

**Minutes of Playford Parish Council meeting held at Playford Church
at 7.00pm on Wednesday 19th August 2020**

Present: Mrs Joan Metcalfe - Chairman
Mr Steve Hicks - Vice-Chairman
Mr Ted Herrington - Councillor
Mr Keith Carson – Councillor
Mr Adrian Melrose – Councillor
Mrs Mary Evans – (Acting) County Councillor
Mr Colin Hedgley – District Councillor

In attendance:
Mrs Marian Hedgley - Clerk

Also present:
Mr Martin Hill

1. Welcome and Introduction

The chairman opened the meeting at 7pm and explained that the decision to meet in the church had been taken between herself and the clerk, having agreed that a remote meeting was not feasible and that full Covid safety measures were in place in the church.

2. Apologies for Absence:

None

3. Declarations of Members' Interests in any items on this Agenda.

Joan Metcalfe declared an interest as Treasurer of Playford Village Hall Committee and as a Trustee of Playford Village Hall. This information was duly recorded. Joan announced that she had received Mike Brewer's resignation

4. To approve previous Minutes/Notes

Meeting held:	<u>Proposed</u>	<u>Seconded</u>
04.3.20	JM	SH
Emailed votes:		
26.3.20	SH	AM
20.5.20	JM	AM

Matters arising - none

Action Point Review:

- **AP 135 – Ongoing issues with FP's 1 & 3.** – Footpaths issues on hold during Covid-19 pandemic as SCC Highways officer unavailable. Clerk to liaise with landowners for updates.

Signed

- ⊠ **AP144 – Heavy Traffic warning signs for Church Lane** – this is on hold until social distancing measures are relaxed.
- ⊠ **AP147 – Blocked culvert on LH side of entrance to Village Hall car park.** The blockage was successfully cleared by Binders Ltd in February but measures need to be taken to inhibit the build up of silt in future and to build up the sides of the ditch as a safety measure as it is close to the ramp leading to the village hall car park. Clerk to contact Sam Webber for advice – see also under Highways (para 8).
- ⊠ **AP148 – Dead oak tree close to carriageway on C324** –this has been inspected by SCC Highways and not thought to be an immediate danger but will be monitored by routine inspection.
- ⊠ **AP149 – Two new grit bins in Church Road** - these are expected be filled with grit before the winter months.
- ⊠ **AP150 - Pavement in Spring Meadow damaged by residue of mud and slime from water issue on FP7.** Part of the pavement has been re-tarmacked and minor repairs effected to the rest of the affected areas.
- ⊠ **AP151 – Potholes at southern end of Butts Road reported** – two potholes have been logged and works ordered 21.8.20
- ⊠ **AP152 – Blue algae growing on pond beside FP20 on Fynn Valley walk.** Reported to Environment Agency and warning notices put around the pond by landowner – clerk to chase owners for update.
- ⊠ **AP155- Drains on C324 blocked by silt and leaves again** – clerk to report.

For more details see Action Log appended at end of the Minutes.

5. **County Councillor’s report:**

Cllr Mary Evans who is standing in as Co. Councillor for Playford gave her report and advised that Cllr Robin Vickery has resigned from the Co Council. New councillors will be elected in May 2021. She has been sending regular reports on the Covid-19 pandemic and keeping us up to date since the beginning of the lockdown period.

Mary explained that she is aware of the many niggling Highways-related problems experienced in Playford and requested that the clerk sends in a detailed report with reference numbers for her to chase up. We have submitted an application by post to Phoenix House for funds towards two SIDS poles and for our chosen locations to be approved – this has not been acknowledged and she will follow it up.

SCC is looking to spend money on “Quiet Lanes” in Suffolk – these are designated routes to be used for walking, exercising dogs, horses etc.

Signed

Mary's special responsibility is with children's services and she has been organising school holiday schemes for children since March. There have been changes in government legislation so that parents are not prosecuted for not sending their children to school during the pandemic - this will be reversed eventually but is current at the moment. Home/school transport needs to be better organised.

