

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

Minutes of the Council Meeting held on Wednesday 13th March 2024 in Lindsey Village Hall, Church Road, Lindsey which commenced at 7.32pm.

The Chair, Cllr. Arthey welcomed the following Parish Cllrs. to the meeting: R Corcoran, M Hainsworth, B Howe, R Howe, and J Moore. In attendance was District Cllr. Jamieson (in part) and County Cllr. Finch (in part) and Mrs V Waples, Parish Clerk.

1. OPENING AND WELCOME

- i. The Chair, Cllr. Arthey the Chair opened the meeting and thanked all for attending. The statement on reporting at meetings of the parish council was taken as read.

2. APOLOGIES OF ABSENCE:

- i. To receive apologies of absence –verified apologies of absence were received from Cllr. Sturgeon.
- ii. Council consented to accept the apologies so submitted, aif.

3. DECLARATION OF MEMBERS INTEREST:

- i. To receive declarations of registrable, other and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct Model Code of Conduct 2020 – there were no declarations of interests.
- ii. There were no declarations of gifts of hospitality received exceeding £50.
- iii. There were no requests for dispensations for the agenda under discussion.

4. MINUTES OF PREVIOUS MEETINGS:

- i. To approve the minutes of the following Council Meetings:
 - 17th January 2024 - the meeting agreed that the circulated minutes, were a true and accurate record of the meeting that took place and agreement was forthcoming for the Chair to sign the minutes, aif.

5. PUBLIC FORUM: (maximum 10 minutes)

- i. To note the report from the County Councillor – the meeting noted the written report previously circulated. A copy of which can be seen at Appendix A.
 - Big challenge over special educational needs and SEND – new cabinet members are now in post – more members of staff will be recruited.
Question – devolution – devolved areas? Noted that it does not involve further devolving of responsibility.
Question – funding for highways – extra £1million for the next 10 years is guaranteed. £10million extra funding since October 2023.
Question – rubbish picking on the A roads – confirmed that this was in the hands of the district.
- ii. To note the report from the District Councillor – the meeting noted the written report previously circulated. A copy of which can be seen at Appendix A. The following matters were brought to the attention of those present:
 - Struggling financial – balanced budget by using reserves. £6.7million shortfall.
- iii. To receive comments from the public on the agenda as published – there were no members of the public present.

6. PARISH MATTERS: to receive updates on items raised at previous meetings:

- i. Climate awareness / climate emergency – to receive an update / information on Climate related issues coming forth – nothing to add at this stage.
- ii. Improvements to the two triangles near the Rose Pub – to receive further information on the designs and costings for improvements to both areas – the Clerk confirmed that she had signed the relevant licence forms requesting permission for works to be undertaken on the highway and that this had been lodged and works to be undertaken agreed with SCC Highways. Following discussion, all confirmed Council’s understanding that the works should be funded from Cllr. Finch’s Locality Budget and the Council’s CIL reserves.

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- iii. To receive an update on the project to amend the Speed Limit on the A1141 between Hadleigh and Semer – it was confirmed that funding for the new speed limit would come from the Local Highways Budgets of the two County Councillors (in whose wards the roads lay), Semer and Kersey Parish Council and local businesses and residents. As such the LHB design engineers would now commence to progress the scheme. Council also received an update on the intervention by Cllr. Finch for a better cutting regime at the junction, on visibility grounds, be implemented for the coming year – it was confirmed that Cllr. Finch had lodged a request that the grass cutting schedule be amended to address this situation, but no further information had been received on this matter. The Clerk and James agreed to chase to ensure that this is actioned.
- iv. To receive updates concerning the area of standing water the White Rose Crossroads – some temporary remedial solution has been carried out in this area before a permanent solution is undertaken once planning permission is granted.
- v. Brett Valley Digibus – all received and the Clerk was asked to confirm that the PC would like to be kept apprised of the progress of this project.

7. STATUTORY BUSINESS:

- i. Financial Regulations 2024 – all noted that the revised financial regulations were expected to be issued by the end of March 2024 and would be presented for adoption at the Annual Council Meeting in May 2024.

