

# GREAT WRATTING PARISH COUNCIL

## MINUTES

Minutes of a meeting of Great Wrating Parish Council held on Wednesday 15<sup>th</sup> July 2020 at 7.30 pm  
(As the Covid-19 restrictions ruled out the possibility of a physical meeting, the meeting was held online.)

### **Councillors present:**

Cllrs Diana Curtis (Chairman), Terry Holloway (Vice-Chairman), Neil Curtis, Dawn Fisk, Beverley Griffin, Tim Hayes and Margaret May.

### **Councillors absent:**

None

### **In attendance:**

Clare Egloff, Neighbourhood Watch Co-ordinator (for part of meeting)  
District Cllr Peter Stevens, West Suffolk District Council (for part of meeting)  
Richard Bowler (Parish Clerk)

### **Public forum:**

There were no members of the public present, other than those mentioned above.

#### **1. APOLOGIES FOR ABSENCE**

**To accept any apologies, with reasons, for absence**

None

#### **2. MEMBERS' DECLARATIONS OF INTEREST**

**To receive members' declarations of interest in items on the agenda**

None

#### **3. MINUTES OF THE PREVIOUS MEETING(S)**

**To approve the revised minutes of the Parish Council meeting held on 17<sup>th</sup> June 2020**

The revised minutes of the Parish Council meeting held on 17<sup>th</sup> June 2020 were approved.

#### **4. MATTERS ARISING**

- a) **Highways issues:** County Cllr Evans had a site visit in the village with Cllr Holloway to discuss highways 'hotspots'. (see Item 7)
- b) **Roadside nature reserves:** County Cllr Evans had forwarded a County Council link re: roadside nature reserves.
- c) **Review of Standing Orders and Financial Regulations:** Cllr Hayes was going to finalise amendments to Standing Orders and Financial Regulations (see Item 8).
- d) **Annual maintenance inspection:** Cllr N Curtis had sent his report to the Clerk.
- e) **'Beautiful Gardens' project:** Cllr Fisk had invited residents (via the e-mail 'tree') to submit photographs of their home and/or garden for possible use in the proposed Heritage Trail document and maybe also on the parish website. Cllr Holloway said there had been two responses.
- f) **Moor Pasture Way street name signs:** Clerk had sent details and photographs to the relevant officer at West Suffolk Council.
- g) **Tree-planting:** (see Item 10)
- h) **Neighbourhood Watch:** Clare Egloff, the village's Neighbourhood Watch Co-ordinator, was invited to attend the Parish Council meeting on 15<sup>th</sup> July.

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- i) **Waymarking:** The Chairman said there was nothing to report yet.
- j) **Heritage Trail:** Working Group (THa, THo, MM) will report back in due course.
- k) **Village Sign re-thatching:** On completion, Clerk to submit invoices to District Cllr Stevens, who will consider making a grant from his Locality Budget towards the cost.
- l) **Noticeboards:** Cllr Griffin said the re-varnishing of the three noticeboards was due to be done w/c 27<sup>th</sup> July.

DC/  
THa  
  
THa/  
THo/  
MM  
  
Clerk

## 5. LOCAL AUTHORITY REPORTS

- a) **Suffolk County Council (SCC)**  
County Cllr Mary Evans' was unable to attend. Her report and notes are at Appendix A.

*(7.43 pm Cllr Hayes joined the meeting)*

## 9. NEIGHBOURHOOD WATCH

### **To receive report from Neighbourhood Watch Co-ordinator**

Clare Egloff gave a report on her work as Great Wrattling's Neighbourhood Watch Co-ordinator. She said she keeps the Neighbourhood Watch Facebook page updated, not just regarding crime but also letting residents know about problems such as power cuts, burst water mains etc. She also lets people know about issues they need to be aware of in nearby villages, e.g. burglaries in Withersfield. She has also warned residents about dog thefts.

She suggested that communications with residents could be improved if information was shared across the various means used for communication (e.g. Facebook, the Great Wrattling e-mail tree etc), particularly as many people use social media to communicate.

