

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

An extraordinary Parish Council Meeting was held on Thursday 21st May 2020 via videoconferencing on the Zoom Platform and commenced at 7.40pm.

The Chairman, Mr. Arthey welcomed the following Parish Cllrs. to the meeting – M Hainsworth, B Howe, R Howe, J Moore and A Sturgeon. In attendance were Mrs V Waples, Clerk 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 – there were none received as all were present either via video link or via the telephone.
2. DECLARATIONS OF INTEREST:
 - i. There were no 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 11th March 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 – although the Clerk had flagged this area to SCC Highways for attention, COVID-19 and lockdown had taken over matters. Cllr. Moore as one of the impacted landowners, confirmed that nothing further had been done. Whilst the ditches at the crossroads and the road surface were currently dry, should there be any significant rainfall the situation would arise again. The Clerk was asked to ensure that this was flagged up to Highways for intervention at the earliest opportunity.
 - ii. Cllr. Hainsworth asked that his thanks be recorded for a change of date to allow him to attend the meeting.
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 B.
 - To note the report from District Councillor Leigh Jamieson – the written report as submitted can be seen at Appendix C.

It was noted that the Village Hall had submitted an application to MSDC for a £10k support grant which had been successful.

 - to receive comments from the public on the agenda or any issues concerning the village – there were no members of the public present.
6. **STATUTORY BUSINESS:**
 - i. Annual Meeting of the Parish Council – to note and agree the action taken by the clerk as identified in the paper entitled Paper 21.05.20 - Statutory Business and COVID-19 – all confirmed that they had read the paper and agreed the action to cancel the Annual Meeting for the year 2020 (*paper appended to the minutes*)

So approved at the meeting of 8th July 2020

- ii. Election of Chair – to note and agree the action taken by the clerk as identified in the paper entitled Paper 21.05.20 - Statutory Business and COVID-19 – all confirmed that they had read the paper and agreed the action for the Chair to remain in place until an annual meeting is held (possible May 2021), unless the council decide at an earlier date to elect a replacement (*paper appended to the minutes*)

7. CORRESPONDENCE:

- i. to note all relevant correspondence received since the last meeting has been circulated via email
- ii. Babergh and Mid Suffolk District Councils - Councillor Clive Arthey, Cabinet Member for Planning & Tom Barker, Assistant Director Sustainable Communities - Planning Update – *to note this will be circulated in the coming days to all Councillors*. It was noted that, as near as they can, the LPA are acting as normal and progressing planning matters with regards to planning applications and local plan. 1st virtual meeting had been held, quite successfully but it should be noted that more delegated decisions are being taken and in essence the planning function is being carried out by the LPA.

8. CLERK'S REPORT:

- i. To receive and approve the Annual Internal Audit Report – *Paper A* – the meeting noted that the internal auditor had drawn reference to the increased reserves at the end of the year and that Council was working towards level of sustainable reserves. Council approved the report as submitted by the Internal Auditor and noted that there were no recommendations contained within the report, aif.
- ii. To receive and approve the Payments & Receipts Account for the year ending 31st March 2020 – *Paper B* – Council approved the Account as submitted, aif. A copy of the Accounts can be found at Appendix A.
- iii. To note the Bank Reconciliation for the year ending 31st March 2020– *Paper C* – noted that the o/s cheque was for the Village Hall and the Clerk was asked to review and ascertain where the cheque had been sent. The year-end balances were noted and approved, aif.
- iv. To consider and approve the Annual Governance Statement for 2019/2020 as per Section 1 of the Annual Governance and Accountability Guide (AGAR) – *Paper D* – it was agreed that all assertions could be answered in the affirmative, aif.
- v. To consider and approve the Accounting Statements for 2019/2020 as per Section 2 of the AGAR – *Paper E* – approved figures, aif.
- vi. To consider and approve the Certificate of Exemption from a Limited Assurance Review for the year 2019/2020 - *Paper F* – all agreed that the Council fulfilled the eligibility criteria and that it exempt itself from a limited assurance review for the year ending 31st March 2020, aif.
- vii. To consider schedule of receipts received since the last meeting – *Paper F* - all noted the receipt of the 1st instalment of the precept in the sum of £2,171.00. (*Appendix D refers*)
- viii. To consider and approve the verified items awaiting authorization as per the schedule submitted – *Paper G* - all agreed that subject to formal verification by the two authorised signatories, Council was minded to accept the schedule of invoices awaiting payment. (*Appendix D refers*)
- ix. To consider the Council's financial position to date – *Paper H* – the meeting noted the carried forward balance of £2129.09 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 D refers*)

