

Monks Eleigh Parish Council

Minutes of Parish Council AGM held on Monday 18th May 2020 remotely via Skype at 7.30pm

Present: Cllrs Angela Forrest (Chairman), Patti Derry, Victoria Keitley-Webb, Elizabeth Evans, Tony Woodgate, Alan Braithwaite and Will Sykes

Attending: Lucinda Rogers (Clerk)

1/20 Appointment of Chairman

It was unanimously resolved that Angela Forrest be elected the Chairman of Monks Eleigh Parish Council (MEPC) who signed the acceptance of office declaration.

2/20 Apologies for Absence

County Cllr Robert Lindsay and District Cllr Bryn Hurren sent their apologies.

3/20 Appointment of Vice-chairman

It was unanimously resolved that Patti Derry be elected the Vice-chairman of Monks Eleigh Parish Council (MEPC) who signed the acceptance of office declaration.

4/20 Declaration of Interests and Requests for Dispensation

Cllr Braithwaite declared a non-pecuniary interest in item 12/20 as his property is adjacent to the site on which the consultation was focused; he contributed to the discussion but did not take part in the resolution on the response. Cllrs Derry declared a non-pecuniary interest in items 13/20 & 16/20 as she lives close to the issues to be discussed. No requests for dispensation had been received.

5/20 Minutes of the meetings held on 20th April 2020

The minutes of the meeting were approved by the councillors and signed by the Chairman as a correct record

6/20 Report from District Cllr Bryn Hurren

At the moment the main priority from Babergh is to get our services back up and running as prior to lockdown, we have restarted our brown bin service and the County recycling centres have also reopened with a booking service in place to cut down queues and waiting times. Like most Councils we have suffered a marginal increase in fly tipping (about 3%) but our district suffers quite badly anyway from commercial fly tipping from those outside our area. We have also noticed a 12% increase in our black bin volume, we presume from the extra people in lockdown or working from home. Also there has been a nearly 40% increase in our bottle bank collections, I will leave councillors to draw their own conclusions from that. Our planning service has been carrying on through the pandemic with virtual meetings between teams to agree outcomes and delegated powers to pass and refuse applications. What we are left with now are the larger and controversial applications that need to be heard in the public domain. We have had a trial run with a large application at Sproughton which was turned down by Councillors with public speaking so it seems anything is possible.

Our main focus during the past three months has been in the fight against Coronavirus with the setting up of the Home but not Alone Community Hub, which is an initiative across the whole of Suffolk, this has had good success with many people helped and their plight highlighted and brought to the attention of the local boots on the ground who have risen to the challenges magnificently and have seen that those who cannot get out either through isolation, disability or lack of transport have been catered and cared for. While I remain horrified at the mixed, muddled and untruthful and contradictory statements coming from our national government who seem totally incapable of organising the most simple event in a brewery, I have to say our District, Parish and local volunteers have been simply magnificent and we are all indebted to you as well as all the front line staff who have worked tirelessly to keep us safe, healthy and well stocked with provisions.

Locally I look forward to a time when we can go out without fear and our tradespeople and businesses can welcome us to their wares and services. I have travelled now three times on our 112 bus service which is providing a lifeline to those who need access to shops, pharmacies and appointments and with care and sensible safe distancing is a quite safe way to travel and we hope that soon more people will have the confidence to hop on and have a three hour experience in Sudbury where the market and other shops are beginning to reopen with sensible restrictions to keep queues and gatherings to a minimum.

Probably enough waffling from me, please accept my apologies of absence from tonight's meeting and I look forward to seeing you all in person very soon, any questions or queries that you have that need attention from me will be answered as promptly as I can under the circumstances. I hope to be in the village to replace the Tel box door the week after next.

7/20 Appointment of Parish Council Representatives

The councillors resolved the following areas of responsibilities:

- a. Cllr Sykes to the Suffolk Association of Local Councils (SALC)
- b. Cllr Woodgate to Millennium Green
- c. Cllr Forrest to the Village Hall Committee
- d. Cllr Evans for footpaths and roads
- e. John Naylor for the defibrillators
- f. Cllr Braithwaite for Finance
- g. Cllr Derry for Planning
- h. Cllr Keitley-Webb for the recreation field

Cllrs Evans and Sykes to research SALC training courses for new Cllrs

Cllr Braithwaite to send a map and list of footpaths to all for the website and notice boards. Cllr Evans to research landowners where there are footpaths. Clerk to send Rights of Way reporting tool link to all. Back Lane towards Long Meadow needs vegetation cut back, Cllr Braithwaite to form a team to tidy up and remove the overhanging branches. Clerk to write to owners of Branford House, The Street about the hedge overhanging the footpath. Cllr Forrest to call on No 2 or 3 Buttfield to ask the occupants to cut their hedges.

