

LINDSEY PARISH COUNCIL

CLERK TO THE COUNCIL

A Parish Council Meeting was held on Wednesday 20th January 2021 via videoconferencing on the Zoom Platform and commenced at 7.32pm.

The Chairman, Mr. Arthey welcomed the following Parish Cllrs. to the meeting – R Corcoran, M Hainsworth, B Howe, R Howe, J Moore and A *Sturgeon*. In attendance were Mrs V Waples, Clerk and District Cllr. L Jamieson (*in part*) and two members of the public.

In accordance with the changes in legislation, it was noted that this meeting was taking place via videoconferencing and that councillors and members of the public were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting.

1. OPENING – the Chair opened the meeting and thanked all for attending. The Clerk read out the statement on reporting at virtual meetings of the parish council.
2. APOLOGIES OF ABSENCE:
 - i. There were no applicable apologies of absence as all were present.
3. DECLARATIONS OF INTEREST:
 - i. Cllrs. Arthey and B. Howe declared local non-pecuniary interests in respect of the Village Hall Grant under Agenda Item 9vi. There were no further declarations of pecuniary or local non-pecuniary interests for the agenda under discussion. There were no declarations of gifts of hospitality received exceeding £25.
 - ii. There were no requests for dispensations for the agenda under discussion.
4. MINUTES OF PREVIOUS MEETINGS:
 - i. To approve the minutes of the following Parish Council Meetings:
 - 11th November 2020 - the meeting agreed that the circulated minutes were a true and accurate record of the meeting that took place, aif
 - 1st December 2020 - the meeting agreed that the circulated minutes were a true and accurate record of the meeting that took place, aif
 - 17th December 2020 as a true and accurate record – the meeting agreed that the circulated minutes were a true and accurate record of the meeting that took place, aif.

Agreement was forthcoming for the signing of the minutes to take place at the next meeting at which Councillors would be present in person or whenever was convenient for the Clerk and Chair to so arrange, aif.
5. PARISH MATTERS: to receive updates on items raised at previous meetings:
 - i. Climate Emergency / Climate Awareness – Cllrs. Moore and Sturgeon reminded the meeting that the initial insertion of an article into the newsletter was to stir up interest or comments from the parish. This was a large issue for the planet and will put existing issues into context in years to come. The aim is to get a conversation going and help parishioners become aware of the fundamental changes that will come about over the next 20 years or so. All confirmed that they had received a copy of the paper that had been circulated and will be placed into the next newsletter. Issue is to get all on board and to get a coherent conversation started with not only the village but the wider world. Simple things could be followed up – change energy suppliers; look at banking organisations; heating of homes and insulation; manner in which people conduct their lives and decisions taken that will impact the future of the world. Cllr. Sturgeon made all aware that carbon storage is hugely important, and all should undertake to ensure that biodiversity and trees and hedgerow planting, rewilding of areas came to the fore. *The Clerk agreed to circulate a copy of the latest newsletter to all Councillors.*

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- ii. White Rose Crossroads – the issue appeared to be solved despite the fact that there was not a pipe under the entrance to the yard associated with Rose Cottage. It was noted that a ditch resurrected in a nearby field was filling up which suggested that it might be being fed by a spring. County Cllr. Finch mentioned that the intensity of the rain over the last few weeks seemed to be less than that prior to Christmas. He confirmed that the area of White Rose Crossroads was on the list to be looked at by Suffolk Highways in terms of drainage and would continue to monitor the situation to ensure that the project did not “drop off” the list of future works.