9. PARISH COUNCILLORS' REPORTS: to receive reports on village issues from Councillors present –

- i. The meetings thanks were offered to Cllr. Arthey for work done to the banks at the Kersey crossroads. Cllr. Arthey confirmed that it had been hoped that more could have been done but COVID-19 and lockdown had intervened.
- ii. The meetings thanks were offered to the Clerk for pulling the meeting together and producing the audit papers under current circumstances.
- iii. Cllr. Hainsworth made the point that this form of meeting appeared to be an acceptable forum for conducting business and once the issue of wet signatures is sorted, perhaps this is the way forward. Noted that people can socially distance and be effective.

So approved at the meeting of 8th July 2020

- iv. It was noted that in terms of COVID-19 cases, BDC was remarkable low but overall Suffolk numbers are low – might be because the county is less densely populated; travel less and live more in families and socialise less. Noted that there are assumptions that are being made that the spread of COVID-19 and that these are early days.
- v. Broadband – those at the Rose Green end of the village were still experiencing poor speeds – ½mbps. Cllr Moore stated that they now had copper for the last mile which allowed them to obtain current speeds of around 7mbps. Cllr. Sturgeon made all aware that a group of dwellings and businesses along Kersey Road had joined together as a small community and will be signing up to an ultra-fast project – via vouchers – with a fibre connection to the premises (overhead to a single point and then distributed from there to the six properties that will be linked). It was agreed that the Clerk would flag up the issue for the Rose Green area to County Cllr. Finch.
- vi. Cllr. Arthey mentioned that there had been disappointment in the village that the Beacon could not be lit for VE Day Celebrations. He and Cllr. Corcoran had taken advice which had stated that they should not be arranging a gathering or arranging anything that will cause people to gather so had cancelled the planned celebrations.

10. **DATE OF NEXT MEETING**

Parish Council Meeting: Wednesday 8th July 2020 commencing at 7.30pm either in person in the Village Hall or via videoconferencing on the Zoom platform.

There being no other business the Chairman declared the meeting closed at 20.43pm

Appendix A – FINANCIAL ACCOUNTS FOR THE YEAR ENDNG 31st MARCH 2019

PAYMENTS & RECEIPTS ACCOUNT FOR YEAR ENDING 31.03.2020

Year ended 31.03.19		Year Ended 31.03.20	
	<u>INCOME</u>		
3140.00	Precept	4110.00	LGFA 1992
140.00	VAT reclaim	0.00	
0.00	Donation	350.00	
0.00	Locality Budget	0.00	
3280.00	<u>TOTAL INCOME</u>	4461.00	
	<u>EXPENDITURE</u>		
1859.28	Clerk's Salary	2050.58	LGA 1972 s112
74.15	Audit Fee	80.85	LGA 1972 s151
263.66	Administration Costs	404.67	LGA 1972 s111
150.93	Council Insurance	154.28	LGA 1972 s111
134.98	Subscriptions	135.06	LGA1972 s143
50.00	Section 137 Payments	50.00	LGA 1972 s137
80.00	Hire of Village Hall	150.00	LGA 1972 s111
0.00	Elections costs	104.78	LGA 1972 s111
26.40	Training	0.00	LGA 1972 s112
40.00	Information Commissioner	40.00	Data. Protection Act 2018
200.00	Grant to St Peter's Church	200.00	LGA 1972 s214 (6)
200.00	Grant to Village Hall Committee	200.00	LG (Misc Provisions) s19
50.00	Village Expenses	0.00	LGA 1972 s142
630.00	Beacon Brazier	432.00	LGA 1972 s144
3733.00	<u>TOTAL EXPENDITURE</u>	4002.22	
	<u>CUMULATIVE FUND BALANCE</u>		
782.82	Balance b/fwd from 01.04.19	329.82	
3280.00	Add total income	4461.00	
4062.82		4790.82	
3733.00	Less total expenditure	4002.22	
329.82	Balance as at 31 March 2020	788.60	