There was a discussion about litter problems by the river, and overgrown bushes etc making it difficult to use footpaths.

Clare Egloff was thanked for her report. The Chairman said the Parish Council would welcome occasional updates on her Neighbourhood Watch work.

## 5. LOCAL AUTHORITY REPORTS

- b) **West Suffolk Council (WSC)**  
District Cllr Peter Stevens' report included the following points:
  - i) Parking enforcement: Have now had a month of parking restrictions being enforced by WSC, with no problems being reported in Great Wrattling. There will be monthly unannounced visits to the village. In some towns fines have been issued. Some town residents, unhappy about not being allowed to park outside their homes for extended periods, have asked WSC to look into setting up residents parking zones. Consultations on this have started; also residents are being offered reduced annual parking permits for WSC car parks.  
Car parks are now fully open again, but WSC is still charging at the old rate.  
Parking near school entrances will be monitored from the start of the autumn term.
  - ii) Markets: They have all re-opened.
  - iii) Brown bins: The re-routing and revised calendar for brown bin emptying has been in force since early June.
  - iv) Locality Budget: He has received the Parish Council's request for a grant from his Locality Budget towards the cost of the re-thatching of the Village Sign
  - v) Street name signs: He has told the Clerk who to contact at WSC re: Moor Pasture Way street name signs.

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- vi) WSC Leader's reports: He will continue to circulate periodic reports from the Leader of WSC.

He was asked about a proposal for weight limit signs in Withersfield Road. He said it was a County Council matter but added that the Great Wisley Farm development made it essential to monitor the volume of traffic, and especially lorries, through the villages.

## 6. PLANNING APPLICATIONS

### Clerk to report on planning applications, District Council decisions, and appeals

#### a) **Planning applications**

##### (i) DC/20/0818/HH

Sparrows, The Street, Great Wrating CB9 7HQ

To build garden shed and log store. Also to replace roof and walls to existing conservatory.

Applicant: Mrs Karen Richardson, Sparrows Cottage

AGREED that the Parish Council would make no comment on this application.

#### b) **Planning decisions**

None

#### c) **Planning appeals**

None

## 7. HIGHWAYS

### Traffic 'hotspots' in the parish

- a) Meeting with County Cllr: Cllr Holloway had held a site meeting at various traffic 'hotspots' in the village with County Cllr Mary Evans. As a result Cllr Evans was taking action with regard to some of the issues raised. (Notes of Cllr Holloway's meeting are at Appendix B.)

ME

- b) Vehicle-activated signs: Two vehicle-activated signs near Coronation Cottages are hidden by trees and need to be moved, with the one on the south side of the B1061 moving a short distance along that road and the other one being put at the village entrance in Thurlow Road. (Clerk to ask County Highways to move posts.)

Clerk

- c) White "gates" at village entrances: After a discussion it was AGREED unanimously that white "gates" should be installed on grass verges at entrances to the village. Cllr Holloway will oversee the project.

THo

## 8. STANDING ORDERS / FINANCIAL REGULATIONS

### To review Standing Orders and Financial Regulations

Cllr Hayes said it had become clear that additional sections may need to be included, covering areas such as members of the public at meetings, the press, dealing with disorderly conduct at meetings, and the code of conduct. He will bring recommendations to the September meeting. The Chairman said he should ask for help if needed.

THa

## 9. NEIGHBOURHOOD WATCH

### To receive report from Neighbourhood Watch Co-ordinator

*(This was discussed earlier in the meeting)*

## 10. TREE-PLANTING (commemorating 75<sup>th</sup> anniversary of VE Day)

### To consider expenditure on (i) purchasing trees and (ii) professional help with planting trees

Cllr N Curtis had written to Thurlow Estate; a reply was awaited. He will follow-up in due course if necessary.

NC

The timing of tree-planting was discussed. Cllr Holloway suggested that if planting cannot be done in time this year it should be postponed until September 2021. He said some financial help may come from private donors and/or West Suffolk Council.

