

Monks Eleigh Parish Council

Minutes of Meeting held on Monday 20th April 2020 remotely via Zoom at 7.30pm

Present: Cllrs Angela Forrest (Chairman), Patti Derry, Victoria Keitley-Webb, Alan Braithwaite, Will Sykes and County Cllr Robert Lindsay

Attending: Lucinda Rogers (Clerk)

128/19 Apologies for Absence

Apologies from Cllrs Elizabeth Evans, Tony Woodgate and District Cllr Bryn Hurren were accepted.

129/19 Declaration of Interests and Requests for Dispensation

None

130/19 Minutes of the meetings held on 27th January 2020

An amendment to the above minutes on the finance report was agreed; that the insurance paid was for the Millennium Green not the village hall. The minutes of the above meeting were approved by the councillors and signed by the Chairman as a correct record.

131/19 Report from County Cllr Robert Lindsay

Covid info - Latest Government advice is available here: www.gov.uk/coronavirus
Latest SCC information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/> SCC meetings: Suffolk County Council have cancelled meetings (including March full council) for the foreseeable future. During this time, the Chief Executive will use her emergency powers to make any necessary decisions on behalf of the Cabinet/Council through the delegated decision-making process. Details of any decisions made will be published on the SCC website. There was talk of holding an online AGM in May as scheduled but disappointingly, the council has decided to postpone this to July. Personally I believe it is important for a public body to keep holding public accessible meetings. However the leaders of each political group are attending weekly briefings with the chief executive and officers. App and phonenumber launched to support vulnerable residents: The free app, called Tribe Volunteer, can be downloaded from the Apple App Store and Google Play Store. The telephone number for those in genuine need of help is freephone 0800 876 6926 and is being staffed from 09:00 to 17:00, seven days a week. Bildeston area Food Bank – Just to let you know that Bildeston have set up a Foodbank and are also offering to deliver medicines and food to villages nearby including Monks Eleigh. They have applied for special Covid crisis funding via Babergh. The contact at Bildeston is Shaun Moffatt. Funding available for food banks Suffolk County Council has made £60,000 available to support food banks in Suffolk. It is not yet clear how this funding can be accessed. I will update you as and when more information about this funding becomes available. Village shop – I hope the shop was able to access the business rate support grant. Let me know if there are any further financial problems. School closures and free school meals More information about school closures in Suffolk is available here <https://www.suffolk.gov.uk/coronavirus-covid-19/schools-guidance/> To support children eligible for free school meals, schools will be able to purchase meals or vouchers for supermarkets or local shops to be emailed or printed and posted to families, and they will have their costs covered by the Department for Education.

POST 16 TRAVEL One of the decisions the CEO is about to make is to raise the annual cost for Post 16 travel to school or college by £90. Our political group has objected to this proposal on the basis that the priority should be encouraging use of public transport and we should not be discouraging students from attending school and college. 112 Bus GoStart is now operating the 112, their takeover of the route coincided almost exactly with the lockdown. They are restricting passengers to 9 to allow social distancing. They can do a second run to pick up passengers in Waldingfield if they have reached the limit by then. Please do publicise this service as much as possible. It is important to that it at least breaks even so that it has a sustainable future. I have contributed to the first year's running costs, Bildeston and Brent Eleigh have said they will too. I hope Monks Eleigh PC can contribute as well. GoFirst are keeping separate accounts for this route so that expenditure and income can be tracked. Unity Trust Bank A/C 20260422 60-83-01 GoStart Community Transport. NB GoStart's dial a ride service has been suspended but 112 continues. Suffolk submits bid for Government funding for buses. Suffolk County Council has submitted a statement of intent to the Department of Transport (DfT) for £580k to improve some of the county's bus services. The council has not yet released details of how they plan to spend this funding. However, we understand that they are not intending to use it to reinstate the subsidised bus services which were cut last summer. The DfT planned to announce which statements of intent have been successful by the end of April, but it is likely that this will be delayed given the current situation. Opt-in for 2020/21 free school transport. Parents are now able to opt-in for free school transport for the 2020/21 school year. This will be the second year of the new school transport policy. The deadline for opting-in is 31 May 2020. If parents have a child who is already receiving SCC funded school travel, they must opt-in again to continue to receive it. The application for spare seats opens on 1 July 2020. To opt-in or for more information on the SCC school travel policy please visit: <https://www.suffolkonboard.com/schooltravel/>

