

# LINDSEY PARISH COUNCIL

## CLERK TO THE COUNCIL

A Parish Council Meeting was held on Wednesday 11<sup>th</sup> November 2020 via videoconferencing on the Zoom Platform and commenced at 8.04pm.

The Chairman, Mr. Arthey welcomed the following Parish Cllrs. to the meeting – R Corcoran, M Hainsworth, B Howe, R Howe, J Moore and A *Sturgeon*. In attendance were Mrs V Waples, Clerk and District Cllr. L Jamieson (*in part*).

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. OPENING AND TWO-MINUTE SILENCE AS AN ACT OF REMEMBRANCE- the Chair opened the meeting with a two-minute silence as an Act of Remembrance.
2. APOLOGIES OF ABSENCE:
  - i. Apologies of absence – there were no applicable apologies of absence as all were present.
3. DECLARATIONS OF INTEREST:
  - i. Cllrs. Arthey and B. Howe declared local non-pecuniary interests in respect of the Village Hall Grant under Agenda Item 9v. 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.
4. MINUTES OF PREVIOUS MEETINGS:
  - i. To sign the minutes of the Parish Council Meeting of 9<sup>th</sup> September 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 or whenever was convenient for the Clerk and Chair to so arrange, aif.
5. PARISH MATTERS: to receive updates on items raised at previous meetings
  - i. Climate Emergency / Climate Awareness –Cllr. Moore made the meeting aware that an article would be included in the next quarter newsletter on this matter and that the document would first be circulated to all Councillors in draft for all to read. The suggestion was that a conversation should be started with the parish with regards to climate change and an article in the newsletter would be the commencement of this conversation and could be used to gauge interest in the subject matter. All agreed that the article should be circulated to all and provided that there were no adverse comments the article should be included within the next edition of the village newsletter. Cllr. Sturgeon made the meeting aware of an initiative being promoted by Groundwork Suffolk who are assisting local communities to calculate and forecast a community plan that will lead to net-zero emissions. They have a range of action plans that will cover: researching the footprints of communities; assistance with carrying out energy and resource audits and help produce a plans to achieve carbon reduction etc. There will be a need for involvement from individual communities, but assistance is there to achieve this. It was noted that more information will be forthcoming in the Spring and the parish council was encouraged to take the lead on this initiative.

So approved at the meeting of 20<sup>th</sup> January 2021

## 6. 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 made the meeting aware of the following:  
Most common way for the spreading of COVID-19 is in the home.  
Sizewell C – SCC turned down the project mainly due to the effect of transportation into the site and impact on the environment.  
Power lines crossing South Suffolk – James Cartlidge MP and Cllr. Finch are working with MPs in Suffolk to look at alternative transportation e.g. interconnectors under the sea  
Fostering – recruitment of foster parents has increased, but the numbers of foster parents finding it difficult in these times has increased.  
When questioned he confirmed that he had handed over the role of Chair of SCC to Graham Newman in recent weeks.
- To note the report from District Councillor Leigh Jamieson – the written report as submitted can be seen at Appendix B.  
Approved Local Plan will now go through a final technical consultation with comments on the legal compliance and soundness of the plan  
Cllr. Howe questioned the strategy behind the purchase of some properties as an investment given recent media articles saying that some councils were coming unstuck and enquired whether this was impacting on BDC/MSDC investments? District Cllr. Jamieson confirmed that BDC/MSDC were still going forward with investments as a long-term strategy and were investing a further £50million. 70-75% of money available to CIPFCO is money borrowed which it then invests through the purchase of commercial properties. Council currently borrows from PWLB at a lower rate and then lends the money on to CIPFCO at a higher rate with the aim that an additional source of revenue income can be used to pay for council services. He confirmed that the Board is made up of industry experts and District Cllrs.

## 7. STATUTORY BUSINESS:

- i. The Local Government Boundary Commission for England - consultation on draft recommendations for new division boundaries in Suffolk County Council – closing date 23<sup>rd</sup> November 2020 - <https://www.lgbce.org.uk/all-reviews/eastern/suffolk/suffolk-county-council> - County Cllr. Finch stated that the proposals were still in the melting pot but effectively SCC were looking to reduce number of Councillors to 70. Issue is that this review will not be used until 2025 election. The basic question asked had been how equally are the residents of Suffolk represented? 8,000 residents per County Council Ward is the aim. Debates had been held about the split but overall, there was consensus in the Council. There are areas that might be geographically challenge with actual meetings but overall, there is the requirement to equalise the divisions in terms of representation. The proposal is that Lindsey will go north and be incorporated within Cosford. The meeting confirmed that it had no direct comment to make on the proposal.