6. PUBLIC FORUM: (maximum 10 minutes)

- To note the report from County Councillor James Finch – the written report as submitted can be seen at Appendix A.
Cllr. Finch made the meeting aware of the following:
Parochially the COVID situation has dropped in Babergh over the last 15 days.
He had attended a “vaccine forum” recently – further discussion points over capacity needed to be addressed.
Funds available for those to access if there are those in need – money given to 3 benefices in his division.
He agreed when questioned that he would provide an update at next meeting as to where SCC was with Climate Emergency – noted that SCC had agreed that it would be carbon neutral by 2030.
- To note the report from District Councillor Leigh Jamieson – the written report as submitted can be seen at Appendix B.
Cllr. Jamieson made the meeting aware of the following:
Car parking – at last night’s Overview and Scrutiny Committee Meeting the Hadleigh Petition was debated – this will now go back to cabinet who can ignore what was said but hopefully a final decision on parking charges will be made in February.
Fleet of vehicles to be moved to using Hydrotreated Vegetable Oil (HVO) fuel.
- To receive comments from the public on the agenda as published:
DC/20/05417 – following is a summary of the comments raised in the public forum: concern at the comments from the Parish Council vis-à-vis no detrimental impact. Detrimental impacts would be felt given the size of building and proximity relative to their own dwelling. Building is of a significantly size and given its location will be overbearing. Could it not be placed elsewhere within the grounds? It was confirmed that a formal objection to the Planning Officer had been submitted, but it had been marked as a 'sensitive document', so it could only be viewed by the Planning Officer and their colleagues. The applicants had been informed of their objection once the size of the proposal and location had become evident on the plans submitted. The formal objection was made in the correct manner and within the time limit stated on the Planning Portal and as per the advice of the Planning Officer.

7. STATUTORY BUSINESS:

- i. To carry out the annual review of the Council’s Standing Orders – it was proposed and agreed that the adopted Standing Orders of 15th January 2020 be updated and dated 20th January 2021 and that having been reviewed, they were fit for purpose and that Council agreed to adhere to them, aif.
- ii. To carry out the annual review of the Council’s Financial Regulations – it was proposed and agreed that the amended Financial Regulations dated January 2021 (taking into account the amendments to the footnotes under Contracts) be adopted and that having been so adopted, Council confirmed that they were fit for purpose and that it agreed to adhere to them as written.

8. CORRESPONDENCE:

- i. SALC – Help Shape Guidance for New Housing Developments in Suffolk: Suffolk Design: Streets Guide – all were reminded of the closure date for this consultation (10th February 2021) and comments should be with the Clerk by the end of the month if Council wished to formulate a corporate response.

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- ii. SALC – NHS Suffolk – Virtual Community Event about COVID – 21st January 2021 at 6.00-7.00pm - <https://sneevaccine.org.uk/event/> - all were encouraged to attend and Cllr. Corcoran made the meeting aware that he had uploaded this onto the Lindsey Village Noticeboard. Cllr. Hainsworth provided a comment and update on the understanding of the rollout of the vaccine and advice for all to continue to follow government guidance. All were reminded that doctors should still be the first port of call if patients were unwell.
- iii. SALC – Tier 4 physical meetings unlawful – the meeting received the guidance from NALC which stated that meetings in person will become UNLAWFUL from 26 December 2020. Such activity is not exempted under The Health Protection (Coronavirus, Restrictions) (All Tiers and Obligations of Undertakings) (England) (Amendment) Regulations 2020. As stated previously, remote technology should be used.

