

MINUTES OF KERSEY PARISH COUNCIL ORDINARY MEETING HELD ON MONDAY 6 JULY 2020 VIA ZOOM VIDEO CONFERENCING AT 6 PM

PRESENT

John Hume – Chair, Penny Calnan, Dave Finch, Pascoe Gibbons, Philippa Harris, Andrew Rogers, 1 member of the public and the Clerk – Sarah Partridge. Kevin Pratt attended for part of the meeting. Robert Lindsay and Leigh Jamieson attended for part of the meeting.

The Chair welcomed everyone to the remote Parish Council meeting. The Chair explained that the meeting will be recorded by the Parish Council. Anyone wishing to speak should raise their hand. There will, as usual, be the opportunity for members of the public to speak during Parish Time, the public participation session.

93/20 APOLOGIES – Kevin Pratt gave his apologies that he would have to leave the meeting at 6.30pm, these were accepted.

94/20 ACCEPT MEMBERS' DECLARATIONS OF INTEREST - None

The Clerk confirmed that she had now received confirmation from all Councillors that they had checked their Register of Interests and they are up to date.

95/20 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received.

96/20 REPORTS

a) Suffolk County Councillor – Robert Lindsay had sent a report, appended. This had been circulated to all Councillors and published on the website before the meeting. Robert said he was supportive of a new school sign on the A1141 near the bottom of Mill Lane. He said he would be able to make a small contribution to this sign from his locality budget.

b) Babergh District Councillor – Leigh Jamieson had sent a report, appended. This had been circulated to all Councillors and published on the website before the meeting. Leigh spoke about the 971 bus from Hadleigh to Colchester which Beestons has said is no longer viable since SCC removed their subsidy and so they are ceasing this bus service.

Leigh and Robert were both concerned by this loss of a vital service for children and young people to get to and from Colchester. The loss of this service will not support Babergh's carbon reduction plans which have recently been announced. Parish Councillors were also concerned by this loss as it will impact on the safety of the children, lead to a lack of choice for education options and increase the use of private transport which will increase carbon emissions. Leigh commented that it looks likely the Parish Council CIL funding application for the playground may be better funded by the Communities Team. He is working with officers to find the best source of funding for the playground improvement project.

Robert and Leigh both left the meeting.

97/20 PARISH TIME

It was asked when the verges on Church Hill, Vale Lane and Water Lane would be cut. Most other road verges had been cut in June. The Clerk will investigate.

98/20 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 15 June 2020 were confirmed as being correct and will be signed later.

The agenda order was varied to allow Kevin Pratt to provide information before he had to leave the meeting.

99/20 FINANCE (see also minute ref 103/20)

- a) A copy of the accounts to date and a financial statement, showing bank balances, receipts and payments for approval had been circulated to Councillors before the meeting; these are appended to the minutes. All payments were approved.
- b) There had been no spending in the current financial year so a review of spending against the budget was not necessary.
- c) Due to COVID-19 and social distancing Kevin Pratt had not seen the original copies of the bank statements or bank reconciliations. However, he confirmed he had seen scanned copies of the bank statements and bank reconciliations which had been completed and were correct.
- d) The Clerk confirmed the Transparency Code requirements are all being met. The necessary financial information has all been published on the website. Other information, as required by the code, such as agendas for meetings and the minutes are all regularly published on the website.
- e) The Clerk confirmed the first instalment of the precept, £4,358, was received from Babergh on 15 April 2020.

100/20 FOOTPATH WORKING GROUP

Kevin Pratt reported that the Footpath Working Group volunteers were cutting paths and ensuring paths were clear for walkers to enjoy. He has reported broken signs on the bridleway at Shoulder of Mutton and the footpath towards Spring Wood. The footpath machinery is all in working order. A Councillor commented that a footpath at Wickerstreet Green was rather overgrown. She will contact the landowner. The fly tipping at the Anglian Water treatment plant was discussed, it was agreed the Chair will contact Anglian Water again to find out when they will remove the detritus. It was agreed it should not be removed by Councillors or members of the public because it may be hazardous and it was not our responsibility to do so.