## 8. CORRESPONDENCE:

- i. To note the various correspondence on the assistance that is available during the current COVID-19 restrictions:
  - “Home, But Not Alone phonenumber” 0800 876 6926 which supports vulnerable people in local communities who may be struggling with the impact of Coronavirus, is live again
  - The Suffolk Advice and Support Service phonenumber (0800 068 3131) which helps those with debt, benefits employment or housing worries.
- ii. The Police and Crime Commissioner Tim Passmore presented his Annual Report to the Police and Crime Panel in October. A copy of the Annual Report (PDF, 8MB) is available by clicking [here](#).
- iii. It was confirmed that all other correspondence for noting as opposed to action had been circulated via email.

## 9. CLERK'S REPORT:

- i. To consider schedule of receipts received since the last meeting – *Paper A* - all noted monies received since the last meeting. (*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. The meeting further agreed to the retrospective approval of the payment for the Council's Insurance Premium which fell due at the end of September, aif. (*Appendix C refers*). The Clerk confirmed that she had negotiated a fixed rate for the Council's insurance premium for the next three years which would only vary should council undertake additional liabilities. The Clerk also confirmed that she had carried out a review of the insurance being proposed and had assessed that it adequately reflected the council's needs in terms of liabilities and assets held.
- iii. To consider the Council's financial position to date – *Paper C* – the meeting noted the carried forward balance of £3,042.48 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*). Discussion followed over the merits for the Council to explore online banking and it was agreed that the Clerk would look into this ensuring that at all times Council adheres to its own Financial Regulations for dual authorisation, aif.
- iv. To receive the budget monitoring statement for the period ending 11.11.2020 - *Paper D* – Council received the paper as submitted noting that, as previously advised, the 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. As the Council was meeting remotely and could continue so to meet until May 2021, it was noted that the underspend on the Village Hall hire costs compensated in some way for the overspend on the Administration Budget. It was noted that the year currently stood at 34% underspend and that the target for allocation to reserves for the year - £650 – was achievable.
- v. To consider and approve the following payments as per the budgets set for 2020-2021:
  - Payment to Lindsey Village Hall – £200 – all agreed that the payment should be authorised, aif.
  - St Peter's Church – assistance with Churchyard Maintenance - £200 - all agreed that the payment should be authorised, aif.
- vi. To consider the 1<sup>st</sup> draft of the budget to be set for the period 1st April 2021 – 31st March 2022 – *Paper E* – it was noted that these were provisional workings until tax base figure for the following year was released – this was anticipated to be around 25<sup>th</sup> November 2020. Comments on the proposals were received as follows:
 

Reserves – it was noted that guidance states that the level of reserves should be maintained between 3-12 months of budget expenditure. It was agreed that any anticipated underspend should be added into the Reserve fund. There was an anticipation that at the end of the year the reserve fund would stand at around 32% of annual budget. Council was reminded of the previous discussion over the reasoning behind reserves and the agreement to build up the reserves on a gradual basis. Council was reminded of its fiscal responsibility for managing public funds and remaining solvent.

Grants to Village Organisations – given that both had experienced difficulty in raising funds could there be an increase in the funds as grants to Village Organisations. The meeting was reminded of the limitations to Parish Councils in giving monies to the PCC and that in essence funds could only be for costs associated with the maintenance of the churchyard. It was agreed that the Clerk should seek to obtain evidence of the costs associated with maintaining the churchyard prior to Council agreeing to uplift the grant for future years.

Budget of £4365 - it was agreed that the assumption that the total expenditure figure is the workable figure was correct and should be the position moving forward even though some of the figures are acknowledged as unknown or to be confirmed.

Precept figure of £4365 - would allow an increase to the reserve fund on an annual sliding scale. This increase to the built-up reserve funds from the allocated reserve sum from 20-21; the anticipated

underspend for the current year, which along with the sum from 21-22 would equate to around 35% being held as reserves. It was agreed that this was the correct course to pursue and would achieve the council's commitment of ensuring that it was in a secure position to have sufficient funds to deal with unforeseen events that might arise.