9. CLERK'S FINANCIAL REPORT:

- i. To consider schedule of receipts received since the last meeting – *Paper A* - the meeting noted that there had been no monies received since the last meeting. (*Appendix C refers*)
- ii. To consider and approve the verified items awaiting authorization as per the schedule submitted – *Paper B* - all agreed that subject to formal verification by the two authorised signatories, Council was minded to accept the schedule of invoices awaiting payment. The meeting further agreed to the retrospective approval of the payments for the Village Hall and St Peter's Church as discussed and agreed at the last full Parish Council Meeting, aif. (*Appendix C refers*).
- iii. To consider the Council's financial position to date – *Paper C* – the meeting noted the carried forward balance of £2,256.34 once the agreed schedule of invoices awaiting payment had been taken into account. It was agreed that the authorised signatories would review the bank reconciliation and sign the papers submitted to ensure a full audit trail, aif. (*Appendix C refers*).
- iv. To receive the budget monitoring statement for the period ending 11.11.2020 - *Paper D* – Council received the paper as submitted noting that, as previously advised, the office expenses were in excess of the anticipated budget for the period to the end of July due to Zoom Subscription for the year 2020/2021. As the Council was meeting remotely and could continue so to meet until May 2021, it was noted that the underspend on the Village Hall hire costs compensated in some way for the overspend on the Administration Budget. It was noted that the year currently stood at a breakeven position to the end of January 2021 allowing for the allocation of £650 to the reserve fund.
- v. To consider and approve the payments to be made under s137 of the LGA1972 for the year 2020-2021 – *Paper E* - noting that this was a cap payment and that the council, in making such payments, needed to bring direct benefit to their area or any part of it, Council agreed to support the Suffolk Accident Rescue Service as its chosen charity for the year 2020-2021 and allocate £50 as a donation, aif.
- vi. To finalise the budget to be set for the period 1st April 2021 – 31st March 2022 – *Paper F* – the following matters were debated further:
 Grants to Village Organisations – The Clerk confirmed that she had sought evidence of the costs associated with maintaining the churchyard prior to Council agreeing to uplift the grant for future years and that such costs . the Chair made the meeting aware that the premise for supporting the village organisations had been set previously at a grant of 50% of running costs. It was noted that during the COVID-19 pandemic and shutdown the Village Hall had been supported by COVID grants coming from the District as part of the government COVID support grants. Further discussion followed and it was proposed and seconded that the financial amounts for the support of village organisations in the budget for 2021-2022 be set at £400 for the maintenance of the Parish Churchyard and £300 for the Village Hall. By a majority decision the motion was not carried. A further proposal to set the financial amounts at £400 for the maintenance of the Parish Churchyard and £200 village hall was carried by a majority decision. It was proposed and agreed by all that the revised budget for 2021-2022 be set at £4,565, aif.
- vii. To approve the precept to be set for the period 1st April 2021 – 31st March 2022 – all agreed that the precept should be set at £4,487 taking into account the LCTS grant £78 for the coming year noting that this would set a Parish Council Tax for a Band D dwelling of £52.57 which was an increase of 5.43% or £2.70 per annum.
- viii. BDC Locality Awards – Councillors were reminded of the balance of monies still available to parish councils and community groups as held under District Cllr. Jamieson's Locality Budget and the range of items it could be used for.

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10. CLERK'S REPORT: there were no further matters coming forth that had not been dealt with elsewhere on the agenda.

11. PLANNING MATTERS:

i. To consider the following planning applications: to view please follow the link below:

DC/20/05841 – Householder Planning Application – erection of single storey side annex for ancillary use and glazed link to main dwelling @ Unhalfbricking, The Tye, Lindsey – it was discussed and agreed that the application did not have a detrimental impact when judged under material considerations. Whilst it was noted that the materials did not match the existing, it was felt that this would have a lesser environmental impact. Council agreed that it had no comment to make on this application and if there were no comments by neighbouring properties it would appear to be supported, aif.

DC/20/05417 – Householder planning application – erection of single storey cart lodge/garage @ Brambling Barn, The Tye – Council to note that a request has been submitted by a neighbouring property for Council to review its response to this planning application – having reviewed the plans and with reference to the comments submitted in the public forum and those received by email, Council reviewed this application and made the following comments:

- Elevation will rise above existing hedge and fence and the proposal will impact on the neighbouring property given the height which would leave part of the neighbouring property overshadowed.
- Orientation - overall, it was agreed that the PC could suggest movement of it north east from the boundary to allow natural light ingress.
- Proximity to boundary - awfully close to the neighbouring boundary. Could it be moved to the north and east?
- Principle of the erection of a cart lodge was deemed to be acceptable as were the materials. Location of the building on the plot which has caused concern for the Council – if the building was moved along with landscaping to be provided and space to allow for treatment of the boundary and maintenance of building it might be deemed to be more acceptable.
- Council was concerned that they had not been aware of the comments raised by neighbouring properties as their comments had not been uploaded onto the portal.
- Grounds for concerns: impact on neighbour, neighbour's residential amenity and the proposed siting does not afford sufficient room for appropriate landscaping. Residential amenities, landscaping and mass.
- No objection to proposal or materials.