A couple of paths were removed from the cutting schedule this spring. However, after some negotiation, by the Clerk, Rights of Way have now confirmed that all paths included in our contract last year have now been included for this and future years. Unfortunately, due to pressure on the Rights of Way budget they are unable to add path 21C to our contract. This is the section of path which follows along beside Kersey Brook towards Kersey Mill; this path will still be cleared but no payment will be received. An invoice has been sent to SCC for the first cut of the paths.

Kevin Pratt gave his apologies and left the meeting.

101/20 CLERK'S REPORT

The Chair started by commenting that he and the Clerk had discussed working hours. The Clerk is currently working approximately 53 hours per month, which is double her contracted hours. The main reasons for this are the COVID-19 situation and the amount of correspondence and guidance which requires reading and actions taken. Other areas creating an increased work load are the CIL funding application, data protection compliance and website accessibility regulation compliance. It was agreed to review the hours worked by the Clerk again at the meeting in September.

The Clerk has responded to several COVID-19 surveys and a Community Climate Action Survey from Groundwork East who are carrying out a feasibility study mapping exercise in Suffolk to determine what capacity, interest and need there is for a new 'climate support' service to focus on enabling communities to help Suffolk meet its climate emergency declaration. The Clerk has spent a considerable time working on the website. Information has been updated for all community organisations following the annual review. All the newly approved Parish Council policies have been published. Consents have been checked to ensure personal information is only published where permission has been granted. A few more consents are required for the Emergency Plan before this can be passed on to the District Council and the redacted version published on the Kersey Website. This Emergency Plan is a living document and will be reviewed regularly. The website is also being updated so it will be compliant with new accessibility regulations when they

come into force in September. As well as changes to the website there will also need to be changes to the layout of documents published to ensure those with disabilities are able to access information. The Clerk will be attending a webinar on website accessibility tomorrow. A CIL funding application was submitted at the end of May for the playground improvements and a new basket swing.

102/20 CORRESPONDENCE

All correspondence for the Parish Council has been circulated to Councillors. Some items of correspondence are to be considered as separate agenda items. There are two items to note:

a) SALC website - new page 'Market place and noticeboard'

<https://www.salc.org.uk/membersarea/virtual-market-place-and-notice-board/>

SALC have introduced a new page on their website giving details of services and campaigns running across Suffolk that will help support Councils and members of the public. SALC are keen to promote this new page. The newsletter team will be made aware of this source of useful information.

b) The Parish Council has been contacted by a member of the public from the South of England who has found an old print of a water colour of Kersey dating from around 1938-ish. Apparently, it is a lovely picture in good condition on good quality art paper. It was in a frame but they think it would be difficult to post in the frame. They would be delighted to donate the picture so it can be hung somewhere viewable by local residents. It was agreed to consult the village hall committee and if they would like to hang the picture in the hall then Parish Council will see if it can be posted in the frame.

103/20 FINANCE (see also minute ref 99/20)

The Exemption Certificate for the Parish Council accounts year ending 31 March 2020 has been submitted and PKF Littlejohn, the external auditors, have acknowledged receipt. The Notice of the Period of Public Rights has been published on the website and noticeboard.

104/20 PLANNING APPLICATIONS

a) Progress

DC/20/01728 The Old Mill House, Uplands, Kersey, Ipswich Suffolk IP7 6ER

Proposal: Householder Planning Application - Erection of a 3 bay cartlodge (following demolition of outbuildings).

Babergh granted permission for this application on 29 June 2020

DC/20/01862 Kersey Mill, Hadleigh Road, Kersey, Ipswich Suffolk IP7 6DP

Proposal: Full Planning Application - Erection of a pair of Semi Detached Dwellings.