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- 11. LITTER-PICK**  
**To consider setting date for litter-pick**  
 It was AGREED provisionally that the next litter-pick would be on 12<sup>th</sup> September, as long as West Suffolk Council are able to provide the materials needed. (To be publicised via e-mail 'tree'.)
- BG/  
DF
- 12. ANNUAL PARISH MEETING**  
**To consider setting date for Annual Parish Meeting**  
 The Clerk said that this year the Annual Parish Meeting can be a virtual meeting.  
 AGREED to hold it on Thursday 15th October 2020. Agenda to be discussed at the September meeting (topics may include the Village Plan and the Heritage Trail).  
 Cllr Fisk will publicise the meeting via the e-mail 'tree'.  
 As usual, representatives of village organisations will be invited to give reports.
- DF  
Clerk
- 13. FINANCE**
- a) **To complete and approve the Annual Governance Statement 2019-20**  
 The Clerk reported that the Annual Governance and Accountability Return (AGAR) had not yet been completed. Deadlines are later this year and he hoped to have the usual meeting with the Internal Auditor before bringing the AGAR to the Parish Council's September meeting.
- b) **To complete and approve the Accounting Statements 2019-20**  
*(See 13a above)*
- c) **To receive monthly financial report**<sup>(Clerk)</sup>  
 The Clerk presented the financial report for the month ending 30<sup>th</sup> June 2020.
- d) **To receive invoices and to authorise payments**  
 AGREED that the following payments should be made.<sup>(prop DC; 2nd BG)</sup>
- |            | ref  | payee                         | details   | amount  |
|------------|------|-------------------------------|---|---------|
| 13(d)(i)   | 0261 | PKF Littlejohn LLP            | External auditors' fees re: 2018-19 AGAR            | £576.00 |
| 13(d)(ii)  | 0262 | HMRC                          | PAYE (6 Apr 2020 – 5 Jul 2020)                      | £133.80 |
| 13(d)(iii) | 0263 | Richard Bowler                | Clerk's salary (June 2020)                          | £178.57 |
| 13(d)(iv)  | 0264 | MIzon Thatchers               | Re-thatching Village Sign                           | £950.00 |
| 13(d)(v)   | 0265 | Burnett Roofing & Scaffolding | Providing scaffolding for Village Sign re-thatching | £600.00 |
- Clerk
- 14. CLOSURE OF MEETING**  
 There being no further business the Chairman closed the meeting at 8.57 pm.

Signed .....

Date .....

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## APPENDIX A

### Item 5(a): Notes from County Cllr Mary Evans preceding Parish Council meeting, 15<sup>th</sup> July 2020:

1. Pre lockdown, Highways ran a system of parish meetings where parish councils were invited to the local depot – ours is at Rougham – to meet the relevant officers and discuss local issues. These worked very well as they often solved long running but minor niggles. I have emailed the team to see if virtual meeting can be set up as that might well work well for you
2. I understand there is a problem with the state of some of the footpaths- these are maintained by the Public Rights of Way team and can be reported via the highways reporting tool <https://highwaysreporting.suffolk.gov.uk/>
3. I am sorry I still haven't had the police report on the accident but have sent an email to chase up. I think it can depend on whether the officer responding was from the traffic team.
4. I have reported the railings on the forge
5. Village gates are attractive; do indicate to drivers they are coming into a community; but are expensive as there will need to be traffic management involved when they are installed.
6. This is the information for applying for new VAS posts. All the information about the process is set out here: [https://www.suffolkroadsafe.com/uploads/Working\\_together\\_to\\_Reduce\\_Speed\\_-\\_13th\\_December\\_2018.pdf](https://www.suffolkroadsafe.com/uploads/Working_together_to_Reduce_Speed_-_13th_December_2018.pdf) We will require the parish council to complete the proforma on page 9 for each site and submit the information to our apprentice Jake Kerr - Jake.Kerr@suffolkhighways.org he will assess the sites and approve or reject them. SCC will pay for the first two posts from our budget. Any additional posts will need funding. We also require the parish council to provide evidence that the local residents agree to the siting of a post outside their properties (sample letter - page 10). And finally, we will require a completed Memorandum of Understanding which demonstrates that the parish council intends to adhere to the process for operating the scheme.
7. There are quite strict rules for introducing a 20mph scheme – please use this link – but I am working with Withersfield PC on a possible scheme in the centre of the village. 20mph policy guidance is here - <https://www.suffolk.gov.uk/assets/Roads-and-transport/traffic-management-and-road-safety/20mph-Speed-Limit-Policy-Criteria.pdf>