It was proposed and agreed that the PC would respond in the following manner, aif:

“The PC has, at its recent Parish Council meeting, discussed this matter further following new information coming forth, and has to state that it now has concerns with the application and finds it unacceptable with regards to the impact on residential amenities, massing and proximity to the boundary in terms of landscaping.

The PC also understands that the neighbour has made representations and yet they have not been uploaded to the planning portal.” *The Clerk was requested to ask for a response on this matter.*

The members of the public confirmed that they had submitted their comments as recommended by the Planning Officer in the timescale and manner proposed by the Officer. The Clerk confirmed that the email trail from members of the public had been passed to the Council.

- ii. To note the following planning applications determined by the local planning authority: none had been received.
- iii. To receive the response from the Planning Officer relating to the newly created access at Church Barn Meadow, Church Road, Lindsey – the response from the Planning Office suggested that engineering works have been carried out and that it might require planning permission. All agreed that the Clerk should note the response from the Officer and should contact the Enforcement Team to commence an investigation into the matter.

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12. PARISH COUNCILLORS' REPORTS: to receive reports on village issues from Councillors present -
i. It was reported that the other end to the White Rose was now flooding.

13. DATE OF NEXT MEETING:
Parish Council Meeting: Wednesday 10th March 2021, commencing at 7.30pm via videoconferencing on the Zoom platform.

There being no other business the Chairman declared the meeting closed at 22.29.

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Appendix A – COUNTY COUNCILLOR JAMES FINCH REPORT

- **COVID 19 infection rates over Christmas and the New Year** - I regret to say that this subject is still very much the focus for the Suffolk County Council team. More than one third of Suffolk's total confirmed coronavirus cases were recorded in the last two weeks.
- A cumulative total of 15,643 people tested positive for the virus in the county as of January 2 – *with 5,321 people testing positive from December 20 to January 2, making up 34% of all cases recorded in Suffolk by that point. As of 20th January a further 3,730 since then have been recorded.* The highest ever number of people testing positive came on December 29, when 749 people were confirmed to have contracted the virus, however this could be due to a lag in test results on Christmas day. **As of 20th January there have been 19 cases in my Area in the last 7 days** – this is a welcome downturn in incidences of infection in this 3rd week of January. Updated data for our local area can be found in the Suffolk Coronawatch website [here](#). For clarity, this Middle Super Output Area (MSOA) area named **Nayland, Leavenheath and Boxford** includes the following 18 parishes and hamlets: Assington, Boxford, Dorking Tye, Edwardstone - Rose Green & Mill Green, Groton, Higham, Layham, Leavenheath, Lindsey, Milden, Nayland, Polstead, Polstead Heath & Bower House Tye, Raydon & Raydon Great Wood, Shelly, Stoke by Nayland, Thorington Street, White Street Green. **Message from Stuart Keeble, Director of public health for Suffolk County Council, said:** “Suffolk is seeing a similar, sharp increase in positive cases in line with the regional picture, which is making more people ill and putting our hospitals under even more pressure. The new variant of the virus spreads more easily, we must all limit contact with others wherever possible. Even though you may not have any symptoms, you may be giving Covid-19 to someone else without realising it.” Do not forget though another reason for the greater number of positive cases is the significant increase in the quantity of testing throughout the county and the country. **Let's stick to this guidance rigidly NOT LEAST NOW to protect our accident and emergency teams in our hospitals.**
- **Vaccination centres and Hubs in Suffolk** - NHS Management aim to reach a point where everybody lives less than a half an hour away from a vaccination centre in Suffolk and north Essex. Vaccination centres are expected to go live at Gainsborough Sports Centre and Trinity Park – the site of the Suffolk Show by mid-January. Eventually, it is hoped there will be 16 vaccination centres and 20 GP surgery hubs, sites alongside the three hospital sites in Ipswich Colchester and Bury St Edmunds within our area of Suffolk. At the time of writing, the following GP practices in South Suffolk will be offering COVID Vaccinations - East Bergholt (Constable Country Medical Practice), Hadleigh (Hadleigh Health Centre), Sudbury & Great Cornard (Hardwicke House Surgery, Cornard Branch) & Lavenham (Lavenham Branch of Long Melford Practice). The advice is- *Do not call them – they will call you.*
- As plans have not been fully developed, I have had discussions with the Directors of the Stoke by Nayland Hotel Golf and Spa and have put forward their site for use as a local vaccination centre. This is being considered by Dr Ed Garrett, CEO of the Clinical Commissioning Group. The advantages for this area of South Suffolk are that there is easy access and plenty of parking on site and because of the present lock down plenty of space within the conference rooms and the large banqueting suite – none of which are being utilised at the moment.
- **Suffolk Police proposals for April 2021 -2022** - Suffolk's Police and Crime Commissioner, Tim Passmore has just published his proposals for the policing element of the council tax precept for the next financial year which includes a proposal for more officers for the county through the policing precept. He is asking Suffolk residents for their thoughts on his proposals through an electronic survey which can be accessed through the website link [here](#) or Google “Suffolk Precept Survey”. The survey is open until 9am on Thursday 28th January.
- **New home-schooling resource ‘a godsend’** - A new digital resource has been launched to help parents and carers build exercise into the daily routines of children being home schooled during lockdown. Providing information about, and access to, a host of curriculum-based and other popular resources, the resource brings together, in one place, everything parents could need to bring exercise into the home in a fun and

