

Ilketshall St. Andrew Parish Council

Minutes of the meeting of 7 June 2021, 7.30 pm, held at the Village Hall.

1. Welcome.

This meeting of the Ilketshall St. Andrew Parish Council was held, for the first time since March 2020, in the Village Hall as was required by legislation. All seven Parish Councillors (Gerald Godfrey (GG), Jacqui Harrison (JH), Andy Spinks (AS) and Rod Apps (RA), Penny Ward (PW), Colin Ward (CW) and Lea Ingham (LI) were present. There were two members of the public present (Jeanette Boon and Chris Roberts).

2. Apologies for absence.

There were no apologies for absence.

3. Minutes.

The Minutes of the meeting of 19 April 2021 were accepted were signed by the Chair.

4. Matters Arising from Minutes of 19 April 2021, and Parish Clerk's update.

1. [Item 6 refers] Rod Apps confirmed that the responses to the two Planning Applications had been submitted.
2. [Item 7 refers] Rod Apps reported that the documentation regarding the Quiet Lanes Project had been finalised and had been submitted to the people managing the Project. The application has now passed to the public consultation phase. Formal notices had been delivered to all the properties on the nominated roads on 24 May, along with the notices being displayed on Village notice boards. People had until 14th June to make formal representations to Suffolk County Council.
3. [Item 9 refers]. JH, LI and CR reported that they had not yet had an opportunity to discuss a way forward for the maintenance of the Burial Ground, but would endeavour to do so in time for the next meeting of the Parish Council scheduled for Monday 12 July 2021.

[Action: JH, LI, CR]

Update:

1. Rod Apps reported that he had submitted a response to a lengthy survey on the appropriate and effectiveness of remote meetings. Following discussion at previous (virtual) meetings of the Parish Council, the submission took the stance that virtual meetings had worked very well in total, and that in some respects they had worked *better* than face-to-face meetings. The response further made the point that the facility to hold meetings on a virtual basis in the future would be appreciated.
2. Rod Apps had received a phone call from an officer in the Speed Enforcement Unit, following a meeting he had had with the Police and Crime Commissioner that led to a summary of the speeding issue on Top Road being sent to his office. A summary of the details of the phone call was circulated to the meeting, which noted that, although there were many instances of 'prosecutable' speeding incidents, many of these incidents were

outside of the hours that were worked by the Speed Enforcement Unit (which were broadly 7.30 am to 6.30 pm). The Speed Enforcement Unit had therefore concluded that the severity of the speeding issue on Top Road did **not** meet the criteria for the deployment of speeding detection devices on Top Road.

3. Rod Apps reported that Mark Bee, who had been doing quite a lot of work on the Beccles Southern Relief Road issue and had said that he was going to try to arrange an on-site meeting with Suffolk Highways regarding the HGV issue through Ilketshall St. Andrew and through Ringsfield, lost his sets in the May 2021 elections. Rod Apps undertook to do what he could to resurrect that plan, perhaps with the replacement County Councillor. Rod Apps also noted that he had received a quantity of information about the traffic flows into and out of the Biodigester plant at Ellough (some of which trundled through Top Road) which he would respond to.

[Action: RA]

5. Play Area.

Andy Spinks noted that a problem was that weeds and grass were growing upwards through the slats in the bottom of the car. The meeting discussed the possibility of installing a weed-proof surface underneath the car, and perhaps underneath other items in the Play Area. The meeting agreed to ask Rod Apps contact the individual who had undertaken the annual inspection of the Play Area to see if he could recommend a way forward. It was noted that this would also help to improve the appearance of the area.

[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. He reported that he had taken a look at the ownership etc. sign at Ringsfield's play area, and would try to finalise the details and get a sign created.

[Action: RA]

6. Land Management Company

It was noted that the Land Management Company intended to make a start on clarifying the boundaries between the Commons and adjoining properties soon, which had been delayed by the pandemic.

7. Vehicle Activated Sign.

Colin Ward & Penny Ward presented the analysis of the statistics for the siting of the VAS on Tope Road during April and May 2021. Between 1 April and 25 April the VAS was positioned on the westbound site, and recorded an average speed of 34.5 mph, a maximum speed of 65 mph, and 37% of vehicles speeding. Between 1 May and 20 May 2021 the VAS was positioned on the eastbound site, and recorded an average speed of 32 mph, a maximum speed of 55 mph (recorded at 15.50 in the afternoon) and 21% of vehicles speeding.