TH brought the traffic flow issues on C324 to the attention of Cllr Evans – she is well aware of these problems and has discussed them with David Chenery of SCC Highways who is trying to provide a solution. She will approach him again for any further ideas.

Mary asked to be contacted if any Co. Council issues crop up.

6. District Councillor's report

Colin Hedgley and Tony Fryatt have also been sending regular District Council reports during the pandemic but will revert to the normal schedule for reports soon.

In brief, Colin stated that:

- ESC has now taken over all parking in East Suffolk.
- District Council meetings all taking place via Zoom and this will continue for the foreseeable future.
- Suffolk Local Plan is expected to be received back from the Inspectors next month (September).
- The Hardship fund started at the beginning of the Covid pandemic has been provided by District Cllrs putting in £2K from their respective District Council budgets and has been much appreciated by many disadvantaged people.

Colin asked to be contacted if any other District Council issues arise.

7. Finance:

○ Reporting & authorisation of cheques/online payments:

Clerk's salary for April - July as agreed in the budget	
SALC – annual subscription	£141.46
FLN – annual donation to magazine	£175.00
CAS – Annual insurance renewal	£186.73
Grundisburgh Baptist Church – donation re internal audit	£40.00
HMRC –Q1 tax on clerks' salary	£286.00
ICO annual subscription by D/D	£35.00

Above payments proposed by JM and seconded by AM

○ Credits received:

6.4.20	Reclaimed VAT	£806.93
1.5.20	Precept 1st instalment	£4000.00

Signed

- Bank Balances:
Current a/c £6147.00
NS&I £3403.14

A bank reconciliation was carried out by SH.

- Annual Audit:
The internal audit was carried out by Colin Grimwood in April and the following four documents were agreed and adopted by email vote in May.
 - Annual Audit report
 - Annual Governance and Accountability Report (AGAR)
 - Certificate of Exemption (from external audit)
 - Accounting Statement for 2019-20

The documents were signed by the Chairman and Clerk and the Exemption Certificate submitted to the external auditors PKF Littlejohn LLP on 4.6.20. The accounts have been made available for viewing between 20th July – 29th August 2020 for the exercise of public rights.

See Notes on Email vote taken 20th May 2020 listed with parish council minutes on the parish website.

- Budget for 2020/21 –the budget was examined and found to be on track, Proposed by JM and seconded by KC
- Pricing of Assets review
This was circulated to all councillors prior to the meeting and accepted as a true record, proposed by JM and agreed unanimously. The oak tree listed in the assets will need to be removed as it has died and the bench donated to the parish council by Ipswich Ramblers will need to be added to the list. This will be done at the end of the accounting period.

8. Highways

- Flooding issues/Drain clearance
 - C324 -Drains cleared on 19th Feb this year but silt is building up again, clerk will request drain clearance again – see Action Log.
 - Blockage under car park entrance at Village Hall cleared successfully – see Action Log for details.
 - Plastic marker post on the village triangle has been knocked over again – clerk to ask if Sam Webber could fix this if possible.
- Footpath issues - See Action Points review

9. Neighbourhood Plan – update

NP Chairman Keith Carson reported that the end of year completion certificate for the Groundwork grant has now been received. Planning Direct is not fully functional at present but Keith will chase director Andrew Cann for progress. The new Local Plan should be ready to be launched very shortly and it has to be decided whether to wait for this or whether to complete the N/Plan under the existing Local Plan.

Signed

10. Planning Issues.

- **Application DC/20/0894/VOC** – Variation of Condition of planning permission DC/19/2217/FUL at Heath Cottage, Playford, IP5 1DA. Position of office and garage switched from right to left of car port. Playford PC supported this application by email vote – response sent to ESC Planning Dept 20.3.20. Proposed by JM, seconded by KC.
- **Application DC/20/1732/FUL** – Conversion & extension of existing agricultural building to form one dwelling (following approval of prior notification application DC/19/4256/PN3 for the change of use of agricultural building to two residential dwellings). Playford PC supported this application by email vote – response sent to ESC Planning Dept 9.6.20. Proposed by JM, seconded by KC.