#### 10. PLANNING MATTERS:

- i. To consider the following planning applications: to view please follow the link below:
  - DC/20/04498 - full Planning Application - use of land for the siting of a caravan @ Church Barn Meadow, Church Road, Lindsey -  
It was noted that this was to be a temporary siting. Agreed that a time bar should be submitted. Discussion followed over reference to a potential future application to turn the barn into a house. It was noted that a new access road had been commenced which was questioned as to whether it was in a suitable location. Highways have responded with a comment on the existing access and requirements for a future access. Agreed that if there was to be an application to be approved for the barn then the Parish Council would support a caravan being sited whilst the works were ongoing. It was agreed that this application submitted was the wrong way round. A further issue was raised over drainage. The Parish Council does not support the siting of the caravan in that the proposal is not to provide accommodation on site during the conversion or build of a consent, aif. It was also noted that a new concrete hardstanding had been installed and the Clerk should question whether consent should have been obtained for this as the Parish Council was concerned about drainage and whether adequate provision has been made for drainage of surface water in this area. The siting of the caravan needs to be time barred.
  - DC/20/04468- Householder application - Replacement of windows/doors and the installation of 5 No. conservation rooflights, and replacement of existing velux with conservation rooflight @ The Granary, The Tye, Lindsey  
It was stated that the building was not visible from the road and that it was the conversion of an old building in the modern style. The comment from Heritage was noted "The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application, as per para.197 of the NPPF, as well as the policies in the Local Plan." Decision-takers should be mindful of the specific legal duties of the local planning authority with respect to the special regard to the desirability of preserving the listed building or its setting or any features of special architectural or historic interest which it possesses, as set out in section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990." The meeting noted that there was an increase in the number of rooflights and that the east elevation appeared to be better proportioned than the existing. Discussion followed as to whether the Parish Council supported the view taken by the Heritage Officer in particular with the proposed installation of bi-fold doors and roof lights. The original version respected the historic openings and the meeting questioned whether the installation of further roof lights could be classed as detrimental to the historic setting of the building. It was noted that the building was currently a dwelling. The Parish Council agreed that it supported the application as long as there was no detrimental impact on the residential amenities enjoyed by neighbouring properties, aif.
- ii. To note the following planning applications determined by the local planning authority: none had been received.
- iii. Ministry of Housing, Communities and Local Government consultations on reform of the planning system: Planning for the future - the planning white paper ([To view the response by NALC, on behalf of Parish and Town Councils, please click here](#)) the meeting noted the response as submitted by NALC on this consultation following responses submitted by individual parish and town councils and County Associations. The Clerk confirmed that she had answered relevant questions on behalf of Lindsey Parish Council.

11. PARISH COUNCILLORS' REPORTS: to receive reports on village issues from Councillors present -

- i. Cllr. Howe made the Clerk aware of further damage to road signs – on road to Ravens Hall; opposite Barn where application has been submitted for the siting of a caravan and near to the White Rose.
- ii. Cllr. R Howe asked whether the Clerk could obtain information as to when the hunt would be in the village or vicinity. On two recent occasions they had been in the village and not notice had been given. The Clerk confirmed that she had also received a comment on this from a member of the public. The Clerk was requested to contact a local landowner involved with the hunt and asked whether the courtesy of informing the parish clerk on dates for the hunt to be in the area could be resumed. This would then allow the Clerk to pass this information onto those in the village who had requested to be so informed.
- iii. Cllr. Hainsworth asked all to be vigilant during the current measures and stated that the evidence showed that Suffolk and in particular the local area was showing an increase in positive cases - Hadleigh and Babergh in general have seen an increase in numbers and the importance of isolation was stressed. All should be vigilant and careful. It was noted that there were a number of villages in the vulnerable group.
- iv. Cllr. Hainsworth mentioned the lack of diversity in the parish council make-up.
- v. Cllr. Corcoran made the meeting aware that he had been passed email information on the Tree Warden Scheme along with emails on items that would previously have been sent to the Council appointed Tree Warden. It was noted that both vacancies – Tree Warden and Footpath Warden had not been filled since David Waldron has stepped down. Council was in agreement that it needed to look at appointing someone to both the role of Parish Tree Warden and Parish Footpath Warden which could be either a Councillor nominated person or a member of the parish. The Clerk agreed to send the information received to all Councillors for perusal. Anyone interested in the role on the Council was asked to come forward.

