 2020

**Appendix C – FINANCIAL REPORT:****Items received since the last meeting:**

Income	Description	Nett	VAT	Gross	Ref	Power
19.06.20	HMRC – VAT Reclaim	72.00	0.00	72.00	BACS	
	Total Income			£NIL		

**Items to be Authorized for Payment**

Expenditure	Description	Nett	VAT	Gross	Ref	Power
08.07.20	Clerk's Salary & Expenses	297.03	0.00	297.03	472	LGA 1972 s111 & s112
	ICO – Data Registration	40.00	0.00	40.00	473	Data Protection Act 2018
				£830.51		

**Financial Report**

	Date	£
Opening Balance	21.05.20	2129.09
Add Income Received	May – July	72.00
Less Expenditure Incurred	May – July	0.00
Less Expenditure from verified list	08.07.20	337.03
Closing Balance	08.07.20	<b>1864.06</b>

**Bank Reconciliation**

Community Account	Statement – 30.06.20	3101.60
Less unlogged cheques *	At 08.07.20	1237.54
Plus unaccredited income		0.00
Reconciled Total		<b>1864.06</b>

*	
466	£70.00
467	£440.58
468	£65.40
469	£110.00
470	£75.00
471	£139.53
472	£297.03
473	£40.00
	<u>£1237.54</u>

Signed.....

9<sup>th</sup> September 2020