

Great & Little Whelnetham Parish Council

Minutes of Parish Council meeting held Saturday 20 March 2021 at 2pm 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)

WSC Terry Clements, TC

Clerk, Elaine Gorman, EG

1. **OPENING** – The Chairman declared the meeting open at 2pm explaining that this was an extraordinary meeting held in person as other methods of holding a meeting either virtually or via telephone conferencing had not worked. A risk assessment had been undertaken prior to the meeting to ensure reasonable measures were taken to limit the risk of transmission of Covid19 in accordance with guidance from National Association of Local Councils (NALC).
2. **DECLARATIONS OF PECUNIARY AND LOCAL NON-PECUNIARY INTERESTS** – None declared.
3. **MINUTES FROM THE PARISH COUNCIL MEETING DATED 5 DECEMBER 2020** – The minutes were approved and signed by the Chairman as a true and accurate record, proposed TW, seconded by HS.

4. PUBLIC FORUM

– **Chairman’s report**, PR explained an application for a Traffic Regulation Order had been submitted to Suffolk CC to have yellow lines painted along Stanningfield Road. Highways had agreed the application in principle but the parish council are seeking clarification as to the extent and location of the yellow lines.

PR reported an email had been received from resident raising concerns regarding the removal/work on trees on the boundary of Phase2 Erskine Lodge development, and alleged failure to abide to planning restrictions by the developer. PR suggested EG forward complaint to head of planning to request investigation of the issue. PR expressed concern that conditions made to address residents’ objections and other issues may have been lifted or amended without further consultation with the Parish Council and wondered why this would happen or even if it should be happening. TC will also investigate the issue regarding trees.

PR reported a request had been received from a resident to enquire about the possibility of a crash barrier/safety measures at the junction of Stanningfield Rd and A134. EG was making enquiries with SCC.

PR reported the 40mph buffer limit is now official and in place along Stanningfield Rd, but expressed concerns still exist for the safety of residents of 11 properties that remain within the 60mph of Stanningfield Rd.

-**County Cllr Karen Soons** Feb newsletter was circulated prior to meeting. An email was received from KS regarding her request for verge reinstatement at Acorns. The cause of the damage was due to contractors working on or visitors to the development site. PR commented that the parish council is hopefully addressing this issue as part of the application for yellow lines.

-**Clerk’s report** was circulated prior to meeting.

-**WS Cllr Terry Clements** provided an update on WSC activities.

-**Correspondence**, PR reported the parish council had received information about the availability of grants from Suffolk CC for the installation of Electric Vehicle charging points.

After further research the parish council have decided not to not pursue this owing to the ongoing maintenance of the equipment.

There were no questions from the public.

5. STATUTORY BUSINESS

- a) To review and approve the following policies circulated prior to the meeting. Lone Working Policy, Filming Videoing, Photography and Audio Recording Policy, Privacy Statement, Data Risk Management Policy, Subject Access Request Policy, Subject Access Request Procedure, Data Protection Policy, Document and Electronic Data Retention Policy. No further updates required. Unanimously approved.
- b) To review general reserves, a recommendation from the last audit carried out by Suffolk Association of Local Councils (SALC). It was agreed PR and EG would meet to consider appropriate action before 31 March 2021. It was noted that funds would need to be earmarked for obtaining a new website.
- c) To consider and note the Budget to Actual Quarterly Report up to 5 December 2020 for year ending 31 March 2021.
- d) To consider and approve the Information Commissioner’s Office direct debit payment, Feb 2021, of £35.
- e) To consider updating/changing the Parish Council website. PR asked EG to research help available and costs of new website.

6. PLANNING

- a) To consider the following Planning Application: to view online: DC/21/0184/HH- Householder Planning Application – dropped kerb, location 82 Raynsford Rd, Gt Whelnetham, IP30 0TN. HS approved; JA seconded. Unanimously approved.

7. FINANCE

- a) Payments and receipts since last meeting and bank reconciliation – balances: current £13, 692.49, Instant Access Account £1,135.37, total in bank £14,827.86 less cheques to be approved and issued.
- b) The following payments were approved.

Detail	Cheque No	Net (of VAT)	VAT	Total
E Gorman - Exps	823			77.30
SALC – training	824	20.00	4.00	24.00
Total				101.30

- c) To approve bi-monthly financial statements for Jan 2021 – Mar 2021, circulated via email prior to meeting. All approved.
- d) To consider requests for donations from WS Citizens Advice & Suffolk Accident Rescue Service (SARS). Unanimously agreed to donate £200 to WS Citizens Advice. No donation to SARS but £100 donation approved to East of England Air Ambulance.
- e) To consider online CilCa qualification training for Clerk. Approved.
- f) To consider and approve Clerk’s pay increase in accordance with NALC 2020 pay scales. Approved.
- g) EG reported WSC had agreed to make payment to parish council from s106 money for the repair and painting of the children’s play equipment. Payment will be made 22 March 2021 for £4,719.40. Balance of s106 money is £31,293.39 of which £27,915.10 needs to be used by 24 Jan 2024 and £3,378.29 which has no payback restriction.

8. TRAFFIC REGULATION ORDER (see Chairman’s Report above at 4)

9. **ADULT GYM EQUIPMENT/MUGA** – EG has details of adult gym equipment provided by Kompan. Parish Council resolved to ask EG to write to Community Centre to ask if there is an interest in either option before distributing a flyer to every household in both Great & Little Whelnetham to ask residents which they would prefer.
10. **RAILWAY WALK** – EG had spoken to local workman to fix the gate at the entrance to the Railway Walk. This has not been completed yet and another quote to complete the work has been received. EG to speak to workman to establish when work likely to be carried out.
11. **CLOSE OF MEETING** – 3.40pm
12. **DATE OF NEXT MEETING. Annual Parish Meeting Wednesday 5 May at 7pm, followed by Parish Council Meeting at 7.30pm.**

Signature.....Date.....