12. DATE OF NEXT MEETING:

Parish Council Meeting: Wednesday 20<sup>th</sup> January 2021, commencing at 7.30pm via videoconferencing on the Zoom platform.

There being no other business the Chairman declared the meeting closed at 21.32.

## Appendix A – COUNTY COUNCILLOR JAMES FINCH REPORT

### **COVID 19** - Message from Stuart Keeble, Suffolk’s Director of Public Health:

More people are catching COVID-19 across Suffolk, but Ipswich and West Suffolk are seeing the steepest and quickest rises right now. There will be many reasons, but the data shows that by far the most common way that people spread COVID-19 is in their homes. That’s between family members and when people visit and can be especially the case when you’re not showing the symptoms. There are steps we can all take, just like those that Suffolk people have been doing so well throughout the pandemic. Sticking to these rules:- Keeping at least 2 metres apart, Opening windows for ventilation, Not sharing utensils, Washing hands properly, Washing hands frequently, Wearing your masks in enclosed places. These are small acts, but they do have a big impact on reducing the spread of COVID-19. This increase must be seen as a wakeup call to everyone. If we keep following the guidance as we have been, we will beat COVID-19. But we must act now. Let’s stick to this guidance rigidly NOT LEAST to protect our” Family Christmases in Suffolk” especially as we are all now in Lock Down. Suffolk County Council helps those in financial need during COVID19 Pandemic - £600,000 have been given so far via some of the following schemes:

- The Local Welfare Assistance Scheme that funds supermarket, food and fuel vouchers; school uniforms; essential furniture items; white goods; and oil heating refills.
- A donation of £100,000 to the Suffolk Community Foundation to provide grants to organisations to help communities with immediate hardship.
- On top of this, Suffolk County Council has also committed £250,000 to Suffolk Foodbanks and awarded a further £60,000 to the Suffolk Community Foundation’s emergency hardship fund.
- The Suffolk Support and Advice Line has been set up to help address these issues. This is being promoted through the media in Suffolk.
- It can help with debt advice, budgeting, mortgage, rent or credit card problems and employment queries.
- The number is 0800 068 3131 and is manned Monday to Friday 9am to 5pm. People can also go to: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolk-advice-and-support-service/>

### **Changes submitted for Sizewell C project to cut HGV construction traffic**

Following feedback from Suffolk County Council and East Suffolk Council, as well as residents, MPs and other stakeholders last month significant changes have been put forward by EDF Energy to the plans for the Sizewell C nuclear power station, to cut the number of lorries on Suffolk’s roads and curb its impact on the environment. EDF Energy has submitted 14 changes to the twin reactor project, with the full details released on 16 October. A 30-day public consultation will take place next month. The main changes involve making more use of rail and sea to deliver construction materials for the massive project, with an increase in trains and alterations to the proposed beach landing facility. EDF also plan to reduce the use of AONB land on the Sizewell estate by working closely with Sizewell A, which is being decommissioned, and by using existing land for critical buildings that need to be moved to allow construction to get under way. In addition, EDF is proposing additional land for the creation of fen meadows to further increase the ‘net gain’ in biodiversity following completion of the project. The consultation on the changes will start on 16 November. The consultation will be operated in strict accordance with the pandemic guidelines. The next stage in the process is the public examination, which is unlikely to start until next year.

### **Suffolk County Council encourage residents to keep walking and cycling**

Suffolk County Council is urging residents to keep up the good work with their sustainable travel choices as the weather gets colder by launching its campaign - Let’s make a change for the future! The aim of the campaign is to get more people choosing to walk and cycle for their shorter journeys and for longer journeys pair with public transport. The campaign will include a radio advertisements on Heart FM, social media via – [www.facebook.com/suffolkCountyCouncil](https://www.facebook.com/suffolkCountyCouncil) and Twitter - @suffolkcc – and a dedicated presence on the county council website - [www.suffolk.gov.uk/adviceontravel](http://www.suffolk.gov.uk/adviceontravel). This will be complemented with pop up outdoor signage in the county’s towns and near primary schools in built up areas. Following research, one of the positives to come out of the coronavirus crisis is the noticeable increase in people walking and cycling whether that is for commuting to avoid overcrowding the transport network, for leisure or as part of daily exercise. As a result, many areas have seen a reduction in traffic congestion and improvements in air quality. Active travel has also been proven to support people’s health and wellbeing.