8. CORRESPONDENCE:

- i. Suffolk County Council's Local Transport Plan Consultation - <https://www.suffolk.gov.uk/roads-and-transport/transport-planning/suffolks-local-transport-plan> - Council agreed that there was no requirement for it to formulate a response.
- ii. BMSDC – Town and Parish Updates – all confirmed that the monthly updates are emailed to Councillors.
- iii. SALC –all confirmed that the weekly news bulletins are emailed to Councillors and that all would contact the Clerk if there were any items of interest.

9. CLERK'S FINANCIAL REPORT:

- i. To consider schedule of receipts received and payments made since the last meeting – *Paper A* – all confirmed receipt of Paper A (*details can be seen at Appendix B*), aif.
- ii. To consider and approve the verified items awaiting authorization as per the schedule submitted – *Paper B* – all noted that there was no expenditure settled via the internet banking system since the last meeting for approval.
- iii. To consider the Council's financial position to date – *Paper B* – Council noted the reconciled position of £10,182.22 once the accounts awaiting payment had been settled, aif. Cllrs. Corcoran and Hainsworth confirmed that they had verified the position against the bank statements and cashbook at the next meeting.
- iv. To consider the actual versus budget for the period ending January 2023 - *Paper D* – all considered and accepted the overspend at this point in the year attributed to the increased administration costs for the year to date, aif.
- v. To consider requests for Donations received to date – *Paper E* – Council agreed that there were no further donations to be offered for this financial year.
- vi. To consider the request to use CIL funding to contribute 50% to a community defibrillator to be sited at The Lindsey Rose - indicative sum to be £375. Whilst responsibility of the unit needed to be ascertained, approval of the 50% of the funding from CIL was agreed by all, aif. Cllr. Hainsworth agreed to liaise with the owners of the Lindsey Rose and offered to provide advice and maintain the unit if required.
- vii. To note confirmation of the precept to be levied on the parish for the year 2024-2025 – the Clerk confirmed that she had received confirmation from the District Council of the precept to be levied on the parish which was set at £5,782 and which would be a 12.12% increase to a Band D property resulting in a Council Tax levy on a Band D of £60.83.

10. Year-End Processes:

- i. To consider the following as part of the Council's Year-End Process:
 - a) To review the Council's Financial Risk Assessment for the year 2023-2024 – *Paper F* – the paper as submitted was reviewed with Council noting the relevant changes to the document. All agreed that the

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risk identified and the manner in which they would be handled was appropriate for a parish council the size of Lindsey, aif.aif.

- b) To review the Council's Risk Management Strategy for the year 2023-2024 – *Paper G* – Council noted the Risk Management Strategy as written and considered that the paper was an appropriate strategy for a Parish Council the size of Lindsey, aif.
- c) To review and approve the Asset Register for the year ending 31st March 2024 – *Paper H* – the meeting confirmed acceptance of the Asset Register for the year noting the addition of the Tommy Statute, aif. All noted that works to the noticeboards should be completed soon.
- d) To review and agree the effectiveness of Internal Control for the year 2023-2024 – *Paper I* – the meeting agreed the statement of internal control noting that the purpose of internal control was to reduce the financial risk to the Council by ensuring that the Council's activities are carried out properly and as intended. All were in agreement that the controls currently in place, as updated by the Clerk, were effective and appropriate for Lindsey Parish Council in the management of public finances, aif.
- e) To review the effectiveness of Internal Audit for the year 2023-2024 – *Paper J* - the meeting agreed that having reviewed internal audit in terms of independence, competence, proportionality and effectiveness, it has complied with its duty under the 2015 Regulations and met the standards of audit provision, aif.
- f) To confirm the appointment of the Council's Internal Auditor for the year ending 31st March 2024 – *Paper K* – see Appendix B – Draft Audit Plan - having reviewed the Audit Terms of Reference as provided by the Internal Auditor, the meeting was in agreement to the appointment of Mr Trevor Brown CPFA to carry out the internal audit for Lindsey Parish Council for the year ending 31st March 2024 at a cost of £150 plus travelling expenses at the HMRC agreed rate, aif.
- g) To receive indicative year-end figures for the year ending 31st March 2024 – *Paper L* – Council noted the indicative figures with a carry forward balance of £9,548.92.

