

Ilketshall St. Andrew Parish Council

Minutes of the meeting of 19 July 2021, 7.30 pm, held at the Village Hall.

1. **Welcome.**

The Chair of the Parish Council (Gerald Godfrey) welcomed those present at the meeting, which included all the other Parish Councillors (Jacqui Harrison (JH), Andy Spinks (AS) Rod Apps (RA), Penny Ward (PW), Colin Ward (CW) and Lea Ingham (LI), along with Chris Roberts and Sam Kenward from East Suffolk Council, who is the Communities Officer for the area including Ilketshall St. Andrew.

2. **Apologies for absence.**

There were no apologies for absence.

3. **Minutes.**

The Minutes of the meeting of 7 June 2021 were accepted were signed by the Chair.

4. **Sam Kenward from East Suffolk Council.**

Sam Kenward is the new East Suffolk Council Communities Officer covering Beccles, Bungay, Halesworth and surrounding villages, having taken over from Stuart Halsey.

Sam initially outlined the Community Partnership and its priority aims to improve accessible transport, reduce social isolation and improve physical and mental well-being in the area. Grants are available to help fund projects with a focus on these three aims. In broader terms, Sam is able to provide advice on sources of funding for projects that the Parish Council might wish to pursue. Particular note was taken of the possibility for funding to be obtained for the purposes of a post-pandemic village event.

5. **Matters Arising from Minutes of 7 June 2021, and Parish Clerk's update.**

1. [Item 4.3 refers] Burial Ground. The Parish Council discussed this issue, and agreed to leave the matter on hold until the next meeting.
2. [Item 5 refers] Play Area. Rod Apps confirmed that the details of the sign for the Play Area had been finalised and that the sign had been ordered.
3. [Item 7 refers]. Vehicle Activated Sign and speeding more generally. Rod Apps confirmed that he had contacted Suffolk Highways regarding the '5-bar-gate' idea, and this was discussed more fully under Item 8 below.
4. [Item 10 refers]. A letter had been written to Brian Andrews concerning cross-membership of the Parish Council and the Village Hall Committee, which had been passed on to Melanie (as Secretary). This issue was discussed further under Item 5 below.
5. [Item 11 refers]. Bowls Club. Rod Apps confirmed that he had contacted two members of the Bowls Club to see what the prospect of a resumption of activities of the Bowls Club was. Emails had been sent to Brenda Crew and Rosemary Andrews on 25 June. A

response from Rosemary Andrews on 5 July indicated that the Bowls Club could not meet indoors at present due to social distancing requirements, but hoped to resume in September. At the current time, the Bowls Club were not looking for any funding. Given that, the Parish Council agreed to **not** pursue the possibility of the purchase of mat for the Bowls Club any further.

Update:

1. Planning application for Great Common Farm. DC/21/2697/FUL Details of this Planning Application were received by the Parish Clerk on 11 June 2021, and therefore after the meeting of the Parish Council on Monday 7 June. Given that the applicant – Gerald Godfrey – is the Chair of the Parish Council, he was excluded from consideration of this application. The deadline for responses was before the meeting of the Parish Council on 19th July. The other Councillors agreed that it was NOT necessary to call a meeting of the Parish Council to discuss this application, given its uncontentious nature, and that discussion should proceed by e-mail. The other Councillors agreed, by means of e-mail correspondence, that there was no reason for the Parish Council to raise any objection to the proposal, and Rod Apps duly submitted a response appropriately.

5. Village Hall and Parish Council. Ownership of Village Hall.

The Parish Council noted that prior to this meeting, the Parish Clerk (Rod Apps) had received a request from Anne Law (representing the Village Hall Committee) for his address to be provided in order that it could be included in a Planning Application by the Village Hall Committee for the renovation of the Village Hall roof. Rod Apps had queried this, on the basis that his understanding was that the Village Hall was **not** owned by the Parish Council. Anne Law had responded to confirm that the Parish Council did indeed own the Village Hall, and sent a Land Registry entry to confirm this. Anne Law had also confirmed that a document was in existence that outlined the arrangements between the Parish Council and the Village Hall Committee, and that a copy of this document would be forwarded to Rod Apps.

At the meeting, it was noted that a copy of the document relating to the relationship between the Parish Council and the Village Hall Committee had not been received, and therefore that there remained several areas of opacity that were of concern to the Parish Council. No representative from the Village Hall Committee was present at the meeting, and therefore clarification of these issues could not be provided. The Parish Council decided that it was not prepared, in the circumstances, to endorse the proposed Planning Application at this stage, and requested Rod Apps to seek to arrange a meeting between members of the Parish Council and the Village Hall Committee as soon as possible in order to clarify what the status of the Village Hall Committee was relative to the Parish Council.

[Action: RA]

Members of the Parish Council also requested that it be explicitly minuted that the Parish Council did not want to interfere in the running of the Village Hall, and furthermore that it thought that the Village Hall Committee was doing an excellent job of running the Village Hall for the benefit of all people in the village.

6. Play Area.

Rod Apps reported that he had contacted David Bracey regarding an appropriate surface for the Play Area, who recommended **not** using the MATTA-type matting (matting with holes in it for grass to grow through), but perhaps making use of a bonded rubber mulch-type matting instead, with weed-proof membrane underneath.

The discussion concluded that there were probably two alternatives with respect to using a matting; some Astroturf that Gerald Godfrey could supply, or some bonded rubber mulch-type matting. Rod Apps undertook to undertake some measuring-up and investigate how much a covering of bonded rubber mulch type material for selected areas would cost.