### **Virtual Fostering and Adoption Sessions for the Stour Valley**

Since the incidence of COVID 19 sadly the demand for this service has increased significantly. Therefore, those who would like to find out more refer to the website - <https://www.fosterandadopt.suffolk.gov.uk/> or join one of the following events:

- For those wanting more information on Fostering only: - Wednesdays - 2nd December 2020 - all 7:00pm in your home.
- For those wanting more information on Adoption only: - Thursdays - 3rd December - all at 7:00pm in your home.

To book a place please email [Claire.Gwatkin@suffolk.gov.uk](mailto:Claire.Gwatkin@suffolk.gov.uk).

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

### **COVID-19 Update**

#### Changes compared to the last lockdown:

- Waste and recycling centres will remain open.
- Outdoor playgrounds will remain open.
- Public toilets will remain open.
- Trades people can go into other people’s homes, not just to respond to emergencies
- All leisure services with effect from 5<sup>th</sup> November will be closed.
- All other services will continue to operate largely as they have been over recent months either virtually or with strict social distancing in place.

#### Business Grants for closed business

Businesses required to close in England due to restrictions will be eligible for the Local Restrictions Support Grant (LRSRG):

- (a) For properties with a rateable value of £15k or under, grants to be £1,334 per four weeks.
- (b) For properties with a rateable value of between £15k-£51k grants to be £2,000 per four weeks.
- (c) For properties with a rateable value of £51k or over grants to be £3,000 per four weeks.

#### Additional Restrictions Grant for Businesses (ARG)

This will be distributed on the basis of £20 per head to enable councils to support businesses over the coming months more broadly including those businesses not required to close, but who are still impacted by the national lockdown. Further details and criteria are still to be confirmed.

### **Self-isolation support payments for low-income earners**

Residents on low-incomes and unable to work because they have been asked to self-isolate by NHS Test and Trace, can now claim a £500 payment to compensate for loss of earnings if they meet the requirements of the scheme. Discretionary payments may also be available in exceptional circumstances to individuals who meet the main qualifying criteria (i.e. low-income and unable to work because they are self-isolating) but are not in receipt of qualifying benefits and are facing severe financial hardship.

### **Joint Local Plan**

I have been part of the cross-party working group this year reviewing the Joint Local Plan. Together with officers we have reflected on feedback received from our communities following last year’s consultation. The finalised document will be presented to Council tomorrow and if approved will go through a final technical consultation, inviting comment on the legal compliance and soundness of the plan. The plan, along with these representations, will be submitted to the Planning Inspectorate early in the New Year for examination.

The plan will shape our towns and villages until 2037, delivering housing, important infrastructure, and essential employment across the district.

### **Biodiversity Action Plan**

Councillors are also set to consider a raft of measures this month, developed by a cross-party task force to improve the biodiversity in our district. The proposals have been developed following the extensive work of the task force, made up of councillors from all political parties. If agreed, the proposals will form the councils’ first Biodiversity Action Plan, setting out how they aim to protect and strengthen biodiversity in the districts.

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

Income	Description	Nett	VAT	Gross	Ref	Power
21.09.20	BDC – Precept 2 of 2	2171.00	0.00	2171.00	Bacs	
	Total Income			£NIL		

**Items Paid out since the last meeting**

Income	Description	Nett	VAT	Gross	Ref	Power
30.09.20	CAS – Insurance Premium	146.56	0.00	146.56	Bacs	LGA 1972 s111
	Total Expenditure			£146.56		

**Items to be Authorized for Payment**

Expenditure	Description	Nett	VAT	Gross	Ref	Power
11.11.20	Clerk's Salary & Expenses	337.34	0.00	337.34	478	LGA 1972 s111 & s112
	HMRC – PAYE	75.40	0.00	75.40	479	Inc & Corp Taxes Acts
				£412.74		

**Financial Report**

	Date	£
Opening Balance	09.09.20	1430.78
Add Income Received	September - November	2171.00
Less Expenditure Incurred	September – November	146.56
Less Expenditure from verified list	11.11.20	412.74
Closing Balance	11.11.20	<b>3042.48</b>

**Bank Reconciliation**

Community Account	Statement – 11.11.20	3495.22
Less unlogged cheques *	At 11.1120	452.74
Plus unaccredited income		0.00
Reconciled Total		<b>3042.48</b>

\*

473 £40.00  
478 £337.34  
479 £75.40

£452.74

So approved at the meeting of 20<sup>th</sup> January 2021