11. CLERK'S REPORT:

- i. To receive an update on the repairs to the parish and village noticeboards – the Clerk confirmed that due to work pressures, the noticeboards had not yet been completed but agreement was forthcoming that they would be collected at the end of February and the repairs completed. It was hoped that Council would be pleased with the results.
- ii. To agree to the Clerk's request to move the meeting scheduled for 10th July to that of 17th July 2024 – the meeting agreed to the request to move the meeting, aif.

12. PLANNING MATTERS:

- i. To consider the following planning applications:
 - DC/24/00970 – Application under Section 73 of the Town and Country Planning Act 1990 – Variation of Condition 2 (approved Plans and Documents) of Planning Permission DC/19/01412 dated: 13.06.19 – Conversion of barn to 1 no. dwelling and the erection of a two-bay cart lodge (re-submission of DC/19/00229) @ barn on land to the east of Rose Green Road – changes to listed building covered the increases in openings and simulated granary opening and that overall the proposal could be summarized as increasing the number of openings (windows) and regularising them. Whilst the council was not overly concerned with the planning application and raised no concerns in planning terms, it had concerns about the impact on the listed building.
 - DC/24/00971 - Application for Listed Building Consent - conversion of barn to 1no. dwelling @ barn on land to the east of Rose Green Road – following discussion, it was agreed that the proposed changes would be detrimental to the setting of the listed building. Overall there was a need to maintain the integrity of the original structure and whilst amendments to the integrated framework were acceptable, the overall integrity of the building needed to be preserved. Whilst there was a gain in the conversion, there was a requirement to be respectful of the original historic setting of the building. All of the surrounding listed buildings have maintained the original structure of the listed setting. Of particular concern was the “simulated granary” opening and Juliette balcony. It was stated that the increased number of windows could be detrimental to the structure and the appearance. By a majority decision, council approved the recommendation for refusal.

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- ii. To note the following planning applications determined by the local planning authority: *none had been received at the time of submission of the agenda*
 - iii. BMSDC – Joint Local Plan Part 2 – Parish Services Audit – the Clerk confirmed that she had completed the survey identifying the services and facilities in the parish to provide the evidence base of the Joint Local Plan – Part 2.
13. PARISH COUNCILLORS’ REPORTS: the following reports on village issues were received from Councillors present:
- i. Cllr. Corcoran made the meeting aware that he would be absent for the D Day Celebrations on 6th June 2024. All noted that the beacon was to be lit 9.15pm.
 - ii. Cllr. Howe made mention of the standing water outside of Rose Green Farm – it was suggested that this was landowner responsibility and contact would be made with the landowner.
 - iii. Cllr. R Howe queried why Canada Cottages were so named.
 - iv. Cllr. Moore made the meeting aware of the sign at the crossroads to the north of the village A1141 which was now lying on its back in the field at the crossroads.
14. DATE OF NEXT MEETING: all meetings will take place in the Village Hall, Church Road, Lindsey.
- i. Annual Parish Meeting 8th May commencing at 7.00pm followed by the Annual Council Meeting in Lindsey Village Hall.
 - ii. To note the dates of meetings for 2024 – 17th July, 11th September and 13th November.
15. CLOSE OF MEETING: There being no other business the Chairman declared the meeting closed at 21.14pm.

Appendix A – COUNTY AND DISTRICT COUNCILLOR REPORTS

County Cllr. James Finch's report as submitted to the parish council:

£4.4 million to be spent for 60 additional staff to strengthen SEND reform. Suffolk County Council's Cabinet has confirmed that 60 new members of staff will be recruited to drive forward important reform to the way special educational needs and disability (SEND) services are delivered in Suffolk. This includes an increase in permanent SEND staff of nearly 15%. These new posts will support the improvement of the quality and timeliness of assessments, plans, reviews, and communications with families. To support this improvement programme, an additional £4.4million was signed off during the budget discussions at Full Council on February 15. Of this, £3.4million will provide 46 new full-time posts – a increase of 15% in current staffing levels. An additional £1million will be spent in 2024/25 to fund 14 temporary posts.