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engaging way. Produced as part of the popular **Keep Moving Suffolk campaign**, it responds to data showing that activity levels of children and young people have fallen significantly during lockdown prompting fears of a long-term impact on their physical and mental health and wellbeing. Kelly Hutchinson from Ipswich who is currently balancing running a business with home-schooling her two children, Marley, aged 6, and Remy, aged 4, explained why she's making exercise a key part of her children's day. She said *"I really notice the difference by keeping them active. I'm finding that their concentration is a lot better after we've done a walk or some exercise. They seem much more focused and, overall, are healthier and happier children."* The new resource can be found at www.keepmovingsuffolk.com/home-schooling

- **Primary School application deadline approaches** - Parents and carers **have until Friday 15 January 2021 to submit** an application to secure their child's place at a Primary, Infant, Junior or Middle school for September 2021. Applications should be made for children born between 1 September 2016 and 31 August 2017 who are due to start primary school from September 2021. An application for a full-time school place must be made even if a child is already attending a nursery class in an infant or primary school, a pre-school or a children's centre next to a school site. Before making a school application, parents and carers need to consider how they will get their child to and from school. School Travel eligibility is based on a child attending the nearest suitable school that would have had a place available. This might not be the catchment area school. To find out more about SCC's school travel policy please visit www.suffolkonboard.com/schooltravel.
- **Supporting the Vulnerable in the Stour Valley during the COVID 19 pandemic** - Over and above what the County Council is supporting directly, I have this month allocated funds to each of my three Benefices in my division to support in particular the local food banks that the local churches are running. If you do know any person or family in particular need, please let me know or your local priest.
- **Virtual Fostering and Adoption Sessions for the Stour Valley** - Since the incidence of COVID 19 sadly the demand for this service has increased significantly. Therefore, those who would like to find out more refer to the website - <https://www.fosterandadopt.suffolk.gov.uk/> or join one of the following events.
For those wanting more information on Fostering only:- **Wednesdays - 6th January, 3rd February, 3rd March and 7th April - all 7:00pm in your home.**
For those wanting more information on Adoption only:- **Thursdays - 7th January 4th February, 4th March and 8th April - all at 7:00pm in your home.**
To book a place **please email Claire.Gwatkin@suffolk.gov.uk**. She will then send instructions on how to join the virtual meeting. As always, our team will be happy to answer any questions you have about fostering or adoption! They normally will have a foster carer or adoptive parent available to help you too at these events.