There was a discussion around the possibility of installing something in the style of a 5-bar gate on the verge in the vicinity of the start of the 30mph limits at either end of Top Road. It was noted that this has been adopted in other villages and locations, and appears to emphasise to drivers that they are indeed entering a 30mph area and a village. Additional signs requesting a slowing down, etc, could be added to the 5-bar gate structure, which would be painted white.

Rod Apps undertook to contact Suffolk Highways to sound out feasibility and possible ways forward.

[Action: RA]

8. Dog Poo Bin.

Gerald Godfrey reported that he had ordered an additional dog poo bin that was scheduled to arrive shortly. Gerald Godfrey would arrange to install it, and the Parish Council expressed the hope that people who regularly failed to pick up after their dogs would make use of it.

[Action: GG]

9. Finance

Members of the Parish Council had been circulated with the Annual Governance and Accountability Return 2020/21 and with the financial accounts of the Parish Council for the year ending 31 March 2021 prior to the meeting.

9.1. The Parish Council received and noted the internal audit report prepared by Adrian Sampson. A full set of documentation relating to the accounts of the Parish Council had been passed to Adrian Sampson, who confirmed that they were satisfactory and signed page 4 of the Annual Governance and Accountability Return accordingly.

9.2 The Parish Council approved the Annual Governance Statement, page 5 of the Annual Governance and Accountability Return. As Chair of the Parish Council, Gerald Godfrey signed that Statement. As Clerk, Rod Apps also signed the Statement.

9.3 The Parish Council approved the accounts for the Parish Council for the year ending 31 March 2021. As Chair of the Parish Council, Gerald Godfrey signed the Accounting Statements (page 6 of the Annual Governance and Accountability Return), and Rod Apps as the Responsible Financial Officer also signed it.

9.4 The Parish Council approved the Certificate of Exemption (page 3 of the Annual Governance and Accountability Return). As Chair of the Parish Council, Gerald Godfrey signed the Certificate. As the Responsible Financial Officer, Rod Apps also signed the Certificate.

9.5 The Parish Council were circulated with details of a number of payments that Rod Apps had made on behalf of the Parish Council since 1 February 2021 and which required reimbursement. These constituted:

Zoom payments for April, May and June 2021 @ £14.39 per month	£43.17
SALC membership	£143.87
Data Protection Fee	£40.00
David Bracey Play Area inspection	£96.00
Signs for Play Area	£41.76
Contribution towards printing etc. costs	£50.00
Error from payment of insurance	£30.72
Total:	£445.52.

The contribution towards printing costs etc. was a reflection of the costs of printing at least 700 sheets for distribution in the villages since May 2019, along with documentation for Parish Council meetings, the AGAR process, etc. in addition, it represented a contribution towards mileage costs associated with collecting and returning the VAS to Weston and other mileage.

The error from the payment of the insurance reflected the fact that the meeting of the Parish Council of 5 October 2020 agreed reimbursement of £256.03 for the insurance premium. This

figure was **before** the Insurance Premium Tax, and the figure that was actually paid was £286.75. Correcting that error means an additional payment of £30.72.

The Parish Council confirmed approval of the reimbursements, and the signatories to the cheque book signed cheque number 398 for the sum of £445.52 payable to Rod Apps.

10. Cross-membership of Parish Council and Village Hall Committee.

This item had been discussed, and action agreed, at the previous Annual Parish Meeting.

11. Any Other Business

There was a discussion around the possibility of having some sort of a 'party' in August or September on the expectation that the restrictions associated with the pandemic would have been sufficiently lifted by then and it would be a way of 'returning to normal'. There was also discussion around the nature and format of such an event, including what day of the week might be most appropriate. The Parish Council agreed that it was an appropriate initiative to try to proceed with at this point, and further agreed that between now and the next meeting of the Parish Council the Councillors would consider alternative possibilities, along with likely costs. Decisions would then be taken at the next meeting of the Parish Council.

[Action: all members of the Parish Council]

There was a discussion by the Parish Council following an application earlier in the year for assistance in the purchase of a replacement mat for the Bowls Club. A decision on the application had been postponed until the pandemic was under control and meetings of the Bowls Club could, in principle, resume. Rod Apps undertook to contact some members of the Bowls Club in order to establish whether there was, or would be, a resumption of meetings of the Bowls Club and therefore whether financial support for a replacement mat would be appropriate.

[Action: RA]

12. Date of Next Meeting

Monday 19 July 2021, 7.30 pm.

The meeting ended at 9.10 p.m.