Public consultation on Suffolk County Council's proposed devolution deal starts on 18th March 2024. A 10-week public consultation on our proposed devolution deal with the Government will start on 18th March and run through until 26th May. The consultation will be in two main parts – an open survey, hosted by Suffolk County Council, that any residents can complete and a sample survey of 1000 Suffolk residents conducted independently by Ipsos Mori. The consultation will be available through our website www.suffolk.gov.uk/devolution and social media. There will also be media coverage highlighting the consultation.

Dragon Patcher lands in Suffolk to bolster response to rural potholes. Suffolk Highways has welcomed the new pothole-repairing machine to help fix the growing number of potholes experienced nationally during the winter season, with a trial set to initially target defects in rural Suffolk. The Dragon Patcher is a machine that releases compressed air which cleans the surface of the road, before heating the surface to a temperature that enables repair material to bond effectively with the road surface, allowing the pothole to be repaired with an aggregate and hot bitumen material. Compared with the traditional approach of repairing potholes, the Dragon Patcher can work five times faster. This trial is in addition to the potholes being repaired around the clock as part of our routine repair programme, during the past two months Suffolk Highways has repaired 2,851 potholes across Suffolk. Fuelled by the biodiesel, HVO (hydrotreated vegetable oil), the patcher reduces raw material use and creates zero waste and has shown to provide significant carbon savings when compared to traditional patching techniques. Once the trial ends in Suffolk, a decision will be taken on whether to roll out the technology across the county.

Have your say on Suffolk's local transport plan Residents. are invited to share their views on how they travel to help inform Suffolk's Local Transport Plan. The plan sets out a long-term vision for transport in Suffolk and covers key themes such as decarbonisation of transport, strengthening the local economy, promoting health, wellbeing and social inclusion, and creating better-connected places that encourage a range of transport choices. Suffolk County Council is asking for feedback on the key themes proposed for the fourth version of the plan, which will cover the period until 2040 and respond to long-term transport opportunities and challenges facing Suffolk and the UK as a whole. A link to the survey can be found at <https://www.suffolk.gov.uk/ltp4> . The consultation will run for eight weeks until 8 April 2024. Feedback from the consultation will be collated and inform the production of the draft local transport plan. The full draft document will then be subject to further consultation later in the year.

Suffolk County Council to review weed control for roads and pavements. In February 2022, the council agreed to stop using glyphosate in its routine weed treatment programmes, to find more natural alternatives to help protect the local environment. However, the alternative products proved unable to meet requirements, which was further exacerbated by exceptional growing conditions. Multiple applications were sometimes needed which could introduce other negative environmental impacts. Teams will continue to monitor and research the different approaches being used to remove weeds on our roads and pavements. However where needed, glyphosate would be used responsibly as it is one of the most cost-effective and long-lasting solutions.

Final Position Statement - Bramford to Twinstead (EN020002) - Deadline 9. Notwithstanding that Suffolk County Council (SCC) have always accepted the principle of the project, and has been able to support important aspects of it, including project andng in the Stour Valley and the removal of redundant 132kV transmission lines. SCC is so concerned about the shortcomings in the Applicant's proposals for the implementation and control of the construction of the project, that it must advise the Examining Authority and the Secretary of State that it formally OBJECTS to the making of a Development Consent Order (DCO) in the terms put forward by the Applicant in the draft DCO and supported by the current suite of control documents. The Council considers that the following management plans require substantial revision, due to insufficient detail, these issues are exacerbated by the lack of a commitment to a two-stage, (outline and final) process, in accordance with the comments submitted to the

examination. For more information refer to this link: - [EN020002-001641-Suffolk County Council - Comments on submissions received at Deadline 8.pdf \(planninginspectorate.gov.uk\)](#)

98% of pupils receive a place at one of their preferred Secondary Schools on National Offer Day. This year parents and carers of 98% of children were offered a place on National Offer Day at one of their three preferred schools and 93% were offered a place at their first preference school. Suffolk County Council received 7,867 applications from parents and carers indicating which secondary school they would prefer their child to transfer to in September 2024. Families who applied online can log in to the online service from today to see the school their child has been offered. They will also receive an email to confirm this offer, unless they have indicated that they do not wish to. Letters will be sent to parents who made a paper application by second class post today (1 March 2024).