Appendix B – COUNTY COUNCILLOR JAMES FINCH REPORT

So approved at the meeting of 8th July 2020

- COVID-19 related news

As I have been circulating five daily bulletins per week on the actions being taken place in Suffolk, I will not repeat these in this monthly report. Suffice it to say please ensure in your parish and community that there is no one who is vulnerable not being supported.

- More than 98% of pupils receive a preferred primary school on National Offer Day

On 16 April, it was reported that over 98.57% of Suffolk children were offered a place on National Offer Day at one of the schools preferred by their parents. Suffolk County Council received 7,602 applications from parents indicating which primary school they would prefer their child to join in September 2020. Some 7,116 children received offers for their first preference school and 7,493 children received an offer for one of their three preferred schools. Any parents or carers with a child born between 1 September 2015 and 31 August 2016 who have not yet applied for a school place should make an application immediately by downloading the CAF1 application form from our website or contact Suffolk County Council on 0345 600 0981. Once school places have been confirmed, parents need to consider how their child will get to and from school. If their child is eligible for SCC funded school travel, they will receive an email by 15 May 2020 with details of how to opt-in.

- Council Leaders call on EDF Energy to fully consult with local authorities before any public engagement commences.

On 9 April, Leaders of East Suffolk Council and Suffolk County Council wrote to EDF Energy urging them to fully consider how and when they will consult with local communities as part of the planning process for a new Sizewell C power station on the Suffolk coast. EDF Energy plan to submit their Development Consent Order to the Government's Planning Inspectorate in the next few weeks which triggers a formal process and timescale which includes a period of formal public engagement. Whilst the two councils remain supportive of EDF Energy making the DCO submission, both councils are calling on the energy provider to consult with the two local authorities regarding their plans for speaking to the public. There is concern that any period of consultation that begins during the current COVID-19 pandemic will not give the community the fullest opportunity possible to engage.

- Suffolk councils tackle dangerous parking to aid key services

Parking management in Suffolk moved from the police to local councils from 6 April – it has been in operation in Ipswich since 2005 – with the aim of driving down unlawful parking. However, given the current COVID-19 situation, councils will be taking a common-sense view and focusing on tackling obstructive and dangerous parking to ensure emergency, care, delivery, refuse and highways services can get around safely at this challenging time. As part of the national response to the pandemic, advice from the British Parking Association and the Local Government Association is that parking enforcement is an important public service that keeps roads safe and ensures access to goods and services. This is vitally important, particularly for key workers, as Suffolk's councils strive to continue providing essential services to their residents.

- First meeting of Ipswich Transport Task Force postponed due to Coronavirus

The first planned meeting of the Ipswich Transport Task Force has been postponed due to the Coronavirus outbreak. The meeting was set to take place on 3 April but, following discussion with the joint chairmen, it will be postponed due to the government advice regarding Coronavirus. The task force was commissioned by Suffolk County Council to investigate and evaluate potential ideas to improve traffic congestion in Ipswich and the surrounding areas.

- Fostering and Adoption Sessions in the Stour Valley

Regrettably all local recruitment events have been cancelled due to Covid-19. Once we have confirmed new some dates, I will publish them. If you know of anyone who would like to talk to someone about becoming a foster carer or adopter, please ask them to call the team us on 01473 264800 or refer them to the website <https://www.fosterandadopt.suffolk.gov.uk/>

Helpline for the most vulnerable - 0800 876 6926 free to call 7 days a week, from 09:00 to 17:00

- Use of Temporary Accommodation in B&MSDCs

As of the 27th April there were no families in B&B and of the 25 families with children in Temporary Accommodation, only 2 are sharing facilities.

