

# Ilketshall St. Andrew Parish Council

Minutes of the meeting of 5 October 2020 held remotely, 7.30 p.m.

## 1. Welcome.

This meeting of the Ilketshall St. Andrew Parish Council was held remotely, using Zoom software, as a consequence of restrictions associated with the Covid-19 pandemic. Invitations for members of the public to attend had been made via a notice on the Village Hall noticeboard and via e-mails to individuals who often attended Parish Council meetings. Four Parish Councillors (Gerald Godfrey (GG), Jacqui Harrison (JH), Andy Spinks (AS) and Rod Apps (RA) were present. No members of the public were present.

## 2. Apologies for absence.

There were apologies for absence from Judy Cloke, one of the East Suffolk District Councillors for the area including Ilketshall St. Andrew, who was hoping to be able to attend this meeting but was not able to.

## 3. Minutes.

The Minutes of the meeting of 3 August 2020 were accepted will be signed by the Chair at a later date.

## 4. Matters Arising from Minutes of 3 August 2020.

1. [Item 5 refers] There was a discussion around the issues of speeding and traffic volumes on Top Road, carried over from the August meeting so that Andy Spinks could participate. The Parish Council concluded that it would be best if a group, from Top Road, could be established in order to co-ordinate views and to decide what to do about the problem. Possibilities for things to do include exerting continual pressure on Suffolk County Council; the creation of a 'Community Speedwatch' group (which seems to require at least six people); the installation of the village's own signs; and the installation of a mannequin dressed in a hi-vis jacket holding a hair dryer. It was noted that there would probably be no single solution to the problem, and that a collection of initiatives would probably be needed. It was also noted that a group might be a better forum to seek liaison with the police regarding what action the police could undertake. Andy Spinks agreed to speak to residents on Top Road about the creation of such a group, and to report back to the next meeting of the Parish Council.

[Action: AS]

2. [Item 8 refers] The responses to the Planning Applications related to Little Beck Barn and to St. Andrew's Hall were submitted. Since the last meeting, there had been two Planning Applications received by the Parish Council since the meeting of 3 August 2020 for the Old Post Office on Tooks Common Lane, and for the Old Barn on Mill Lane. These applications were discussed by means of an e-mail exchange. The Parish Council agreed that it had no objections to either application, and comments were submitted to East Suffolk District Council accordingly.

## 5. Arrangements for Annual Parish Meeting.

The Parish Council noted that there is a requirement for there to be an Annual Parish Meeting (as distinct from the Annual Parish **Council** meeting), but the guidance regarding the requirement given the Covid-19 pandemic is a little vague. It appears that Parish Councils should hold an Annual Parish Meeting if they are able to do so.

It was noted that just **one** person (apart from the Councillors) appeared at the Annual Parish Meeting in 2019, despite the event being detailed in a copy of the Village Newsletter that went to all households in the village approximately 2 weeks beforehand. One of the central purposes of the Annual Parish Meeting is the identification of what parishioners want the Parish Council to do (and to **not** do), which is significant in the context of the need for the Parish Council to set the budget for next year and therefore the associated precept.

It was agreed that there **should** be an attempt to hold an Annual Parish Meeting. This should happen via Zoom, with a target date of late November (and therefore prior to the scheduled meeting of the Parish Council on 7<sup>th</sup> December.) The Annual Parish Meeting would be promoted via a flyer distributed by the team responsible for the Village Newsletter. That flyer could usefully also include a further plea for people to volunteer to act as Councillors, to emphasise that the Parish Council **is** still operating, to provide a brief summary of its actions so far in 2020, and to offer to assist with connecting to Zoom if people required it.

[Action: RA]

## 6. Finance.

Rod Apps reported on the expenditure of the Parish Council since the last meeting of the Parish Council in August 2020. The major item was the renewal of the insurance, which is on a 3-year arrangement set up in 2019, and cost £256.03. The only other item is the monthly subscription to Zoom, at a cost of £14.39 per month. Rod Apps had paid the insurance invoice, in addition to the Zoom subscriptions.

JH proposed, and AS seconded, a motion that was agreed by the Parish Council that it would re-imburse Rod Apps a total of £615.63 arising from expenditures incurred since March 2020, comprising:

Subscription to Suffolk Association of Local Councils	£140.04
SALC Audit Training	£20.00
David Bracey – Play Area inspection	£102.00
Data Protection fee	£40.00
Zoom subscription 5 June onwards at £14.39/month	£57.56
Insurance premium	£256.03

It was noted that the Parish Council's net balances as at 5 October 2020 is £5,220. It was further noted that the anticipated expenditure between now and the rest of the financial year would be in the order of £250, meaning that the Parish Council would have balances of nearly £5,000. The guidance is that Parish Councils should not hold reserves should not be more than one year's Council Tax precept, unless specific, ear-marked, expenditures are within the figure for reserves. In the light of the annual precept being approximately £2,000 per annum, the Parish Council reserves would therefore be around 2.5 times the annual precept. The Parish Council would therefore need to think in terms of not requiring any Council Tax precept for 2021-2022, but this would be dependent on the outcome of suggestions for activities and expenditures identified at the Annual Parish Meeting. It was also noted by the Parish Council that the Village Hall had, in effect, been closed since March due to the 'lockdown' and subsequent restrictions and therefore had received virtually no income. Rod Apps undertook to contact representatives from the Village Hall Committee in order to identify the financial

position of the Village Hall, whether any work on the Village Hall needed undertaking, and therefore whether some assistance from the Parish Council might be needed.

[Action: RA]

## **7. Any Other Business**

1. Rod Apps had received an e-mail concerning the "Quiet Lanes" initiative. After discussion, the Parish Council agreed that it would try to get Great Common Lane, Tooks Common Lane, Mill Lane and Becks Green Lane classified as "Quiet Lanes". School Road would be very eligible, but given that it is little used by any traffic, there would to that extent be little achieved by its designation as a 'Quiet Lane'. It was noted that Quiet Lanes needed to be single-track lanes (with passing places, no line markings), typically carrying 1,000 vehicle trips per day, with average speeds below 35 mph and ideally below 30 mph. The major change following designation as a Quiet Lane is signage urging vehicle users to slow down, and to respect pedestrians, cyclists, horses, etc.

[Action: RA]

2. Rod Apps had received an e-mail concerning a meeting to be chaired by Peter Aldous MP on 7<sup>th</sup> October regarding our experience of the Covid-19 pandemic has been so far, to share good practices and to hear of those things which went well and did not go well. It would also be an opportunity to communicate with Government, through Peter Aldous, any issues of concern that need to be raised and would be helpful for the future. The Parish Council noted that, in the light of the privileged position of the village, there was little that the Parish Council could usefully pass on. Rod Apps would see if he could attend if available.

[Action: RA]

3. Andy Spinks raised the issue of bins for dog waste. It was noted that Chris Bromley was taking the issue forward before he had to withdraw from the Parish Council. The intention at that time was that one bin would be put up near the Village Hall. Gerald Godfrey agreed to take the issue forward.

[Action: GG]

## **8. Date of next meeting**

**Monday 7 December 2020, 7.30 p.m.**

The location and arrangements for this meeting would be decided nearer the time, taking into account the restrictions and recommendations relating to the Covid-19 pandemic. It was also noted that the date may have to be changed, given that there are now only 4 Councillors with a requirement for 3 attending to be quorate.

The meeting ended at 8.45 p.m.