

PEASENHALL PARISH COUNCIL

Minutes of the Peasehall Parish Council meeting held on Wednesday 30th October 2019
at the Methodist Church Room, Peasehall at 7:30 pm.

2019/147 Attendance and Apologies

Attendees:

Cllr. Chris Norrington - Chair
Cllr. Frank Potter - Vice Chair
Cllr. Nick Levett-Scrivener
Cllr. Roger Benstead
Cllr. Norman Ball
Cllr. Steve Pewsey
Cllr. Kenneth Parry-Brown
Cllr. Ric Earle

Apologies for absence:

Cllr. Stephanie Lister - written and accepted
Cllr. Peter Dance - written and accepted

In attendance:

Sharon Smith - Clerk/RFO
County and District Cllr. Stephen Burroughes
6 members of the public

2019/148 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr. Nick Levett-Scrivener declared an interest in item 6b.

2019/149 Public Forum

a) A member of the public referred to two letters he submitted to the Council regarding the timing of the verge cuts by Highways and changing the planning code in Conservation Areas to allow for modifications to reduce the carbon footprint. Cllr. Chris Norrington replied that these two items will be tabled for discussion as the next meeting. Cllr. Steve Pewsey provided copies of 'The Good Verge Guide' to Councillors and members of the public.

ACTION: Clerk to add to next month's agenda.

b) In response to a member of the public's request for a progress update on the buildings on The Causeway, Cllr. Nick Levett-Scrivener said that he was discharging conditions arising from the planning application.

c) The Council was unable to respond to a member of the public's request for a progress update on the empty primary school building. The Council agreed with the resident that the building could be put to good use.

ACTION: Clerk to contact the County Council for an update and action plan.

d) Cllr. Chris Norrington informed the Council that County and District Cllr. Stephen Burroughes is expected to attend the meeting later.

2019/150 Minutes

It was agreed that the minutes of the meeting held on 25th September 2019 be accepted as a true and accurate record, subject to the removal of the following words 'as a result of the PPC's submission' under minute 2019/140.

2019/151 Matters Arising

None.

2019/152 Parish Matters

a) The Council agreed to adopt the telephone kiosk from BT plc for £1. Cllr. Chris Norrington signed the contract. When the telephone equipment has been removed, the Village Store owners have offered to refurbish the kiosk and install the defibrillator.

ACTION: Clerk to submit the completed contract to BT.

b) Cllr. Chris Norrington referred to his previously circulated report regarding an Improvement Scheme for The Street. Cllr. Norrington reported that the Sub Group appointed to consider proposals met and agreed that the existing parking areas should be the focus of attention. Highways have not provided a definitive answer on the extent of what they consider as highway land either in terms of ownership or responsibility. The Council agreed that according to Cllr. Nick Levett-Scrivener's evidence and the lack of any counter evidence from Highways that the land is in his ownership. This could pose a barrier to the Council allocating or seeking grant funding for any proposed works as the Council does not own the land nor does a lease or licence exist giving the Council control or responsibility and therefore power to spend monies on improvements. Cllr. Levett-Scrivener replied that a rolling licence for £1 per annum could be considered. The Council agreed in principle to progress this project and the following next steps were decided:

- to develop a plan and specification for the proposed works, as envisaged in plans drawn up in 2009;
- to embark on a tendering process for the works in accordance with the Council's Financial Regulations;
- to seek grant funding for the overall scheme, which is estimated to cost between £10,000 and £14,000, and allocate expenditure in the early stages to developing a specification and plan.

ACTION: Cllr. Chris Norrington to develop the plan and specification. Clerk to seek grant funding.

c) The Council noted Cllr. Ric Earle's previously circulated report regarding the Community Speedwatch (CSW) and the Speed Indicator Device (SID). Following a discussion it was decided:

- to subsume the CSW initiative into the responsibility of the Council for control and financial purposes with Cllr. Ric Earle remaining as co-ordinator;
- to formally appoint Mr Mark Bing to administer the SID within the established guidelines and to continue in his existing support duties as deputy co-ordinator of the CSW;
- to allocate appropriate financial resources within the budget to support CSW;
- to ascertain whether there are any insurance implications in relation to CSW and the SID;
- to continue to operate CSW at two sites within Sibton parish as the Council concluded that deterring speeding in the neighbouring parish is of benefit to Peasenhall;
- to inform Sibton Parish Council of the Council's CSW initiative operating in their parish.

ACTION: Cllr. Ric Earle and the Clerk to progress.