Appendix B – DISTRICT COUNCILLOR LEIGH JAMIESON'S REPORT

Car Parking Charges - The Cabinet were due to decide on the implementation of Car Parking charges across the district on the 7th January. Following public outcry and the submission of a valid petition, this matter has now been deferred until the February Cabinet meeting. This allowed Overview and Scrutiny to debate the proposals on Monday. The recommendations that came out of the meeting were generally in favour although they did recommend that the free parking period be extended from 30mins to 1Hour and that the implementation date be pushed back to September. Full Council debated the petition from Hadleigh residents last night asking for parking in Hadleigh to remain free and that any future decision be made only after full consultation. This was approved by Chairman's casting vote.

The main charges causing concern are –

Sudbury Main car parks	
30mins	Free
1Hour	50p
2hours	£1
3hours	£2

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Hadleigh Main Car Parks	
30mins	Free
3hours	£1

Vehicle Fleet - Cabinet have agreed to move to using HVO as a replacement for conventional diesel in the Council vehicle fleet. This is a cleaner, less polluting fuel and results in reducing the councils CO2 emissions by 900 tonnes a year. This represents 26% reduction of the Councils total emissions.

The Council will now procure a supplier for the provision of HVO fuel and the supply and installation of a fuel tank at Chilton Depot, Sudbury. The storage tank will cost the Council approx. £50K but will be the only expense. HVO is an alternative way to produce high-quality bio-type diesel fuels without altering the vehicles themselves. These fuels are colloquially referred to as “renewable diesel fuels” instead of “biodiesel”.

Garden waste (brown bin) collections - The garden waste (brown bin) collections were suspended from Monday 11 January 2021 until further notice. This is to allow crews to prioritise essential waste collections, such as the collection of refuse, recycling, and clinical waste. Unfortunately, the Serco crews have been affected by COVID-19 and are either off work or isolating. Suspending collections allows the waste team to free up available crew members to work on priority collections. Future invoices will be adjusted to compensate for this period of non-collection.

Precept Survey - Last year the government gave PCCs the ability to raise the policing element of the precept by up to £15 per annum for a Band D property for the next financial year.

Suffolk’s PCC, Tim Passmore, is proposing to use this maximum increase. If the plans go ahead, it is said that this extra funding will provide n the region of 70 additional police officers recruited to the force in the next financial year. A survey to gauge the public response to his proposal opened on the 5th January and closes on the 28th.

Fees and Charges 2021/22 - The 2021/22 schedule for fees and charges was agreed at Cabinet on the 7th. Fees and charges are an important source of income to the Council, enabling important services to be sustained and provided. In 2021/22 Babergh’s fees and charges are budgeted at £4.0m, which is 12% of the Councils gross expenditure. In addition to the proposed parking charges mentioned above other key changes/increases relate to licensing, the green environment (bins and dog bins) and household waste.

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Appendix C – FINANCIAL REPORT:**Items received since the last meeting:**

Income	Description	Nett	VAT	Gross	Ref	Power
	Total Income			£NIL		

Items Paid out since the last meeting:

Income	Description	Nett	VAT	Gross	Ref	Power
11.11.20	St Peter's Church – grounds maintenance	200.00	0.00	200.00	480	LGA 1972 s214(6)
	Lindsey Village Hall – assistance with costs	200.00	0.00	200.00	481	LGA 1972 s133
	Total Expenditure			£400.00		

Items to be Authorized for Payment:

Expenditure	Description	Nett	VAT	Gross	Ref	Power
20.01.21	Clerk's Salary & Expenses	448.21	13.33	461.54	483	LGA 1972 s111 & s112
	SARS – Grant	50.00	0.00	50.00	482	LGA 1972 s137
				£511.54		

Financial Report

	Date	£
Opening Balance	11.11.20	3042.48
Add Income Received	December – January	0.00
Less Expenditure Incurred	December – January	400.00
Less Expenditure from verified list	20.01.21	511.54
Closing Balance	20.01.21	2130.94

Bank Reconciliation

Community Account	Statement – 20.01.21	3455.22
Less unlogged cheques *	At 20.01.21	1248.88
Plus cancelled cheque 100479		75.40
Plus unaccredited income		0.00
Reconciled Total		2130.94

*

478 £337.34
480 £200.00
481 £200.00
482 £50.00
483 £461.54

£1248.88

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