

# Ilketshall St. Andrew Parish Council

Minutes of the meeting of 6 June 2022, 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 7 Parish Councillors (Jacqui Harrison (JH), Rod Apps (RA), Penny Ward (PW), Colin Ward (CW), Andy Spinks (AS) and Lea Ingham (LI). There were two members of the public present, Chris Roberts (CR) and Adrian Sampson (AS).

## 2. Apologies for absence.

There were no apologies for absence.

## 3. Election of Officers and Minutes from the last meeting.

Gerald Godfrey was re-elected as Chair, Jacqui Harrison as Information Officer, and Rod Apps as Parish Clerk.

The Minutes of the meeting of the meeting of 4 April 2022 were accepted and were signed by the Chair.

## 4. Matters Arising from the Minutes of the meeting of 4 April 2022, and Parish Clerk's update.

1. The Parish Council noted the "Bring and Share" lunch held the previous day (Sunday 5 June) at the Village Hall in commemoration of the Queen's Platinum Jubilee. The event was a notable success (despite the not-very-favourable weather). The Parish Council requested that Rod Apps, as Parish Clerk, should write to the Village Hall Committee to thank them for their time and effort, and to make a particular mention of the contribution of those serving behind the bar.  
The Parish Council noted that £250 of Parish Council funds had been given to the Village Hall Committee to pay for the costs of the bar (until the funds ran out), following agreement (by email) since the last Parish Council meeting to do so. All of that £250 contribution had been used up.
2. Rod Apps reported that he had installed the majority of the "Quiet Lanes" signs on the appropriate posts within the village. There were still 3 to install, and there would be some further ones to install once the designation of School Lane and Clarkes Lane had been completed (Wave 3) and Banters Lane had been completed (Wave 4).
3. Rod Apps reported that he had installed the waste bin on the northern wall of the Village Hall to serve the Play Area. Andy Spinks had previously agreed to empty the bin as required, and would monitor the bin at the same time as undertaking the weekly safety inspection of the Play Area. Rod Apps would get the supply of bin bags, and the key for the bin, to Andy Spinks in due course.  
[Action: RA]
4. Rod Apps reported that the Jubilee Oak tree close to the Village Hall was prospering, and that he was watering it regularly. The tree came into leaf very late, and there were

concerns that it was no longer alive, but those concerns had been removed. Rod Apps had not managed to install the commemorative plaque yet, but undertook to try to do so soon.

[Action: RA]

5. Rod Apps reported that he had installed the plaques on the footpath posts where it had been possible to do so. A number of footpath posts were missing or had fallen into the nearby hedges.
6. Rod Apps reported that he had removed the noticeboard on Top Road, since this had fallen into the hedge. He undertook to renovate the sign, acquire some new posts, and re-install the sign when time permitted.

[Action: RA]

7. Gerald Godfrey reported that a Parishioner had contacted him with a view to joining the Parish Council as a Councillor. Rod Apps undertook to contact him in order to suggest that, since the Parish Council currently has a full complement of Councillors, it would be appropriate to seek election as a Councillor at the next elections, due in May 2023. It was also agreed that Rod Apps would suggest to him that it would be appropriate for him to attend the Parish Council meetings, since the informal and inclusive nature of the meetings was such that a valuable contribution could be made regardless of whether he was a Councillor or not.

The Parish Council noted that a significant structure was being built at the individual's property. Rod Apps undertook to investigate the current Permitted Development Rights in order to confirm that planning permission was not needed.

[Action: RA]

## 5. Village Hall.

The Minutes of two recent meetings of the Village Hall Committee had been sent to the Parish Clerk, and had been forwarded to the other Councillors. The Parish Council noted these Minutes, and asked the Parish Clerk to thank the Village Hall Committee for sending them, and to request that they continue to send them in the future.

The Parish Council also asked Rod Apps to request the Village Hall Committee to keep it advised on its financial position, in order that the Parish Council can budget accordingly.

[Action: RA]

## 6. Speeding/HGV issue on Top Road.

Rod Apps reported that he and Gerald Godfrey had met the Community Liaison Engineer from Suffolk Highways on Tuesday 12 April at Top Road to discuss possibilities regarding the painting of symbols on the road to assist with dealing with the speeding problem, and other possibilities. The key outcomes from that meeting were that:

“Gateways” at either end of the 30mph zone on Top Road were *not* recommended. In relation to the direction going towards the A144, any ‘gateway’ at the location of the start of the 30mph limit would obscure the junction to the left very soon after that location, due to the fact that the verge being narrow. Similar issues applied at the other end of the 30mph zone, going in the direction Ringsfield. In addition, the cost of ‘gateways’ is substantial, with grants for the purpose difficult to obtain.

A series of road paintings would probably be worthwhile, possibly comprising white strips and “30” roundels painted on the road surface at either end of the 30mph stretch, along with “30”

roundels at each of the two repeater signs in between. The Community Liaison Engineers sent a plan through subsequently, which Rod Apps agreed to, and a quote for the work is now awaited. Rod Apps undertook to chase up the quote.