Babergh granted permission for this application on 1 July 2020

The following application was received after publishing the agenda so cannot be considered at this meeting:

DC/20/02674 Walnut Cottage, Uplands, Kersey, Ipswich Suffolk IP7 6EU

Proposal: Householder Planning Application - Erection of double garage and boundary wall.

It was agreed to call an extraordinary meeting for either 27 July or 3 August to consider this and any other planning applications received.

b) Planning applications to consider – None received

105/20 KCPC WORKING GROUP

Jonathan Marsh had sent a report. The playground has been reopened under government guidelines. This has involved a new COVID-19 risk assessment and more detailed signage. The grass cutting rota is not in operation but the working group has been maintaining the play area on an informal basis. The mower appears to be holding out. They are in the last stages of submitting a request for funding from Babergh. This has proved more complicated than first thought and involved requests for additional information on a surprisingly wide range of subjects. This process has largely fallen on the Parish Clerk and taken up a considerable amount of time. KCPC are most grateful to our

local councillor Leigh Jamieson for proving additional funding for the project. The new bench, funded and installed by the Parish Council, looks excellent. This will be engraved in a similar way to the old one at some point in the future.

106/20 REVIEW PARISH COUNCIL ASSET REGISTER, INCLUDING REPORT ON PHYSICAL INSPECTION OF ASSETS AND INSURANCE COVER AND A REVIEW OF THE FIDELITY GUARANTEE COVER

Councillors have carried out a physical inspection of all the fixed assets. There are a few items which require attention:

The noticeboard at the Splash needs the left-hand post resetting because it is loose.

The wooden bench outside the Church lych gate requires an armrest repair and the bench at Bildeston Corner requires a slat repair.

The third bollard in the row of eight on Church Hill requires attention/replacement.

The KCPC mower had multiple repairs last year and will need to be replaced soon.

Some of the activity trail was removed last year as the posts were showing signs of rot and becoming unsafe. The mini playframe has some posts which are showing signs of decay at ground level. Funding is being sought to cover repair work. All the street lights are covered under a maintenance contract with Suffolk County Council.

The older benches and the notice boards are all showing signs of age but are ok at the moment.

All benches, noticeboards and other timber items need a coat of clear preservative then a week later a coat of teak oil.

John Hume offered to treat all the timber assets with preservative and teak oil. Pascoe Gibbons will look at the oak bollards and Dave Finch the benches to see whether they are able to carry out repairs or whether external expertise will be required. If necessary, quotes will be sought for repairs.

It was agreed the current values for the assets, except the adventure trail were appropriate and would be used for insurance purposes for next year. The adventure trail value will be reduced to £500.

The Clerk will be getting quotes from insurance companies shortly because this is the last year of our 3-year long term agreement with Came and Company. The current levels of cover are sufficient for the Parish Council's needs, including the fidelity guarantee cover which more than covers the money at the bank.

107/20 TO CONSIDER WHETHER TO MAKE AN INSURANCE CLAIM FOR THE WROUGHT IRON BENCH AND WHETHER IT SHOULD BE REPLACED

The wrought iron bench was stolen in June and reported to the Police who have said they have no further lines of enquiry. This bench had an insurance value of £470. There is an insurance excess of £250 so only £220 will be received from any claim. It was agreed the Parish Council should make a claim. It was agreed the location outside Priory Cottage was not a good place for a bench because there is not much of a view. A former Parish Councillor has suggested a new bench should be placed nearby at the top of footpath 12 where there is a lovely view to enjoy. They also suggested the bench be dedicated to John and Anne Maltby. The former Councillor has offered to make a contribution to this proposed new bench. It was agreed to put this matter on the agenda to consider at the September meeting. The landowner will be consulted to see if they would be willing to have a bench located in this position.

108/20 TO AGREE WHO WILL CONSTRUCT THE NEW GRIT BOX ON CHURCH HILL

The Parish Council has permission to make a covered grit box on Church Hill in place of the existing open grit bin. Dave Finch agreed he would make a timber box with a lid, similar to other grit boxes in the parish. It will not be painted but left natural and treated with clear preservative so that it blends in. Kevin Pratt has offered to help with this.