132/19 Report from District Cllr Brynn Hurren

I am sure I do not need to say that we are in unprecedented times at this moment. Having said that, I can honestly say that Babergh District Council have risen to the challenge with staff and Councillors doing all they can seven long days a week to see that allocated money is distributed to Business's, Village Halls and Charities. In Monks Eleigh this to the best of my knowledge has happened faultlessly along with all the other five villages in the Box Vale Ward. There has been issues with supplies to the Community Shop but pressure on the main supplier does seem to have helped with this but we may have to act further, I have been assisted in this by Stephanie and Sue who are the locality officers designated to help in the Box Vale area and further afield. They have both been tireless in their support for the area. B.D.C. have had to temporarily suspend the brown bin collection service to concentrate on refuse and recycle collection which has to be our main priority, but it will be resumed as more drivers become available again. Planning has been carrying on with all officers and staff working remotely from home, this has been possible with the easier and non controversial applications but any applications that require a public debate and input from P.C.s and consultees has had to be stalled until we can set up virtual committees and meetings, hopefully at the end of this current month. All Babergh meetings and Committees have been cancelled until further notice but as one of the committee chairs I am consulted regularly on matters of financial importance and indeed anything that impedes on the safety and wellbeing of all our constituents across the district. As all will be aware, we have along with all the

Suffolk Councils set up the Home but not Alone District Community Hub with a designated freephone tel line and help and recommendations at the other end, we are also supporting the local hubs and organisations which have sprung up in every village. One of the best is the Boxford Community Hub on 07395 914959. Although they are based in the four villages around Boxford they will, and have gone further afield with deliveries of food, prescriptions, advice and other essentials. Closer to home the 112 bus service is up and running for essential journeys and can be modified to pick up passengers along the route at recognised stops and will call at the Sudbury Medical Centre on the Homebase Roundabout if required to drop passengers off or pick up on the return journey, also a stop could be arranged at one of the major shops to ease walking time for a senior or disabled passenger. For myself as there are no meetings to attend I have thrown myself into trying to do everything in my power to help in the community that I have been elected to serve, I am allowed to travel on Council business as a key worker and am part of the community hub delivering essentials into the villages and will remain doing that for the duration of the epidemic if spared. With this in mind please do not hesitate to call should you have a query or need assistance in any way. I think that I am putting all the info that people need on the Monks Eleigh Facebook Virtual Noticeboard. Hopefully we will all meet up soon in better circumstances.

133/19 Public Forum

There were no members of the public present

134/19 Correspondence

Babergh –advising of an increase in costs for dog and litter bin emptying (litter £36.05 +vat, dog £42.23 +vat)

Suffolk Highways – grass cutting programme for 2020 – circulated to Cllrs

Babergh – Sustainability Appraisal of the Babergh Mid Suffolk Joint Local Plan – comments by 24th April

Suffolk County Council – school transport policy 2020

Babergh – Civil parking enforcement will used to enforce illegal parking after lockdown

135/19 Planning

- a. Planning application DC/19/00735 – Erection of rear extension at Victoria Cottage, The Street - the Council has no objection to the application
- b. Planning Application DC/20/000793.– Erection of cartlodge following demolition of garage at Orchard House, The Street - the Council has no objection to the application
- c. Planning Application DC/20/01106.– Notification for works to trees in a conservation area – T1 yew – fell at Foskers, The Street - the Council has no objection to the application
- d. Planning application DC20/01300 – Erection of new dwelling and garage with workshop. Associated landscaping works (Alternative scheme to DC/18/01387) at Former Rushbrooks Nursery site, The Street - the Council has no objection to the application
- e. Notification of works to trees (reduce Atlantic Blue Cedar and fell one poplar – permission has been granted
- f. Planning Application DC/19/04923 – Change of use of land as a single gypsy and traveller site for the siting of up to 1 mobile home, 2 touring caravans and to erect a dayroom at Land north of Second Pits, Highlands Road – permission has been refused

- g. Discharge of Conditions Application DC/18/00621 – materials, landscaping, levels and reuse bins and collection areas at Fen Cottage, Brent Eleigh Road has been granted
- h. Planning Permission DC/19/05417 - Manna Wood Farm, Stackyard Green to erect a single storey rear and side extension – planning permission had been granted
- i. Planning application DC/19/05771 – Erection of single storey side extension: Replace window on SW elevation with French doors (following demolition of existing extension) at Spring Cottage, Brent Eleigh Road – planning permission has been granted
- j. Non-Material Amendment to DC/17/03678 – Mayfield House, Mill Lane – full height stairs window refused; alteration to roof pitch and additional window approved

136/19 Recreation Field Land Registry Registration

The application is with the Land registry awaiting registration

137/19 H Lines at the corner of The Swan and Church Hill

A six week log of parking problems is being completed but has slowed due to Covid 19

138/19 Donation from Roundabout

The Parish Council were pleased to receive the donation of £350 and will put it into the funds and consider how to spend it on the community when it is possible to hold a public meeting.

139/19 Finance

- a) A finance report was circulated to all Councillors
- b) The councillors noted income received since the last meeting
- c) The end of year bank reconciliation was reviewed and agreed
- d) All cheques due for signing as itemized in the appendix were authorised by the councillors.
- e) The Financial risk Assessment was reviewed and agreed
- f) It was agreed to re-appoint Lucinda Rogers as the Responsible Finance Officer
- g) It was agreed to make a donation of £2,600 to the village hall.