Virtual Fostering and Adoption Sessions for the Stour Valley. A Foster Carer Recruitment Event is held the 1st Wednesday of every month, and an Adoption Event is on the 1st Thursday all 7:00pm in your home. To book a place please email Claire.Gwatkin@suffolk.gov.uk.

District Cllr. Leigh Jamieson's report as submitted to the parish council:

Babergh Budget. The council approved the budget for 24/25 at the February council meeting. Balancing the budget was not easy this year and was only possible with use of earmarked reserves along with increases in council tax, rents, and fees. Council tax will go up by 2.99% which equates to a rise of 10p a week on a band D home. Council tenants will also see an increase of 7.7%. Social rents will increase by £7.92 a week and affordable rents will increase £11.13 a week. Ongoing financial pressures remain a concern for the council with a possible budget gap of £6.7m in the coming years. With a possible income far short of this the council needs to look at all possible income and funding streams.

Parking Charges. This week the council released proposals for Car Parking tariffs with tariff bands set out below –

| Tariff Bands | Tariff Option A | |
|---------------|-----------------|-----------|
| | Short Stay | Long Stay |
| Up to 1 hour | £1.00 | n/a |
| Up to 2 hours | £1.50 | £1.00 |
| Up to 3 hours | £2.00 | £1.50 |
| Up to 4 hours | £2.50 | £2.00 |
| All Day | n/a | £2.50 |

The tariffs, along with the associated parking report, which Overview & Scrutiny (O&S) will discuss next week, follow on from the consultation on charging that ended on the 3rd March. The survey produced eighty-six responses in total with just under 50% of respondents expressing concerns that the introduction of charges will be detrimental to the towns, high street, shops, or businesses. I asked why you get longer in the long stay car parking places for the same price as short stay and was advised that it is in order to encourage longer stays in the towns. I will take this up further next Monday when, as mentioned above, it comes to O&S before the report goes to cabinet.

Loft insulation for Suffolk homes. Funding is available to help Suffolk residents make their homes warmer and save money on their energy bills. Suffolk's Public Sector Leaders, which includes Babergh and Mid Suffolk District Councils, have launched a Suffolk Loft Insulation offer. Thanks to teaming up with builders' merchant Travis Perkins, Suffolk residents can get a significant reduction on loft insulation. There are four product options available, and residents will receive a 50% discount off their purchase (up to £200), with free delivery.

Tax premiums for empty & second homes. As discussed last month both councils agreed a new joint policy that will see the owners of properties left empty for a year or more paying double, with a premium of up to 100% from April 2024; properties empty for five years or more seeing their council tax bills treble with a premium of up to 200%; and owners of properties left empty for 10 years facing quadrupled bills, with a premium of up to 300%. Owners of 576 second homes in Babergh will see their council tax bill double from April 2025. The definition of a second home for council tax purposes would be a property which there is 'no one resident' but that is 'substantially furnished.' There will be exceptions, in line with Government policy, expected to include properties that are being actively marketed for sale or rent for a limited period, houses going through probate, caravan pitches or houseboat

moorings. Initial high-level analysis suggests the proposals for empty homes premiums could generate an extra £300k in Babergh, while the premiums for second homeowners in 2025 could net an additional £1.1m for Babergh.

Council of the year. The iESE Public Sector Transformation Awards in London on Wednesday, 6 March named Babergh and Mid Suffolk councils, UK Council of the Year. The award is presented to a council deemed ‘outstanding’ in transforming its services and creating vibrant communities. The councils received praise for their joint vision and innovation – achieving a number of UK firsts – and noted how, by working in collaboration with each other, with partners, and their communities, they continue to raise the bar for public services. Among other things the councils have implemented pioneering environmental work to cut carbon emissions. These include being the first rural councils in the UK to start the switch from diesel to hydrotreated vegetable oil (HVO) to fuel its fleet of bin lorries. Installing solar panels on the roofs of Kingfisher Leisure Centre in Sudbury, Hadleigh Pool and Leisure, Mid Suffolk Leisure Centre and Stradbroke swimming pool and fitness centre. The councils were also among the first rural council to trial Solar covered parking bays, which have been installed at Kingfisher Leisure Centre and Mid Suffolk Leisure Centre.