109/20 TO CONSIDER THE INSTALLATION OF A SCHOOL SIGN AT BOTTOM OF MILL LANE

The school have asked the Parish Council if they would support and help with the installation of a sign saying 'Kersey Primary School' with an arrow at the bottom of Mill Lane. The school is keen to raise their profile and want to make sure passers-by on the A1141 are aware there is a primary school in Kersey. The school is happy to take on the cost of a new sign. Parish Councillors agreed they are generally in favour of a new sign but it must be put in a location which does not impair visibility for drivers. The Clerk has contacted SCC highways to make initial enquiries. They have said that the location at the bottom of Mill Lane may not be ideal as there are already a number of other signs at this location. However, other nearby posts which could have a new sign added may be better. When installing new signs mounting heights and visibility in line with DfT guidance are very important considerations. They have suggested that a new sign on a new post would typically cost in the region of £1000. The Clerk will inform the school of the progress on this matter.

110/20 TO CONSIDER PROGRESS ON THE PARISH INFRASTRUCTURE INVESTMENT PLAN (PIIP)

The Clerk has not had time to make much progress on the PIIP. The Clerk has discussed with the Councillor who organised the original consultation the responses received. This information was used to support the CIL funding application. The Clerk has been in touch with the school to ask them to respond to the consultation since no response was received at the time of the consultation. The Clerk will circulate all the responses received and the draft plan.

111/20 TO CONSIDER A RESPONSE TO THE CODE OF CONDUCT CONSULTATION

The Local Government Association (LGA) has launched a consultation on a new model member code of conduct. Councillors had all read the consultation document. It was agreed that this new code of conduct was a sensible proposal which the Parish Council supported. It was commented that some of the more formal elements of this new code seemed to be more directed at County and District Councillors rather than Parish Councillors. The new code would help to generate trust between Councillors at all levels of government and members of the public. Councillors agreed they supported further action by the government to introduce a new power for local authorities to suspend Councillors for a period of up to six months, and for the Committee on Standards in Public Life to review progress on the implementation of the report's wider recommendations.

112/20 TO CONSIDER ANY ACTIONS NECESSARY DUE TO THE COVID-19 PANDEMIC

Work relating to the COVID-19 pandemic is still creating additional work due to the amount of correspondence received. The Clerk is responding to the regular surveys regarding the impact of COVID-19 and the support offered in Kersey.

The Clerk spent time investigating what action should be taken to ensure the playground and outdoor exercise equipment could be safely reopened. The government public health guidelines are a considerable challenge to all operators of playground and outdoor gym facilities. The Association of Play Industries (API) recognised the government approach was unrealistic and impractical and they have been in detailed discussions with the Ministry of Housing, Communities and Local Government (MHCLG). The current advice from API is to carry out a COVID-19 risk assessment and take a pragmatic approach as to what is practical to implement whilst keeping the risk to a minimum. All the advice was considered and it was agreed to take the following action:

1. carry out a risk assessment including COVID-19 risks
2. prior to reopening carry out safety checks
3. produce signage for all gates

It was agreed it is not feasible for Kersey Parish Council to provide the following:

- provision of stewards
- arrange a booking system
- relocate equipment for social distancing

- clean equipment daily
- provide cleaning equipment
- provide handwashing facilities or sanitiser
- create separate entrances and exits

A very nice thank you letter has been received from the Lord Lieutenant of Suffolk thanking the Parish Council and volunteers for the work they have been doing to support all members of the community during this difficult time. This letter has been forwarded to Councillors and all the COVID-19 volunteers in Kersey.

113/20 TO AGREE THE PROCESS FOR PROVIDING PRIDE IN OUR VILLAGE ARTICLES FOR THE NEWSLETTER

Currently articles for the newsletter are submitted in a rather ad-hoc manner. The Chair highlighted that the Parish Council has a Press, Media and Reporting Policy and that the Chair is the press officer. It was agreed that going forward there would be a regular agenda item to consider what should be published in the Pride in our Parish section of the newsletter. Then the Clerk and Chair can ensure copy is sent to the newsletter team in line with deadlines.

