

**Present:** Cllrs: C Hammond, A Steer, R Baxter S Lusher, A Woodward, N Greenwood, C. Cllr J Spicer & B. Cllr Bull.

1. **Apologies for absence.** Cllr W Martineau

2 Members Declarations of Interest and Dispensations:

2.1 To receive declarations of interest from councillors on items on the agenda. None.

2.2 To receive written requests for dispensations for disclosable pecuniary interests. None.

2.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None.

3. **Minutes** - The minutes of the Wednesday 8<sup>th</sup> May 2019 meeting were agreed and signed as a correct record.

4. **Meeting open to the public**

A resident came to speak to the Parish Council about residents parking in an inconsiderate manner. The Parish Council were very sympathetic and are aware that this is a problem in the village. Cllr Spicer will visit the resident in question and see what could be done to help the situation. The Clerk will write to another resident who is parking on a communal green area, again showing little consideration for other residents. **Action Cllr Spicer/Clerk**

5. **Report from County Councillor: J Spicer**

A discussion was held about SCC Highways self-help scheme. There seems to be a number of issues of concern and it was agreed that further talks need to be held. The Clerk is attending some training next week and she hopes to address some of these matters then (see under Clerks report). Cllr Spicer and West Suffolk Councillor Bull will work together to tackle some cross council issues. Cllr Spicer will chase up the request for a change from give way sign to stop sign at Pound Corner. It is understood that the pothole outside Cutz, on the B1111, has received a temporary filling whilst the possibility of resurfacing the road is considered. Cllr Spicer said she would look at the possibility of making a financial contribution to the defibrillator project. **Action Cllrs Spicer/Bull/Clerk**

6. **Report from West Suffolk Councillor: C Bull**

Cllr Bull has chased the officer from West Suffolk about the position and land ownership for the new street light. Cllr Bull reported that she has made a financial contribution, from her Locality Budget, towards the new outside play room at the school. Cllr Bull said she would look at the possibility of making a financial contribution to the defibrillator project. **Action Clerk**

7. **Report from Police**

No report received.

8.1 **Chairman's report**

8.1.1 The Parish Council were saddened to hear of the death of ex Councillor Eddie Sier. He was a well-liked and respected member of our community and he will be greatly missed. The Councillors held a collection for him and a memorial of some sorts will be planted/erected at Aggies Piece in his honour.

8.1.2 The Chairman and the Clerk attended the SUFFOLK HIGHWAYS – COMMUNITY SELF-HELP meeting on 15 May 2019.

Below is a brief summary of the event.

Councillor Mary Evans, Deputy Leader of West Suffolk Council/ Cabinet member - Highways Transport and Rural Affairs

Mark Stephens, Mike Thomson, Lloyd Jones

Empowering Town and Parish Councils to deliver minor highways works in their communities.

This is mainly due to budgets restraints (drop of 41% since 2010) which mean councils cannot

undertake the extra works, which town and parish councils would like to be seeing done in their communities.

Have £100,000 starter amount to kick off the following:

How we will support you by:

Free Training (1 day) lasts for 5 years/ PPE kit/ tools if necessary

Transport management

Technical support on method

PR and promotion of the scheme

There are Four Options

- Buy services from contractors
- Use trained employees to undertake the work
- Use trained volunteers to undertake the work
- Buy services from Suffolk Highways

Options 1-3 work above covers:

- Sign cleaning
- Fingerpost cleaning/painting/repair
- Tree pruning/branch removal
- Hedge cutting/pruning
- Siding out of footways, or paths (removing encroaching grass and weeds)
- Grass verge cutting
- Weed killing/weed removal
- Developing verge reserves

ADVICE regarding the above options

DO NOT - do work on carriageways/ excavation/alongside dual carriageways /where 50+ MPH

Option 1 – Town and Parish Councils are responsible for employing contractors

Option 2 – TRAINED employees can be used by Town and Parish Councils. They MUST have the relevant qualifications and training.

Community Volunteers may be used if trained

Can pay Suffolk Highways (minimum work is 1 week). The plans would need to be known so they can be co-ordinated and managed. Liaison is essential.

The Contractor sends the form and works to be done on a map which goes to Network Assurance to assess the road space.

Health and Safety

There are 5 set procedures in place e.g. Induction, Risk Assessment, Point of Work Risk assessment. Help is available with this. It is essential that the councils understand their responsibilities.

There should be a balance between the Health and Safety and the Self Help Scheme. The Legal Requirements/ Code of Practice and Safety at Street Works are still evolving.

Process

Keep records of what is being done (for the promotion of Health and Safety). We must work TOGETHER.

Website: [www.suffolk.gov.uk/communityselfhelpscheme](http://www.suffolk.gov.uk/communityselfhelpscheme)

Decide the work to be done / e mail the above with details and the process should begin

As work is done let the scheme know so they can build up case studies

Suffolk County Council does 3<sup>rd</sup> party insurance

If there is no-one to train in your Parish Council, look to join up with another one or two.

Next training is June/ July at Walsham-le Willows

Useful contact - Holly Emmins Ecology at Suffolk

## 8.2 Clerk

### 8.2.1 Highway matters. To include SCC self-help update

The Clerk is attending the SCC self-help training next week. The scheme will enable Parish Councils to carry out works that SCC no longer has a budget for. Although we welcome the opportunity to carry out these works safely we have a number of concerns about this scheme and are not sure how well it would work practically. The Clerk hopes that these matters will be addressed during the training. In particular we would like to know how this scheme will affect our Caretaker Steve and any other people currently carrying out works, including changing of the VAS, repairs and replacement works to benches etc. located adjacent to the Highway. It was also noted that there was no way we can track a request or even check if an application has been made, as this comes directly from the Contractor. On a more practical note anyone attending the training has to take a passport photo with them, this cannot be an electronic copy, which feels like an added complication to an already complicated scheme.