8/20 Public Forum

There were no members of the public present

9/20 Correspondence

SID results for April 2020 – advising of a small increase in speeds and dramatic drop in the number of cars travelling through the village – about a third of normal

Foster Carer – a notice recruiting foster care to be displayed on the notice boards

Thank you for MEPC Donations from: – Sudbury & District Citizen's Advice Bureau, Mid Suffolk Citizen's Advice Bureau, Suffolk Family Carers, St Peter's Church Monks Eleigh, Go Start Community Transport and Suffolk Accident Rescue Service,

10/20 Planning

a. The councillors reviewed Planning Application DC/17/03678 – **Maytree House, Mill Lane** – Variation of condition 2 on Planning permission DC/17/03678 to allow full height stairs window to be moved from west elevation to north elevation and resolved to object to the application on the following grounds:

i. The proposed window would overlook neighbouring houses leading to their loss of privacy. ii. Being in the Conservation area the negative impact that the proposed window would have upon the area iii. This amendment has previously been Refused (DC/20/01144): Full height stairs window moved from west elevation to north elevation as shown on Elevations Sheet 1 (Drawing Number: 1702-12-NMA-1) and Elevations Sheet 2 (Drawing Number: 1702-13-NMA-1) received on 16th March 2020: This change is not acceptable. We appreciate that the full height stairs window is to be installed next to a window as approved on the original application (DC/17/03678), however due to its full storey height, we feel this could have a detrimental effect on residential amenity as it will overlook onto the garden and neighbouring dwelling of Lanes End, The Street, Monks Eleigh, as well as alter the privacy of the host dwelling. Due to the window also being on the second storey, this will also have great impact on the design and appearance of this elevation and therefore this development is not acceptable as a Non-Material Amendment.

b. Planning Permission has been granted for the erection of a cart lodge (following demolition of garage) at **Orchard House, The Street** DC/20/00793

c. Babergh have advised that formal approval of the details of the proposed development is not required at **Manor Farm, Tye Road** DC/20/01523 Erection, extension or alteration of a agricultural or forestry use. Town and Country Planning (general Permitted Development) (England) Order 2015 Schedule 2, Part 6, Class A- Erection of agricultural barn

d. No further planning application had been received since the agenda was posted

11/20 Recreation Field Land Registry Registration

The application is with the Land registry awaiting registration

12/20 Wyncoll Farm Pre-planning consultation

The councillors reviewed the pre-planning consultation and resolved to object for the following reasons:

The mast is an additional 7m in height than existing one

The site is adjacent to the Conservation area and in a Special Landscape Area

A shared mast will increase visual intrusion
The proposal contradicts previous evidence
The additional planting and maintenance have not been carried out
Visual impact on the village – on the skyline
Why was construction of a second mast commenced but suddenly halted previously

13/20 H Lines at the corner of The Swan and Church Hill

A six week log to continue following lockdown

14/20 Donation from Roundabout

The Parish Council were pleased to receive the donation of £350. Clerk to write a letter of thanks. The shop has asked if the Parish Council would donate towards a new notice board on the wall outside the shop.

15/20 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31st March 2019 which had the following actions for the councillors to consider: 1. To include reference to GDPR in the Council's Risk Assessment 2. To review Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the precept
- b. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2019 / 2020 was approved and the Chairman signed the section on behalf of PPC.
- c. The councillors resolved that Section 2 of the Annual Governance and Accountability Return for 2019 / 2020 was approved and the Chairman signed the section on behalf of PPC.
- d. The councillors resolved to approve the explanation of the quantified significant variances in relation to Section 2 of Annual Governance and Accountability Return for 2019 / 2020.
- e. All cheques signed and due for signing, as itemised in the Appendix, were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget. The bank statements will be circulated to all the councillors to review with the bank reconciliation
- f. Cllrs Forrest, Derry and Braithwaite were confirmed as the PPC bank signatories. Cllr Derry to check theses are the only confirmed signatories with the bank.
- g. Cllr Derry to send schedule for reviewing policies to the Clerk.

16/20 Village Green Boundary

Clerk to write to all occupants of houses on Church Hill to explain that the boundary of the village extends beyond the bollards at the top of the green where a car is usually parked. The Parish Council cannot permit parking on the village green. Clerk to also write to the estate agents of Costa Plenty. The Parish Council are considering placing a large planter at this point on the green to resolve the parking problem.