114/20 TRAINING

Information about training courses is regularly circulated to all Councillors. The Chair and Councillors agreed they are still keen to have more planning training and this will be kept in mind as lockdown is further eased. It may be that some form of remote training is possible. Clerk is attending regular Zoom clerks networking sessions and will be attending a website accessibility webinar tomorrow.

115/20 REPORT FROM OTHER MEETINGS

Police and Parish Forum – cancelled.
SALC Babergh Area Forum - no attendance, notes on SALC website.

116//20 FORTHCOMING MEETINGS

Police and Parish Forum - 12 August
SALC AGM 30 July 7pm remote meeting – Kevin Pratt has offered to attend. Since this is a remote meeting other Councillors are also welcome to attend. Registration is via the SALC website.

117/20 ANY OTHER BUSINESS – AN OPPORTUNITY FOR COUNCILLORS TO BRING MATTERS TO THE COUNCIL'S ATTENTION

There was a concern raised about the number of trade vehicles parking in The Street making it difficult to drive through the centre of the village. It was agreed there was not much the Parish Council could do about this. Often there is no off-road parking available where the tradesmen are working. The Parish Council would not wish to see yellow lines painted.

There being no further business the meeting closed at 7.20pm.

Appended to these minutes are 5 pages:

- Suffolk County Council report from Robert Lindsay
- Babergh District Council report from Leigh Jamieson
- Kersey Parish Council receipts and payments to date (2 pages)
- Kersey Parish Council finance sheet for 6 July 2020

Kersey PC 6.7.20 Report from County Councillor Robert Lindsay

Virtual meetings, attendance of public

Like Babergh, the county's equivalent of planning meetings (Development and Regulation) is meeting online and making decisions as normal. I have been able to clarify that members of the public can speak at these meetings (to object or support) as normal after this was initially ruled out due to IT issues.

Traffic calming measures to protect walkers/cyclists

Hadleigh Town Council and Sudbury TC and a few villages, including Lavenham, have taken advantage of this emergency funding to request traffic measures are installed including 20mph limit and one way traffic organised. Unfortunately at the last minute new government guidance said these measures are only funded if they relate to social distancing for shopping, not for general safety or encouraging cycling. However there is some separate funding now available for cycling.

Cycling

On 16 June, the county council cabinet approved a new costed, prioritised list of cycle routes around the county following on from a motion I proposed two years ago. The funding has not been secured but some at the top of the list will go ahead using the emergency Covid funding from Government for cycling which coincidentally was announced at about the same time. The cabinet asked officers from Highways to engage with district councils, including Babergh, to develop the rolling five year plan for cycling. If the parish council has known routes in the area it would like to see improved or created it would make sense to submit a suggestion/recommendation early. It may not end up being prioritised but at least it will be registered as a desired route. The email to use for submissions is spokes.people@suffolk.gov.uk.

Suffolk Pension fund gets out of some oil stocks in time

At the last pension committee meeting on June 1 we heard that the value of the Suffolk Pension Fund fell by £327m in the quarter January to March 2020, to £2.802bn, a drop of just over 10%, as stock markets, led by oil stocks, plummeted in the wake of the pandemic

I had been urging the pension committee for some time to cut its exposure to fossil fuels and in January, before the plunge began, we completed the transfer of £260m from three ordinary tracker funds into a low carbon "Climate Aware" tracker. The low carbon tracker lost 16% in the quarter while the 3 funds we transferred from lost 21%, 17% and 21%.. This makes for a saving

Kersey School signs – verbal update

District Council Report

Playground equipment

I have spoken to Richard Kendrew of the CIL team regarding the application. Due to the sums involved, Richard confirms my own thoughts in that this application may be best funded from a Communities Grant rather than via CIL. Richard is liaising with the Communities team to facilitate this, but I will contact them directly as well to ascertain if there are likely to be any blockers or concerns.