Briefing Notes from Babergh & Mid Suffolk District Councils

[Support pledged for environment, economy and communities – despite warning of ‘financial cliff edge’](#)

In agreeing its 2024/25 budget, Babergh District Council has outlined its determination to create a ‘more resilient and sustainable future’ for the district, despite severe financial pressures.

[Council leaders warn of ‘catastrophic effect’ of Suffolk County Council budget plans](#)

Proposed changes to Housing Related Support ‘could impact on our most vulnerable residents’.

[Parking charges petition is heard as council considers next steps](#)

‘We don’t want to lose free parking, but we have tough decisions to make’ – the message from Babergh councillors as a petition objecting to new tariffs is debated.

[Tax premiums agreed for owners of second homes and empty properties](#)

Councillors at Babergh District Council have agreed higher tax premiums for owners of second homes and long-term empty properties as part of a raft of measures to bring more homes back into use.

[Council’s loft insulation offer for Suffolk homes](#)

Funding is available to help residents make their homes warmer and save money on their energy bills.

[Making Suffolk’s older properties more energy efficient and cheaper to run](#)

A free event to explore how to make Suffolk’s older homes more energy efficient is at The Hold in Ipswich on March 6.

[More of Suffolk’s tree cover and orchards to be restored](#)

Suffolk County Council has secured £201,213 from the government’s Local Authority Treescapes Fund for 1,877 new trees in a bid on behalf of all Suffolk councils – including Babergh District Council. The funding will go toward planting and maintaining the trees – many of which will be ‘standards’, which are around six feet in height when planted.

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

| Income | Description | Nett | VAT | Gross | Ref |
|----------|-------------------------------|--------|------|---------|------|
| 23.02.24 | Roundabout Community Magazine | 300.00 | 0.00 | 300.00 | BACS |
| | Total Income | | | £300.00 | |

Items Paid out since the last meeting:

| Income | Description | Nett | VAT | Gross | Ref |
|--------|-------------------|------|------|-------|-----|
| | Nil | 0.00 | 0.00 | 0.00 | DD |
| | Total Expenditure | | | £NIL | |

Items Authorized for Payment:

| Expenditure | Description | Nett | VAT | Gross | Ref |
|-------------|-----------------------------------|--------|-------|---------|------|
| Clerk | Clerk's Salary & Expenses | 556.30 | 13.33 | 556.30 | BACS |
| | HMRC – PAYE – 4 th Qtr | 257.00 | 0.00 | 257.00 | BACS |
| | East Anglia Air Ambulance | 50.00 | 0.00 | 50.00 | BACS |
| | Lindsey Village Hall | 70.00 | 0.00 | 70.00 | BACS |
| | Total Expenditure | | | £933.30 | |

Financial Report

| | Date | £ |
|---------------------------|---------------------|----------------|
| Opening Balance | 17.01.24 | 10182.22 |
| Add Income Received | February – March 24 | 300.00 |
| Less Expenditure Incurred | February – March 24 | 0.00 |
| Less Verified Expenditure | 13.03.24 | 933.30 |
| Closing Balance | 13.03.24 | 9548.92 |

Bank Reconciliation

| | | |
|--------------------------|-----------------------|----------------|
| Community Account | Statement at 05.03.24 | 10482.22 |
| Less uncleared payments | At 13.03.24 | 933.30 |
| Plus unaccredited income | At 13.03.24 | 0.00 |
| Reconciled Total | At 13.03.24 | 9548.92 |

Within the balance above are the following reserves:

| | |
|-----------------------------|-----------|
| (Restricted) CIL reserve - | £7,720.18 |
| Earmarked General reserve - | £ 992.15 |
| Election reserve - | £ 836.59 |

So signed and approved at the meeting of 8th May 2024