To achieve this, 17 people have been moved around to facilitate more flow of Temporary Accommodation. Our tactic has been to create as much 'movement' within Temporary Accommodation as possible. By bringing 43 voids back into use people have either been rehoused where they were at risk of homelessness or to move from temporary accommodation into a permanent housing offer. In turn 45 new households have also been accommodated in Temporary Accommodation.

Many other Councils and Registered Providers have struggled to bring their voids forward and move people on effectively. Our approach will have saved significant costs as we would almost certainly have had to procure an additional hotel.

- Planning applications during Covid-19

The Planning Charter adopted by Babergh District Council includes a planning protocol which places restrictions on the use of officer delegations to determine planning applications. To comply with statutory determination deadlines during the Covid-19 pandemic more applications have been determined by officers under delegated authority. However, virtual planning committees are now taking place with the next one due on 3rd June. The meetings are conducted using Skype. Also the council has suspended provision of a hard copies for public viewing and the display of a Council site notice in relation to applications, at community venues. During this time the council will provide emails and letters of documents, if necessary, for specific persons/purposes, or to provide individual alternatives on a case by case basis and as necessary upon request.

- Business Innovation and Growth fund

Councillors have agreed a £300,000 funding programme for small businesses in towns and villages across Babergh and Mid Suffolk to be allocated over the next three years. Small businesses from start-ups to those looking to expand, will be able to apply for a grant from one of four different funding streams. Valid of up to £2.5k for all grants except for the Environmental Sustainability Fund which is £5k.

- Growth and increased Productivity Fund
- Enterprise and Innovation Fund
- High Street Premises Enhancement Fund
- Environmental Sustainability Fund

- Parking Management

Car parking enforcement (CPE) powers transferred from the police to local authorities across Suffolk on the 6th April. With more limited resources due to Covid-19, we will be supporting the national response to the pandemic in our districts by prioritising our service to maintain access for our emergency, care, delivery, refuse and highways services. Our partners at Ipswich Borough and West Suffolk Councils who are carrying out CPE in our districts on our behalf.

- Useful contact info–

- Homeless or becoming homeless - 0300 123 4000.
- Email - housingsolutions@baberghmidsuffolk.gov.uk
- Domestic Abuse - 0300 123 4000 during office hours, or 0808 168 7794 out of hours.
- Tenant help – Phone 0300 123 4000 from 8.45am Monday to Friday
- For emergency repairs or to report dangerous structures 0808 168 7794
- Text mobile service for hard of hearing customers 07827 842 833
- Email rent collection team hrcincometeam@baberghmidsuffolk.gov.uk
- Email tenancy support team tenancysupport@baberghmidsuffolk.gov.uk

All this information is available on our website: www.babergh.gov.uk/features/our-covid-19-response

Appendix D – FINANCIAL REPORT:

So approved at the meeting of 8th July 2020

Items received since the last meeting:

Income	Description	Nett	VAT	Gross	Ref	Power
12.04.20	Precept – 1 of 2 – BMSDC	2171.00	0.00	2171.00	BACS	
	Total Income			£NIL		

Items to be Authorized for Payment

Expenditure	Description	Nett	VAT	Gross	Ref	Power
15.05.20	Clerk's Salary & Expenses	416.60	23.98	440.58	467	LGA 1972 s111 & s112
	HM Revenue and Customs - PAYE	65.40	0.00	65.40	468	Income & Corp Taxes
	Suffolkcloud	110.00	0.00	110.00	469	LGA 1972 s111
	T Brown	75.00	0.00	75.00	470	LGA 1972 s151
	SALC	139.43	0.00	139.53	471	LGA 1972 s143
				£830.51		

Financial Report

	Date	£
Opening Balance	11.03.20	788.60
Add Income Received	March – May	2171.00
Less Expenditure Incurred	March – May	0.00
Less Expenditure from verified list	21.05.20	830.51
Closing Balance	21.05.20	2129.09

Bank Reconciliation

Community Account	Statement – 16.05.20	3029.60
Less unlogged cheques *	At 21.05.20	900.51
Plus unaccredited income		0.00
Reconciled Total		2129.09

*

466	£70.00
467	£440.58
468	£65.40
469	£110.00
470	£75.00
471	£139.53
	<u>£900.51</u>

So approved at the meeting of 8th July 2020

Paper prepared by: Clerk to the Parish Council for email circulation – 9th April 2020 - Statutory Business of the Parish Council – COVID - 19

Background:

On 2 April, the government published The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations come into force on 4 April.