### 8.2.2 Defibrillator

After many calls and false starts the clerk has finally made contact with the correct person regarding mounting a defibrillator at the Spar. They are confident that putting a defibrillator there should not pose a problem but we need to speak about ongoing maintenance and costs. To this end Caroline Will, operations officer at Blakemore is making some further enquiries.

### 8.2.3 New streetlight for Bishops Croft

Clarification of landownership is still ongoing

## 9. Finance.

9.1 The following accounts were approved and signed by 2 signatories

Admin £1659.82

Swing post replacement £606.82

9.2 **Signing arrangements**, Barclays Bank

It was agreed that Cllr Woodward would apply to become a signatory, the Clerk will prepare the relevant paperwork. **Action Clerk**

## 10. Grass contract 2019/20

Following information about the SCC self-help scheme it was confirmed that the contractor we employ has the training required to carry out the works we need. There are concerns over how the scheme will work in practice. The Clerk will hopefully be better informed after her training.

## 11. Village Hall

The new curtains and paint in the hall look very smart. Thank you to all those who helped.

## 12. Councillors responsibilities

The following roles and responsibilities were up-dated to reflect the changes to the Council:

### INDIVIDUALS

Chairman **Carol Hammond**

Vice Chairman **William Martineau**

Highways – Grit bins Pot holes, road signs, etc.: **Sharon Lusher**

Transport - Bus Times, community transport – **Anton Woodward**

Communication- Web site, Village magazine, 6 monthly newsletters etc.: **Bobby Baxter**

VAS/Speedwatch – **Tony Steer**

Community Affairs – Social media– village hall: - **Sharon Lusher**

Legal- **William Martineau**

Police Liaison - **Nick Greenwood**

Cemeteries: **Tony Steer**

Environment, footpaths, trees, Aggies: - **Nick Greenwood**

## WORKING PARTIES

Emergency Plan: **Bobby Baxter**, lead, **All Councillors**

Policies – Review of and implementation of documents, Standing orders, risk assessment etc. **All Councillors**

Employment & Finance **All Councillors**

Neighbourhood plan: **Carol Hammond & Tony Steer**

### 13. Neighbourhood Plan

The Clerk met with members of the Suffolk Wildlife trust as they began a wildlife audit in the village. In addition to auditing Aggies Piece they are going to put together an ongoing maintenance plan.

The Clerk has a telephone consultation with AECOM regarding the Master Planning on Friday. The next meeting of the working group is on the 10<sup>th</sup> June.

### 14. Councillors reports and items for future agenda

14.1 It was reported that the trees on Millfields have been trimmed back. There is a dead tree at the side of 1 Millfield. The Clerk will ask Peter Kerry if he can remove it next time he is passing. **Action Clerk**

There has been an increase in dog fouling in the village. Dog walkers are reminded that they should always pick up after their dog not just as a courtesy but for health reason. Cllr Lusher will include something on Facebook to highlight the issue. **Action Cllr Lusher**

The new posts for the VAS have still not been installed. The Clerk will chase this up. The Clerk will ask the school to put out an appeal for volunteers for the Speedwatch scheme. Cllr Steer will store the equipment for Speedwatch. **Action Cllr Steer/ Clerk**

### 15. Aggies Piece

It has been suggested that a bi annual Picnic be held at Aggies Piece. The Clerk has asked, Suffolk Wildlife Trust for their advice as to when would be the best time to hold this. They will get back with advice once they have had a chance to carry out their wildlife audit.

Cllr Greenwood will remove and refurbish the sign at Aggies Piece. **Action Cllr Greenwood**

### 16. Caretakers report

There was a marked increase in litter from the Cricket Meadow during the better weather; fortunately it was all inside the litter bins. The weed-killer worked its magic along the elevated path and so I have scraped up the remains of the weeds and swept the path. I need to return to the elevated path with my shears in the near future. I have applied yet more grease to the bearing on the roundabout in the Play Area; it really does seem to drink it in.

There are concerns over working practices following on from the SCC self-help scheme. The Clerk will discuss these matters at the training she is attending next week.

### 17. Play area reports

To discuss replacement post on swing

The Clerk has obtained a quote to carry out the works to repair the post on the swing in the play area. This was agreed, the Clerk will arrange for the works to go ahead. **Action Clerk**

### 18. Churchyard/Cemetery

#### 18.1 Application for memorial.

A request has been received but as no paperwork/confirmation of plot ownership can be confirmed the Clerk has currently refused this application.

18.2 The review of cemetery costs will be put on the next agenda for further discussion.

**Action Clerk**

19. Planning Matters

19.1 DC/19/0972/HH | Householder Planning Application - (i) single storey rear extension (ii) conversion of garage to living accommodation (iii) new front porch ( following demolition of existing rear conservatory and existing front porch) | Little White House Bardwell Road Barningham IP31 1DF. **No Comments were made.**

20. **Correspondence for information**

20.1 Suffolk preservation society, Circulated

21. **Date of next meeting:** 7<sup>th</sup> August 2019