

# Ilketshall St. Andrew Parish Council

Minutes of the meeting of 8 June 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), and Andy Spinks (AS) and Rod Apps (RA) were present. There were no members of the public present.

## 2. Apologies for absence.

There were apologies for absence from Chris Bromley, which were accepted.

## 3. Minutes.

The Minutes of the meeting of 2 March 2020 were accepted will be signed by the Chair at a later date.

## 4. Matters Arising from Minutes of 2 March 2020.

1. [Item 4.1 refers] Rod Apps reported that some progress on the Parish Council website has been made, although the website developer is under pressure due to health problems in the family.
2. [Item 4.3 refers] No response has been received from Suffolk County Council Highways.
3. [Item 4.5 refers] No response has been received from Suffolk County Council Highways.
4. [Item 4.6 refers] The advice session by Suffolk County Council on how Parish Councils should respond to Planning Applications was cancelled due to the Covid-19 epidemic.
5. [Item 5.1 refers]. A response was sent to East Suffolk Council as outlined. A response was received to the query regarding the location of the sewage treatment plant, to the effect that it would be located to the north of the chapel and the outflow going to the north ditch, where the current outside toilet discharges into.
6. [Item 6.1 refers]. Rod Apps has not prepared a summary of the VAS statistics for circulation within the Village Newsletter, since he wasn't sure that the Village Newsletter would be operating. It was noted that the VAS has been installed recently on Top Road, so it might be best to see what the statistics for this cycle are, and to then circulate them together. Gerald Godfrey had provided the Police with details of the speeding gathered from the previous recordings from the VAS on Top Road, but no response had been received.
7. [Item 9.1 refers] Registration has been made for the Public Access Account relating to Planning Applications.
8. [Item 10.1 refers]. A response was sent to Suffolk County Council Highways as outlined.
9. [Item 10.2 refers] The Annual Parish Meeting scheduled for 4<sup>th</sup> May 2020 was cancelled. The suggestion from SALC is that Annual Parish Meetings could be cancelled this year. Alternative possibilities for an Annual Parish Meeting were

discussed, but a decision was deferred until later in the year when restrictions regarding public meetings may have been sufficiently lifted.

10. [Item 10.3 refers] East Suffolk Council was informed as outlined. A response was received to the effect that a Planning Officer would take a look.
11. [Item 10.4 refers]. Not done yet; there has not been a meeting of the LMC Board to raise and discuss the point.

## **5. Election of Chair and Officers.**

Gerald Godfrey was elected as Chair of the Parish Council, Rod Apps and Parish Clerk, Jacqui Harrison as Information Officer, for 2020-2021.

## **6. Finance.**

- 6.1 The accounts for the Parish Council for the year 2019-2020 were reviewed by the Council, including details of the income and the expenditures, and the assets of the Parish Council as at the end of March 2020. On the basis of that information, the Parish Council confirmed that its gross income and gross expenditure were both below £25,000 and therefore approved the certification as exempt for a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
- 6.2 The meeting discussed the Annual Governance Statement 2019/20 and approved the statement to be included in the Parish Council's Annual Governance and Accountability Return for 2019/20.
- 6.3 The meeting reviewed the details of the income and expenditures for the Parish Council for 2019-2020, and approved the statement to be included in the Parish Council's Annual Governance and Accountability Return for 2019/20.
- 6.4 The meeting noted the receipt of the first instalment of the precept for 2020-2021 of £1,003.24.
- 6.5 The meeting approved the reimbursement of Rod Apps for certain payments he had made on behalf of the Parish Council since the March meeting, comprising;  
£140.04 to SALC in respect of the Annual Subscription  
£20.00 to SALC in respect of a training session run by SALC relating to the annual audit  
£102.00 to David Bracey in respect of the safety inspection of the play area adjacent to the Village Hall  
£40.00 to the Information Commissioner's Office in respect of the annual fee for June 2020 onwards.  
Total: £302.04.

## **7. Play Area Inspection Report.**

The Safety Inspection Report from David Bracey had been circulated to members of the Parish Council previously.

It was noted that there were no significant issues needing attention. Specifically, it was noted that of the 5 risk bands used by David Bracey, there was no risk that was higher than the second band – described as “Low Risk – monitor and take reasonable action if possible”. The meeting decided to identify what steps it would be reasonable to take to further reduce the elements of risk that had been identified in the report, taking into account that the Play Area was not currently in use due to the Covid-19 restrictions.

## **10. Any other business**

Andy Spinks noted that there had been a complaint that a 30 mph continuation sign had been partially obscured by the VAS sign. He further noted that the potholes on Top Road had further worsened.

## **11. Date of next meeting**

Monday 3 August 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.