11. Website accessibility.

The parish council section of Playford village website needs to be brought into line with current legislation on website accessibility by 22nd September 2020. JM has assessed the site and liaised with webmaster Phil Holmes and they have agreed that it is compliant – she and the clerk have also amended various out-of-date information. The PC also needs to consider how to keep the googlemail news circulation going when Phil is not available.

12. Proposed Code of Conduct

The newly proposed Code of Conduct has been circulated to all councillors and no-one disagreed with any aspect. It has been under consultation with the LGA and once approved, the new code will act as a template to be modified to suit individual councils. JM will take the document and personalise it for Playford when appropriate, for Playford councillors to accept.

13. Ipswich Ramblers' bench

Ipswich Ramblers have been presented with a commemorative bench which they would like to be installed in Playford beside the water meadow along the Fynn Valley walk. This was agreed by all councillors - see notes on Site Meeting held on 18th June 2020. To be able to insure the bench effectively, the parish council has taken over ownership of the bench so that it can be added to Asset Register and be covered with the rest of the assets.

14. Correspondence – received up to 19th August 2020

- a. **East Suffolk Co.** - Statutory Consultation re PSP order on dogs controls on specified land in East Suffolk district.
- b. **East Suffolk Co.** – Notification of permission granted to build Lowestoft's third crossing.
- c. **East Suffolk Co.** – Local Plan Consultation on Main Modifications.
- d. **Clare, Countess of Euston, HM Lieutenant for Suffolk** – Writing to thank the PC on the 75th Anniversary of VE Day for all that we are doing to support the community and to enclose a copy of the Queen's address she made to the nation and a message of gratitude from the Duke of Edinburgh.

Signed

2020/21-06

- e. **G Williams** - Email re cycling on footpaths asking if stiles, kissing gates or some other obstruction could be placed to stop this happening/answered by JM.
- f. **Ipswich Borough Co. - Ipswich Local Plan review 2018-2036** – submission to Sec. of State.
- g. **SARS**: Reminding us of their work and asking for a donation
- h. **East Suffolk Co.** - Confirming that Kesgrave TC's Neighbourhood Plan will proceed to a referendum but this will not take place until 6th May 2021
- i. **East Suffolk Co**: Notification of public access consultation, amendments to DC/20/1732/FUL Piggeries plans (porch removed from front of building).
- j. Various dates in July - **Correspondence relating to Sizewell C Power Station**
 - News item - Sea level threatens UK nuclear reactor plans
 - Anglian Energy Planning Alliance – Invitation and newsletter
 - Development Consent Order for Sizewell C submitted
 - Acceptance of Application for Development Consent Order for proposed Sizewell C.
 - Sizewell C Community Team - update

15. AOB

KC raised health and safety issues over proximity of the drainage ditch at the entrance to the village car park as the edge of the bank has been eroded – this could pose a risk to children and cyclists. A meeting must be held to discuss ideas for addressing this.

Fence around the car park needs a coat of preservative, goal posts on the playing field need attention and dips in the level of grass in front of the goal areas need filling. SH confirmed that he has dealt with the problem with the basketball post.

TH commented that EAOW has left road signs behind in Church Road (these are concreted in) after having vacated the area. They have replanted trees and replaced the hedge in Holly Lane - JM thinks they will come back to tidy up so to leave it for the present time.

TH further commented that as SAVID was holding successful Zoom meetings, why wasn't the PC? JM replied that it was difficult as at least two members of the PC had inadequate reception/broadband coverage.

16. Co-opting new councillor

Martin Hill was proposed as a new councillor by Keith Carson and this was accepted unanimously. He agreed to join the council and signed the Acceptance of Office form.

Joan Metcalfe thanked Colin Hedgley as Churchwarden for arranging the meeting in the Church.

Date of next meeting: Wednesday 4th November 2020 at 7pm in Playford Church

The meeting ended at 8.15pm.

Signed