17/20 112 Bus Service

The bus service is running and using social distancing. Several parish council's have made donations towards the running costs.

18/20 Streetlights

It will not be possible to obtain a loan from Salix as the planned investment failed to meet the carbon reduction value for money criteria. The clerk has been advised it is possible that the cost of the work will be less in 18 months' time as a new contract will be in place for SCC. The councillors resolved to watch how the situation develops and if needed fund ad hoc replacements from reserves. The precept has been raised to increase the financial reserves for this investment. The situation will be reviewed every 6 months.

19/20 Recreation Field

The councillors considered the increasing problem of dog waste on the recreation field. Dogs are not allowed on the recreation field and the councillors resolved to put a notice to remind people that dogs are not allowed on the field and also one on the website. The councillors thanked Adrian Keitley-Webb for cutting the grass on the field. Clerk to chase Strutt & Parker about repairing the fence. Also to invite them to look at the allotments in the autumn.

20/20 New Vicar for the Parish

The parish council would like to welcome Rev Mike Birt to the village. Clerk to write a letter of welcome.

25/20 Emergency Plan

The councillors resolved to update the emergency plan and to ask villagers for information.

26/20 Action List

The action list was reviewed and updated – see attached

27/20 Date of the next meeting

Annual General Council Meeting 27th July 2020

The meeting closed at 9.10pm

Appendix - Financial Report

Income received since 20.4.20

Whitehead	Polegate rent	£30.00
Babergh	Precept	£9500.00
Perry	Allotment rent	£15.00
Thompson	Allotment rent	£15.00
		<u>£9,547.00</u>

Schedule of verified invoices agreed for payment

Go Start	Donation	500.00	LGA 1972 s142(2a)
John Naylor	Defibrillator equipment	21.78	Public Health Act 1936 s234
MEVHC	Annual donation	2600.00	LGA 1972 s142(2a)
L Rogers	Clerk wages May	426.89	LGA 1972
Heelis & Lodge	Internal audit	128.00	LGA 1972
L Rogers	April/May expenses	34.17	LGA 1972
		<u>£3,710.84</u>	

Unpresented cheques

SALC	Annual subscription	259.00	LGA 1972 s111
L Rogers	Clerk wages April	426.89	LGA 1972
Sudbury CAB	Donation	70.00	LGA 1972 s142(2a)
Mid Suffolk CAB	Donation	50.00	LGA 1972 s142(2a)
EAAA	Donation	100.00	LGA 1972 s142(2a)
SARS	Donation	75.00	LGA 1972 s142(2a)
Wattisham 1st responders	Donation	100.00	LGA 1972 s142(2a)
MAGPAS	Donation	50.00	LGA 1972 s142(2a)
Samaritans	Donation	50.00	LGA 1972 s142(2a)
Victim Support	Donation	50.00	LGA 1972 s142(2a)
Suffolk family Carers	Donation	50.00	LGA 1972 s142(2a)
St Peters Church	Donation	300.00	LGA 1972 s142(2a)
Go Start	Donation	500.00	LGA 1972 s142(2a)
John Naylor	Defibrillator equipment	21.78	Public Health Act 1936 s234
MEVHC	Annual donation	2600.00	LGA 1972 s142(2a)
L Rogers	Clerk Wages May	426.89	LGA 1972
Heelis & Lodge	Internal audit	128.00	LGA 1972
L Rogers	April/May expenses	34.17	LGA 1972
		<u>£5,291.73</u>	

Bank Reconciliation

Account	Statement Date	Statement balance	Actual Balance	Credit/transfers not shown	Unpresented cheques	Difference
Community a/c	30.4.20	£24,831.56	£19,539.83	£0.00	£5,291.73	£0.00
Business reserve	30.4..20	£8,888.95	£8,885.83	£0.00	£0.00	£0.00
		£33,720.51	£28,428.78			

Action List

Minute	Action	Who
136/19	Follow up registration of ownership of playing field and Polegate with Land Registry via Holmes & Hill	Clerk
145/18	Ask Strutt & Parker to mend the fence behind the west end goal	Clerk
57/19	H lines on corner near Swan pub parking diary	Clerk/Cllr Derry
7/20	SALC training, footpath map, rights of way reporting tool	Cllrs Evans, Braithwaite & Clerk
19/20	No dogs sign on recreation field and website	Cllr Derry & Clerk
16/20	Write to Church Hill residents and estate agent- parking on village green is not permitted	Clerk
138/19	Thank you letter to Roundabout for donation	Clerk

98/19	Play area working party – when possible	All
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