140/19 Village Green Boundary

Clerk to write to the owners to explain that the boundary of the village extends beyond the bollards at the top of the green where they currently park a car. The Parish Council will not permit the new occupants to park on village green. Clerk to also write to the estate agents so they can inform prospective purchasers.

141/19 Community Speedwatch Update **Speed Indicating Device - SID**

- Equipment shared with Whatfield (for 6 week sessions)
- 2 Locations - Opposite the Orchard looking towards Hadleigh, and near Millennium Green looking towards Lavenham
- Averages from last 2 years
- Average speed = 29.4 mph
- Maximum speed = 75 mph from Lavenham
- 85% percentile = 34.4 mph
- % percentage speeders (≥ 35 mph) from Lavenham = 14.2%

- % percentage speeders (≥ 35 mph) from Hadleigh = 8.2%
- Results relatively stable over the 2 years, except small increase over the Christmas period of 2019

Community Speed Watch - CSW

- Equipment shared with Hitcham and Bildeston (for 4 week sessions)
- Thanks to the 10 trained volunteers
- Frustrated by equipment problems, now resolved. In future, Suffolk Police Speed Watch department will fund new and replacement equipment
- Operating at the same locations as SID
- Operating since June 2019
- 16 sessions, mainly at the top of Mill Lane (more speeders!)
- 3499 vehicles monitored
- 45 caught doing ≥ 35 mph (1.3%)
 - Much less than the 14.2% recorded speeding from SID!

142/19 112 Defibrillators

It was agreed to purchase strong medical scissors and reusable masks for mouth to mouth resuscitation to use with the defibrillators at a cost of £21.78.

143/19 112 Bus Service

It was agreed to make a donation of £500 towards running the bus service.

144/19 Allotments

Strutt & Parker have replied that they do not wish to swop the allotment land.

145/19 Streetlights

It is estimated that it will cost £14,000 to replace the street lights with LED's. Clerk to check if this includes traffic management costs. SALIX finance offer a 0% interest loan over 4 years. Cllr Braithwaite and Clerk to apply for this. Cllrs can then consider whether to replace all at once or whether to carry the work out in stages. Also if to use money from reserves to assist with the cost.

146/19 Play Area Inspection

Unfortunately, the working party to clean the play equipment had to be cancelled. Cllr Keitley-Webb cleaned some items but a working party with access to water needs to be arranged when social distancing measures allow.

147/19 Alpacas at Stiches Meadow

Several complaints have been made to the Parish Council concerning the tidiness of the field. These concerns have been made in writing to the tenant and it is hoped she will tidy the area when she is able.

148/19 Green at Causeway Adjoining Back Lane

The ground did not sink in the bad weather and the grass is beginning to grow. It was agreed to see how the grass grows in this growing season and wait before

asking the contractor to fill the plastic matting with pea shingle.

149/19 Action List

The action list was reviewed and updated – see attached

150/19 Date of the next meeting

Annual General Council Meeting 18th May 2020

The meeting closed at 8.40pm

Appendix - Financial Report

Income received since 25.11.19

Hitcham PC	Speed gun battery	£21.80
Roundabout	Donation	£350.00
HMRC	VAT refund	£424.02
		£795.82

Schedule of verified invoices agreed for payment

L Rogers	Clerks wages February	426.89	LGA 1972
L Rogers	February expenses	107.17	LGA 1972
SALC	GDPR Training	27.00	LGA 1972
Babergh	Bin emptying	280.80	LGA 1972 s111
Strutt & Parker	Allotment rent	37.50	Small Holdings & Allotments act 1908, ss23,25
L Rogers	Clerks wages March	426.89	LGA 1972
SCC	Streetlights 2019-20	995.78	PC Act 1957s3; Highways Act 1980, s301
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)
		£3882.92	

Unpresented cheques

SCC	Streetlights 2019-20	995.78	PC Act 1957s3; Highways Act 1980, s301
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)

£2576.67

Bank Reconciliation

Account	Statement Date	Statement balance	Actual Balance	Credit/transfers not shown	Unpresented cheques	Difference
Community a/c	31.3.20	£16,282.34	£13,705.67	£0.00	£2,576.67	£3446.77
Business reserve	31.3.20	£8,888.95	£8,885.83	£0.00	£0.00	£0.00
		£25,171.29	£22,591.50			

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
60/19	Allotments – Clerk to follow up to see if area of allotments can be swapped	Clerk
61/19	Streetlights – SALIX application, accurate quote including traffic management	Clerk & Cllr Braithwaite
92/19	Write to owners and estate agent- parking on village green is not permitted	Clerk
138/19	Add Roundabout donation £350 to next agenda	Clerk
98/19	Play area working party – when possible	All