971 bus

I was made aware by residents in Kersey that the 971 bus that carried pupils from the village to Colchester schools is stopping. This will affect parents significantly.

I have spoken to two of the County Councillors affected – Mick Fraser and Robert Lindsay. Cllr Fraser has spoken to Andrew Reid and has also been in touch with Hadleigh Community Transport and is still working with the Suffolk Transport to see what alternative arrangements can be made. Robert has spoken to Simon Barnett at Suffolk County Council (SCC). Unfortunately, Simon's reply was very much along the lines that Suffolk One offers most of the courses available at Colchester and is the local Six Form. He also alluded to the alternatives available, such as going via Sudbury or getting taxis if the parents want to use Colchester.

Although it has already been done, I have contacted James Cartlidge and Andrew Reid myself, adding as much support to the residents' case as possible. I have seen that there has been an article in the EADT's and if we can keep it in the press, that will also add weight to the cause. I will be speaking to Beestons and Chambers to ascertain their position in the matter.

Environment proposals

The Environmental task force set up last year have now finalised a set of proposals to help Babergh and Mid Suffolk District Councils achieve their ambition of becoming carbon neutral by 2030. Cabinets for both councils are due to meet next month to consider the proposals.

If agreed, the proposals will form the councils' first Carbon Reduction Management Plan, setting out how they aim to fulfil their ambitions of becoming carbon neutral within the next ten years.

The proposed actions are the first steps in achieving the long term objective to reduce the councils' current emissions of approximately 5,452 tonnes (Mt) of carbon dioxide equivalent (CO₂e) per year, looking into how best to invest in order to reduce this to net zero.

The task force has taken expert advice on which areas to target first for the greatest impact.

While the proposals go a long way to improve the position of the council, we in the Green Party believe that an opportunity has been missed. The original motion was to reduce the carbon used by the council and that has been looked at, but it shows little ambition to reducing carbon usage in the wider community.

Premier Inn Sudbury

As published in the press recently Whitbread have pulled out of the deal to take on a hotel, for their Premier Inn chain, in Belle Vue park, Sudbury following the financial downturn caused by the coronavirus crisis. Many members of the council, including the Green Party councillors were against this deal and it has come as a relief in some ways. New ideas for the park are now being looked into.

KERSEY PARISH COUNCIL
1 April 2020 - 31 March 2021

Printed on 06/07/2020

RECEIPTS

Date	Credit ref	Detail	Precept	KCPC	Footpath	Other Receipts	VAT	Total Receipts	Sub total
1-Apr-20		Balance brought forward		£ 2,966.07	£ 2,593.38	£ 10,475.78		£ 16,035.23	
15-Apr-20	Direct C	Babergh 50% Precept	£ 4,358.00					£ 4,358.00	£ 20,393.23
			£ 4,358.00	£ 2,966.07	£ 2,593.38	£ 10,475.78	£ -	£ 20,393.23	

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting on 6 July 2020

Bank Balances At 29 May 2020

Business Premium Account	£19,167.44
Current Account	£1,410.69
	<u>£20,578.13</u>

Transfers between Business Premium and Current account since the last meeting

None

Income received since the last meeting

15-Apr-20	Babergh 50% precept	£4,358.00
		<u>£4,358.00</u>

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>
	None

Payments Due

<u>Chq no.</u>		
101241	SALC - Annual subscription	£183.56
101242	Suffolk.cloud - website hosting	£110.00
101243	WJ Green - Footpath expenses	£41.47
101244	BD Hurren - New playground bench	£315.00
101245	K Pratt - Footpath expenses	£19.22
101246	S Partridge - Clerks Working From Home Expenses	£52.00
101247	S Partridge - Clerk's Salary	£1,196.65
101248	S Partridge - Clerk's Expenses	£21.57
		<u>£1,939.47</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council