NALC has launched two documents — a legal briefing note on its interpretation of the regulations and practical guidance for local councils on how to hold effective remote council meetings (much of which is repeated below). Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO) have also produced guidance on the regulations on how they affect all local authorities.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) come in to force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May

next year. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

The statutory requirements for meetings are mainly contained in the Local Government Act 1972 (“the 1972 Act”) and the Public Bodies (Admission to Meetings) Act 1960 (“the 1960 Act”). The Government included s.78 in the Coronavirus Act 2020 which gives the Secretary of State the power to make Regulations to make provisions for the holding of meetings. The 2020 Regulations set out those provisions.

a) Meetings of the Parish Council

Regulation 2 – the 2020 Regulations apply to local authority meetings that are required to be held, or held, before 7 May 2021. The date could be brought forward if Government rules are relaxed.

Regulation 3 – parish councils in England are included within the definition of “local authority” in the 2020 Regulations. Parish meetings are not included within the definition and, as such, there is nothing permitting them to meet remotely. In NALC’s view, the current Government guidance means that parish meetings should not take place in person, including the annual meeting of the electors.

Action taken by the Proper Officer of Lindsey Parish Council: Council is informed that the Annual Parish Meeting be cancelled for the year 2020.

b) Annual Appointments

Regulation 4 – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman, the first business at the annual council meeting.

Action taken by the Proper Officer of Lindsey Parish Council: Council is informed that the current chairman will remain in place until an annual meeting is held (possibly May 2021) unless the council decide at an earlier meeting to elect a replacement.

c) Remote meetings

Regulation 5 – this permits the holding of remote meetings. The effect of the Regulation is that persons attending a local council meeting do not need to be in the same place. “Place” means more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers (Regulation 5 (1)). To attend a meeting remotely a member in remote attendance must meet specified conditions (see below).

Regulation 5 (6) also enables local councils to make standing orders to specify:

- (i) how voting will be carried out

So approved at the meeting of 8th July 2020

- (ii) how members and the public can access documents and
- (iii) how remote access of the press and public by electronic means will take place.

Councils are expected to make these decisions based on their own needs and capacity. Local factors such as broadband strength may also determine what methods they use.

Action taken by the Proper Officer of Lindsey Parish Council: the Proper Officer will review the guidance on the holding of remote meetings with reference to:

Regulation 5(2) of the 2020 Regulations provides that a member in remote attendance attends the meeting at any time if the member is able at that time:

- a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting

&

Regulation 13 – s.1 (4) (a) of the 1960 Act has been amended so that public notice of the time and place of the meeting is deemed to be given if published on the relevant principal authority's website

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Regulation 17 – confirms that a local council complies with Regulation 8 of the Openness of Local Government Bodies Regulations 2014 (decisions and background papers to be made available to the public) by making the written record and any background papers available for inspection by publishing them on their website

d) Frequency of meetings

Regulation 6 – confirms that being present at a local council meeting includes being present through remote attendance. The Regulation also disapplies paragraph 7 of Schedule 12 to the 1972 Act. This means there is no requirement for a parish council to hold its annual meeting although a council may do so if they so choose. However, paragraph 8 of Schedule 12 has not been disapplied and there is still the requirement for a local council to hold in a year not less than three meetings in addition to the annual meeting. NALC believes this should also have been disapplied. The equivalent paragraphs have been disapplied for principal authorities (paragraphs 1 and 2 of Schedule 12).

Action taken by the Proper Officer of Lindsey Parish Council: Council is informed that, to ensure that there are four meetings held during the year in accordance with legislation, the following scheduled meetings will stand: 21st May 2020; 8th July 2020; 9th September 2020; 11th November 2020 but the location and commencement times are still to be determined.