[Action: RA]

RA undertook to contact Ringsfield and Weston again regarding the creation of a Community Speedwatch team.

[Action: RA]

With respect to the HGV issue, the possibility exists of having a weight restriction imposed. This would have to apply from the junction with the A144 through to the junction of Cromwell Road with London Road at the far side of Ringsfield, which involves four different named roads. The cost of imposing a weight restriction is £7,000 per road, and therefore £28,000 in total, which clearly represents a major hurdle. In addition, however, even if an application for a weight limit **was** imposed it would still need to be **enforced**, and the police would probably not be prepared to devote resources to such enforcement. Enforcement would, in effect, rely on individuals following any HGV along the route (to ascertain that they were **not** using the route for access and hence stopping anywhere), taking necessary details, and then reporting the incident to the police – who might then take action. In total, doing anything regarding the HGV issue is therefore beyond the Parish Council. The Parish Council reluctantly endorsed this view.

## 7. Planning Applications

Rod Apps reported that he had not received any comments from other Councillors regarding the Planning Application for 5 Toaks Common, and he therefore submitted a positive response to East Suffolk Planning.

Rod Apps confirmed that no further Planning Applications had been received.

## 8. Finance

Rod Apps detailed the invoices that had been paid, and costs incurred, by Rod Apps since the last meeting of the Parish Council, constituting:

SALC membership invoice received 4 May 2022: £144.70

Information Commissioner's Office, 16 May 2022: £40.00

Mileage to collect Quiet Lanes signs from IP1 5NP on Monday 4 April: 78 miles @ 45p per mile = £35.10.

Zoom subscriptions for April, May and June at £14.39 per month = £43.17

Cash given to Village Hall Committee to pay for bar and incidentals at Platinum Jubilee event on Sunday 5 June 2022: £250.00.

**Total: £512.97.**

The Parish Council agreed to reimburse Rod Apps for these invoices and costs totalling £512.97 using cheque number 100403.

Rod Apps reported that the Parish Council had received the Council Tax precept for 2022-2023, of £2,400.

Rod Apps reported that the summary financial position of the Parish Council was therefore:

at the end of March 2022, the total of the bank balances was £2,726.90

**Plus** £2,400 Council Tax precept

**Minus** £512.97 reimbursement to Rod Apps

**Equals** £4,613.93

## **Annual Accounts**

Rod Apps reported to the Parish Council that he had prepared the accounts for 2021-2022 and that Adrian Sampson had kindly agreed to audit them. Rod Apps and Adrian Sampson had agreed on an updated Asset Register for the Parish Council, which was nevertheless an interim version given uncertainties around the valuation of the Village Hall and the associated land, the Play Area land, the Village Sign and the Vehicle Activated Sign. Attempts would be made to clarify the valuations for these assets prior to the preparation of the next annual accounts.

[Action: RA]

The Parish Council approved the Asset Register, and thanked Adrian Sampson for auditing the accounts.

The Parish Council considered the Annual Governance Statement for 2021-2022 (page 5 of the AGAR return) and approved it. The Chair of the Parish Council then signed the document.

The Parish Council considered the Accounting Statements for 2021-2022 (page 6 of the AGAR return), and in light of the prior auditing of the accounts, approved it. The Chair of the Parish Council then signed the document.

The Parish Council considered the Certificate of Exemption for 2021-2022 (page 3 of the AGAR return) and approved it. The Chair of the Parish Council then signed the document.

Rod Apps undertook to send the Certificate of Exemption to the External Auditor, and to arrange for various elements of the AGAR return to be posted on the Parish Council website as necessary.

[Action: RA]

## **9. Dog Poo Bins**

There was nothing to report on this issue.

## **10. Commons & Land Management Company.**

The Minutes of the Board meeting of the LMC of 11<sup>th</sup> April 2022 had been circulated prior to the meeting of the Parish Council, and were noted.

## **11. Any Other Business**

1. Play Area. Now that the Play Area was open again, the Parish Council agreed that it was necessary for weekly safety checks to be undertaken. Andy Spinks agreed to undertake this. The Parish Council also agreed that it was necessary for the annual safety inspection to be undertaken, and Rod Apps agreed to arrange this, but would try to complete some of the repairs/modifications before doing so.

[Action: AS, RA]

2. Rod Apps gave notice that he would be standing down as Parish Clerk at the next local elections, due in May 2023. It was hoped that someone would come forward to undertake the role on a voluntary basis, but if this was not the case by the time the Parish Council needed to set the budget and hence the precept requirement for 2023-

24 (around November 2022), the Parish Council would need to include the cost of employing a Parish Clerk within its budget and precept request. Time would also be needed to recruit a Parish Clerk, and it was noted that vacancies tended to remain unfilled for a not-insignificant period of time. Rod Apps undertook to circulate invitations to undertake the role to people within the Parish shortly.

[Action: RA]

## **12. Date of next meeting**

**Monday 25 July 2022, 7.30 pm, with the intention to make use of the Village Hall.**

The meeting closed at 20.43