Yours with kind regards

Mary Evans

*Deputy Leader and Cabinet Member for Children's Services, Education & Skills*

*County Councillor for Clare Division, Suffolk County Council*

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## Parish Report from County Cllr Mary Evans, 15<sup>th</sup> July 2020

1. An additional £500m funding package and further support for Councils was announced on Friday (July 2) by Local Government Secretary Robert Jenrick. The new support will help local authorities to cover income lost during the pandemic, relieve spending pressures and plug any financial holes than have emerged over recent weeks. The 'un-ringfenced' funding, brings the total fiscal support for local councils to £4.3bn. At the County Council we don't know yet how much we will get. We estimate the response work has cost SCC about £75m. To date we have a shortfall at SCC of £23m between spending and Government funding.

2. In Suffolk we are launching our own Coronavirus dashboard — to ensure that residents get the full facts and not media hype. Last week there was huge upset aroused in our officials and genuine fears provoked in residents by media reports that Suffolk was on the list of authorities following Leicester into lockdown as over a two-week period there had been a 50% increase in new cases. Technically correct the number of new cases had risen from 2 to 3. To give you the context, in Leicester in the last two weeks there have been 141 people per 100,000 have tested positive while in Suffolk it is 0.9 per 100,000.

The Multi-Agency Information Cell (MAIC) has introduced a new service, 'Coronawatch', led by the Public Health Function of the County Council. The online 'Coronawatch' dashboard gathers all publicly available data on COVID-19 in Suffolk in one place. From this dashboard, you are able to access national and local data including confirmed cases of coronavirus (COVID-19), deaths from coronavirus and care home outbreaks. As well as data on the incidence of Covid-19 cases, the Coronawatch dashboard has other information about how the virus has affected travel and movement in Suffolk. We have been monitoring this throughout the outbreak and have used additional information on emissions from our air quality measuring stations in Ipswich. At the peak of the lockdown, (31 March-7 April), CO2 emissions were down 61%, and NOx emissions down 66%. Again see **Coronawatch Dashboard** at [www.healthysuffolk.org.uk/jsna/coronawatch](http://www.healthysuffolk.org.uk/jsna/coronawatch) for more information.

3. A plan which sets out how Suffolk would prevent and respond to a localised outbreak of COVID-19 was published on 30 June.

Suffolk's Local Outbreak Control Plan will be triggered where there are suspected or confirmed COVID-19 outbreaks in any setting or community within the county.

The plan, a requirement of Government of all local authorities, outlines measures to prevent, manage, and contain outbreaks of Coronavirus and protect the public's health. It builds on existing relationships and processes in place with partner agencies across Suffolk.

The plan outlines how complex cases will be managed in more than 30 high-risk places, locations, and communities, particularly care homes and schools. It also outlines local testing capacity, use of data to identify and proactively manage outbreaks, and contact tracing in complex settings. An outbreak is defined when there are two or more cases in high-risk settings, or a greater than expected occurrence of COVID-19 compared with the usual level for a particular place and time.

4. The team in charge of procuring PPE, which has been overseen by our fire Chief Mark Hardingham, has done an amazing job. We have never run out of PPE in Suffolk and have managed stocks to maintain an about 30day supply. We have had deliveries from the Government but also procured our own stocks. The team – all who of whom were deployed from other duties – are beginning to winding down but the aim is to maintain a steady stock as preparation in case of a second wave. Throughout the period the team has issued 2.3m items of PPE to frontline SCC staff, care homes, emergency dental practices frontline district borough staff.