[Action: RA]

Rod Apps reported that he had not had time to undertake any of the repairs to the various aspects of the Play Area identified in the inspection report, but would try to do so soon.

[Action: RA]

7. Planning Application - DC/21/2872/FUL Tithe Farm, Mill Lane

Details of this application had been sent to Councillors on 12 July. Rod Apps had sent a letter to the applicant – Oliver Dereham – saying that it would be discussed this evening, but he was not able to attend.

The Parish Council agreed that there was no reason to object, and requested that Rod Apps submitted a response accordingly.

[Action: RA]

8. Possible use of “5-bar gates”/gateways on Top Road.

Rod Apps reported that he had managed to get in touch with Suffolk County Council regarding the possibility of installing ‘5-bar gates’ on the verges on Top Road in order to emphasise the village nature of the road and also emphasise the 30 mph speed limit. The Community Liaison Engineer reported that the cost would *start* at £6,000, but that the verges on Top Road might not be sufficiently broad to accommodate such ‘gates’. Various designs and sizes were available, which presumably would cost more than £6,000.

The Parish Council agreed to defer any action on this issue until later, given the anticipated cost involved.

9. Notice Boards

Rod Apps reported that he had been notified that the notice board on Top Road was in a sorry state. More generally, the notice boards in the village (on the Village Hall, at Becks Green, at the junction of School Road and Tooks Common Lane in addition to the one on Top Road) would benefit from maintenance and repair.

Chris Roberts volunteered to send Rod Apps details of two people in the village that might be prepared to undertake the refurbishment.

[Action: RA]

10. Village party/event

The Parish Council discussed this possibility in the light of continuing Covid-19 issues, and uncertainties around whether an event would be allowed (given the possibility of reimposed restrictions) and also whether people from the village would feel sufficiently safe to want to attend. The Parish Council agreed not to go ahead with the possibility at the current time, but to consider the possibility of arranging an event nearer to Christmas, when circumstances might be clearer.

11. Dog Poo Bin

Gerald Godfrey reported that the new Dog Poo Bin for installation on Top Road had arrived, and that he would instal it shortly.

Rod Apps undertook to pay the invoice for the bin, and to obtain repayment from the Parish Council at a later date. [£278.97]

[Action: RA]

12. Finance

Rod Apps reported that he had submitted the Annual Governance and Accountability Report requirements as required by the deadline, and had received acknowledgement of this. He also reported that copies of the relevant documents had been posted on the Village Hall noticeboard as required.

It was noted that the accounts would need some modification for *next* year to take account of the fact that the Village Hall should be included in the asset register for the Parish Council.

Rod Apps reported that the only expenditures since the last meeting of the Parish Council had been some minor items for the repair of a gate at the Play Area, plus the Zoom subscription.

Rod Apps presented a summary of the state of the Parish Council finances, noting that the total assets constituted £6,195.95, less around £300 for unpaid bills relating to the dog poo bin and items for the repair of the Play Area gate.

13. “Quiet Lanes”

Rod Apps reported that everything was proceeding satisfactorily with respect to the four lanes that were entered in “Wave 2” [Great Common Lane, Tooks Common Lane, Mill Lane and Becks Green Lane]. School Road would be included in “Wave 3”, the deadline for which is the end of July. Rod Apps reported that he had circulated the four households in School Road with details of what was going on, asking them to make any comments prior to this meeting. The only comment had been one positive one, and hence the Parish Council formally endorsed the proposal to designate School Road as a “Quiet Lane”.

Rod Apps also reported that while it had been the intention to get Clarkes Lane and Banters Lane designated as “Quiet Lanes”, communication on the issue with Barsham and Shipmeadow Parish Council had proved difficult. Clarkes Lane and the bit of Banters Lane that lay within Barsham & Shipmeadow had been proposed early on, but consultation with the residents of the two roads within Ilketshall St. Andrew, and the extension of the proposed designation to include all of Banters Lane down to Tooks Common Lane, would be needed. At the current time, it looked as if the designation of Clarkes Lane and Banters Lane would not be achieved, but Rod Apps undertook to see if it could, nevertheless, be achieved.

[Action: RA]

Rod Apps reported that the Project Group of volunteers managing the “Quiet Lanes” initiative had requested that Parishes made a contribution towards the costs of the installation of the signs, varying according to the number of routes being proposed for designation. For Ilketshall St. Andrew, the requested contribution was £200. The Parish Council agreed to make this payment when the invoice was received, which would probably not be for some time.

14. Any other business

Rod Apps noted that there had been 3 e-mails of interest since the last meeting, as follows:

1. There would be a (virtual) Police Locality meeting at 1.00 on Monday 2 August. Rod Apps undertook to attend the meeting and report back.

[Action: RA]

2. There would be a “Festival of Suffolk” to take place around the time of the Queen’s 60th anniversary of accession. The e-mail had requested that parishes nominate a ‘champion’. Rod Apps undertook to make a *limited* contribution to this initiative, but the Parish Council noted that the scope for involvement would necessarily be comparatively small given the nature of the Parish, but of the suggestions, tree-planting was noted and considered an appropriate activity.

[Action: RA]

3. A request regarding fingerpost plaques from Suffolk County Council. The Council is engaged in a programme to instal plaques on roadside rights-of-way signs in order to promote the “Discover Suffolk” website and promote the Countryside Code. The Council is keen to place these signs onto existing signs with the help of volunteers. The Parish Council agreed that it would like to engage with this. Rod Apps agreed to be the contact for this initiative.

[Action: RA]

15. Date of Next Meeting

Monday 6 September 2021, 7.30 pm, Village Hall

The meeting ended at 9.50 p.m.