2019/153 Public Forum Resumed

District Cllr. Stephen Burroughes arrived and the Chairman invited him to give his report. Cllr. Burroughes encouraged the Council to attend the Community Partnership Workshop which will bring parishes together to meet with the District Council to bring forward ideas for large projects for community benefit that may attract funding of up to £25,000 in addition to the existing Locality and Enabling Communities budgets. Cllr. Burroughes then referred to his previously circulated report and mentioned that the refurbishment of Leiston Leisure Centre was complete and this was part of the plan to redevelop all the leisure facilities across Suffolk. In response to a question from Cllr. Nick Levett-Scrivener, Cllr. Burroughes agreed to look into why tap water is not made available to gym users in Leiston Leisure Centre. Cllr. Burroughes informed the Council of some changes in the County Council cabinet as Cllr. Richard Smith resigned over issues regarding next year's budget. The government's settlement will be more generous than expected which may reduce the amount of Council Tax residents have to pay. In response to a question from Cllr. Ric Earle, Cllr. Burroughes replied that the primary school building is currently being used for storage and there is a legal issue over ownership of the site, which may be owned by the Diocese. Cllr. Burroughes said he was very aware of this issue and will try to find out more.

ACTION: Clerk to upload Cllr. Burroughes' monthly reports to the website.

2019/154 Parish Matters Resumed

a) The Council agreed to consider installing an electric vehicle charge point in the village for the use of residents and visitors to improve amenities and support the environment. Cllr. Stephen Burroughes offered to help with grant funding and said this initiative was supported by both the County and District Councils.

ACTION: Clerk to prepare a detailed report for consideration at a future meeting.

b) The Council agreed to provide a Christmas tree, to the value of £150, to be sited by the village sign. The occupiers of the nearby bungalow are willing to provide electricity and the Council agreed to donate £25 towards the cost. An event will be held on Saturday 7th December to switch on the lights. The Landmark Trust has given permission for a gazebo to be sited on the grassed area for refreshments to be served. A risk assessment will be conducted and the event advertised in the Yoxmere Fisherman and on posters displayed in the village.

ACTION: Cllr. Chris Norrington and the Clerk to progress.

c) The Council discussed taking action to prevent fly posting in the village, particularly from non-local businesses and events, but no decision was taken.

2019/155 Councillors' Reports

a) Local Plan - no update.

b) Highways Issues - no update.

c) Maintenance Issues - Cllr. Chris Norrington informed the Council that the grit bin at the junction of Mill Road/Mill Hill had been damaged beyond repair by a vehicle. The Clerk advised that grit bins are the property and responsibility of the Parish Council. Highways replenish the grit free of charge but will no longer supply heaps by the roadside. It was agreed to ask District Cllr. Stephen Burroughes if he would be willing to fund the purchase of a new grit bin from his Highways budget. If this is not possible, the Council authorised expenditure on a new bin.

ACTION: Clerk to research grit bins and to contact Cllr. Stephen Burroughes.

2019/156 Administration

a) The Council agreed to appoint the Suffolk Association of Local Councils as internal auditor.

b) The Council agreed to publish the Councillors' names, telephone numbers and email addresses on the noticeboard and website.

c) The Council agreed to pay the Clerk's salary monthly instead of quarterly.

d) The Council agreed to register the Council as a Data Controller with the ICO and to pay the annual fee by Direct Debit.

ACTION: Clerk to progress the above four items.

2019/157 Finance

a) The Council noted the latest financial position.

b) The Council approved the bank reconciliation for Quarter 1 2019/2020.

ACTION: Clerk to set up Cllr. Chris Norrington as a signatory to the bank accounts.

c) The Council authorised the payments listed below.

| Details | Payee | Amount | Power |
|----------------------------|---------------------------------------|---------------|------------------------------------------|
| Telephone Kiosk Adoption | BT Payphones | £1.00 | LGA1972 s.144 |
| Payroll Services | Suffolk Association of Local Councils | £21.60 | LGA 1972 s.111 |
| Data Protection Annual Fee | Information Commissioners' Office | £35.00 | DP (Charges & Info) Regulations 2018 s.2 |

2019/158 Correspondence

The Council noted the correspondence received between 26th September 2019 and 17th October 2019.

ACTION: Cllr. Chris Norrington to attend the ESC Community Partnership Workshop. Clerk to attend the Suffolk Association of Local Council's AGM.

2019/159 Questions to the Chair

a) Cllr. Ric Earle asked if the Community Speed Watch section on the village website could include a contact form for members of the public to report local traffic incidents.

ACTION: Clerk to seek guidance from One Suffolk.

b) Cllr. Kenneth Parry-Brown asked for an investigation into methods of improving mobile phone reception in the parish to be added to a future agenda. Cllr. Steve Pewsey said the Parochial Church Council were willing to consider installing a mobile phone mast, concealed within the church tower, subject to the necessary permissions and cost.

ACTION: Clerk to add to next month's agenda.

c) Cllr. Frank Potter asked why Safeguarding was no longer a standing agenda item. It was agreed that any safeguarding issues could be considered under other monthly agenda items or correspondence.

2019/160 Date and Time of Next Meeting

The Council confirmed the date and time of the next meeting of the Council which is scheduled for Wednesday 27th November 2019 at 7:30 pm

The meeting closed at 9:30 pm.