

Great & Little Whelnetham Parish Council

Minutes of Parish Council Meeting held Monday 14 June 2021 at 7.30pm at the Community Centre (outside). Risk assessment undertaken to comply with Covid 19 guidance.

Present

Cllr Peter Royce, Chairman, PR

Cllr Howard Singh, HS

Cllr Tim Webber, TW

Cllr, June Attwood, JA (via telephone)

Clerk, Elaine Gorman, EG

County Councillor Karen Soons, KS (joined meeting at 8pm)

1. **OPENING** – The Chairman declared the meeting open explaining that a risk assessment had been undertaken to ensure reasonable measures were taken to limit the transmission of Covid 19 in accordance with guidance from the National Assoc of Local Councils.
2. **DECLARATIONS OF PECUNIARY AND LOCAL NON-PECUNIARY INTERESTS** – None declared.
3. **MINUTES FROM THE PARISH COUNCIL MEETING DATED 5 MAY 2021.** The minutes were approved and signed by PR as a true and accurate record, proposed by JA, seconded by HS.
4. **PUBLIC FORUM**
 - Chairman's report – PR explained approval had been given for drainage works to begin on Stanningfield Rd, although no date has been agreed yet.
 - Crash barrier at junction of Stanningfield Rd and Sudbury Rd. Response had been received from Highways to say this is not a site requiring a barrier. Council agreed to take no further action on this.
 - County Councillor's, report, circulated via email prior to meeting.
 - Clerk's report, circulated via email prior to meeting.
 - Received question from member of public which PR passed to Clerk to deal with.
 - Correspondence including Play Inspection report for May 2021 and NHW Local Crime Stats for April 2021 were received and circulated prior to meeting.
5. **STATUTORY BUSINESS** – None.
6. **PLANNING**
 - a) To consider the following planning application, details emailed prior to meeting.
DC/21/1071/HH – a. first floor side extension to create annexe b. first floor balcony on rear elevation @Silver Birches, Water Lane, Little Whelnetham IP30 0DU. Council unanimously agreed to support this application.
7. **FINANCE**
 - a) To receive the Annual Internal Audit report for 2020/2021. Received and approved by all.
 - b) To approve the Annual Governance Statement, section 1. Received and approved.
 - c) To consider and approve the Accounting Statements for year ending 31 March 2021 as transposed on to the AGAR, section 2. Received and approved.
 - d) To consider and approve the Certificate of Exemption confirming gross income or gross expenditure did not exceed £25,000 for year ending 31 March 2021. Received and approved. All 3 documents signed and dated.
 - e) As per recommendation in the Annual Audit Report for 2020/2021 re delegated powers, the pc had not approved the delegation of council decisions to the Clerk during any period of restricted activity declared by the government in respect of Covid 19. As this is still an uncertain time, the Clerk advises that in the event that future meetings are suspended in order to comply with government guidelines to i) delegate authority to the Clerk/RFO to authorise decisions in consultation with the Chairman and input from all

councillors by telephone and email, ii) that cheques can be signed away from meetings by 2 councillors and if a second councillor is unavailable the clerk will sign, and a list of payments made will be presented at the next council meeting iii) that planning applications be sent to all councillors and responses/observations/comments be received by the Clerk upon which the Clerk will consult with the Chairman and decide. These delegated powers will cease as soon as council can continue business as usual and will be reviewed as required. Council resolved to permit delegated authorities.

- f) To consider and adopt a General Reserves Policy in accordance with audit recommendations, specifying how Gt Whelnetham PC shall maintain adequate financial reserves to meet the needs of the organisation, with reserves of both general and earmarked being held. Copy of policy circulated prior to meeting. Council unanimously resolved to adopt a Reserves Policy, which will be reviewed in Nov 2021 when Council come to set the budget for 2022/23. The Clerk explained that the current year precept is £11,685, so to fully cover 6 months of contracted expenditure, between 30 - 40% should be held in general reserves whilst the remainder can be held in earmarked reserves to cover the cost of equipment replacement to include, i) a new website £1000, ii) new laptop £1000, iii) new village noticeboards £3000, iv) TRO £1500 a total of £6500. Council unanimously resolved to allocate £5,185 to general reserves and £6500 to earmarked reserves for the projects as listed. The Clerk will draw up a schedule listing the various earmarked reserves and the purpose for which they are held. Any expenditure from the earmarked reserves can only be authorised by council. This policy and reserves held will be reviewed in November 2021 when the parish council is setting its budget for the following year.
- g) The audit noted that the parish council currently does not have a website accessibility statement as per the Public Sector Bodies (Website and Mobile Applications) Accessibility Regs 2018. PR mentioned that there has been discussion about overhauling the current website, see point 10 below, and as funds have been allocated to this, see point 7f above, it would seem timely to undertake this now. The Clerk has researched companies offering website building services. Council agreed for Clerk to contact Community Action Suffolk to develop new website.
- h) The following payments were approved:

Detail	Cheque No	Net (of VAT)	VAT	Total
WS Council	834	118.80	23.76	142.56
SALC Audit fee	835	199.00	39.80	238.80
WS Council	836	215.60	43.12	258.72
E Gorman Exps	837	77.33		77.33
Total				717.41

- i) To approve bi-monthly statement for 06/05/21 – 16/06/21, circulated by email prior to meeting. Proposed by JA, seconded by TW.
8. **TRAFFIC REGULATION ORDER UPDATE** – Cllr K Soons joined the meeting. The consultation carried out by highways has been received and circulated via email prior to the meeting. Council resolved to accept highways proposals re maps 1, 2 and 4, with a proposal for lines to be put on the footpath side re map 3. Unanimously agreed. KS was aware of several complaints in relation to this issue and has kindly awarded £1500 of her locality budget towards the TRO. Discussion led on to flooding in the village especially the post office who still have no date of works starting to alleviate any potential flooding. Heavy rain is

predicted for Thursday 17 and Friday 18 June and the owners are concerned about being flooded again. PR explained the owners had received no information since September 2020 and despite him emailing in March 2021 it was not until May 2021 that an update was received. PR reported it was a wholly unacceptable situation. PR will follow up with WSC to see if street cleaning can be increased ahead of Thursday.

9. **RAILWAY WALK UPDATES** – the Clerk reported that i) the no-cycling signs had been removed. Council resolved for Clerk to look at getting metal signs to go up at either end of walk, ii) the Clerk had met with Suffolk Wildlife Trust re maintaining the walk and had circulated this info prior to the meeting, iii) the Clerk explained the suggestion from residents re the deposit of earth on the Railway Walk. Council agreed for Clerk to contact Suffolk CC with residents’ suggestion and for Clerk to write to residents explaining that the earth should be moved back in line with the boundary of the neighbour. Proposed JA, seconded HS.
10. **NEW WEBSITE UPDATE** – Clerk reported she had researched several companies, see 7g above.
11. **DEED OF DEDICATION** - the Clerk had emailed everyone prior to the meeting with information on the Deed of Dedication. She reported Bardwell PC had been helpful by providing details of their D of D and were pleased with the simplicity of the procedure from Fields in Trust. Council unanimously approve Clerk to start the application process with Fields in Trust for the playing field in Gt Whelnetham.
12. **MATTERS FOR CONSIDERATION AT NEXT MEETING**, Suffolk Wildlife Trust and Railway Walk.
13. **CLOSE OF MEETING**, 9.20pm
14. **DATE OF NEXT MEETING** – Monday 12 July at 7.30pm

Signed Chairman.....Date.....