5. The recycling centres re-opened in mid-May with a system of pre-booked appointments, which has worked very well and some users are asking us to continue with booked appointments. Initially the centres were only open for garden waste but are now taking trade waste. The re-use shop at the Bury St Edmunds site opens later this week.

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To book: visit - <https://www.suffolk.gov.uk/planning-waste-and-environment/waste-and-recycling/book-a-recycling-centre-time-slot/>

Suffolk Recycling Centres are open from 9am to 5pm every day except Thursdays (open until 7pm) and Wednesdays (closed). You can book either a 15-minute or 30-minute time slot depending on the nature of your visit (see 'How to book').

Please do **not** arrive more than 5 minutes before the start of your scheduled time slot. Visits are restricted to one visit per household or vehicle per 7 day period.

There are two different booking systems. Please select the one that applies to you.

**Cars, pedestrians and cyclists** - You can book a 15-minute slot to deposit household waste using a car or as a pedestrian or cyclist.

**Vans, trailers and trade waste** - You can book a 30-minute slot to deposit trade waste or household waste using a van (including car-derived vans), a trade car or a car with a trailer. (Vans with trailers will **not** be accepted on any site.)

6. Covid19 update West Suffolk Hospital: As of 13 July:

254 patients have been admitted testing positive for Covid19

137 Covid19 positive patients have recovered and been discharged home

Sadly 79 patients have died after testing positive for Covid19

7. A Lowestoft-based charity is the first organisation to benefit from free solar panels, as part of Suffolk County Council's Renewable Energy Fund.

Nirvana Health and Fitness, on Pinbush Road in Lowestoft, is now hosting a 70kWp solar panel installation and is benefitting from zero-carbon electricity.

The council's £400,000 Renewable Energy Fund is open to eligible businesses looking to reduce their energy costs and carbon footprint through solar power. Successful applicants will have solar panels supplied and installed for free.

Once the panels are installed, the business is sold electricity at a better rate than their existing tariff, so they will see immediate savings.

The Fund itself benefits from income generated by the sale of the solar-generated electricity. This means money goes back into the pot, allowing more solar panel applications to be considered by the Fund and installed across Suffolk. Businesses with a relatively high daytime energy demand and large roofspace, and who are interested in applying to the Renewable Energy Fund, can contact Sarah Gill at Groundwork Suffolk [sarah.gill@groundwork.org.uk](mailto:sarah.gill@groundwork.org.uk) or call **07720 098980**

**Visit [suffolk.gov.uk/coronavirus](https://www.suffolk.gov.uk/coronavirus) for health advice, service changes, business support and schools' guidance.**

**Keep up to date on the latest guidance on COVID-19 from central government here:**

[www.gov.uk/coronavirus](https://www.gov.uk/coronavirus)

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## APPENDIX B

### Item 7(a): Summary of Cllr Holloways's meeting with County Cllr Mary Evans

**Verges on the Withersfield Road.** Mary understands the problem and will raise that with the Highways Department.

**Junction on the Withersfield Road and Thurlow Road by the Church.** Our conclusion is that accidents on that bend are caused by speeding and that the signage is adequate.

**Accidents on the Hill.** Mary is still waiting for the police report from the latest accident. I have offered the suggestion that perhaps there could be a 40 mph lead in at the top of the hill before entering the 30 mph limit. I would also welcome a VAS sign being placed at the entrance to the village from Thurlow.

**Railings on the Ford.** I have sent Mary a copy of photo of the railings showing the problem.

**Main road junction at Karro Foods/Kedington.** Mary commented that the new housing developments will almost certainly cause the Highways Department to look at the speed limit there. I offered the opinion that it should be a 40 mph limit.

**Treatment of the Withersfield Road in the winter.** Mary has said she will raise the issue again in the light of increased traffic movements – particularly in the early mornings when there is a lot of ice on this road.

**Flooding/inadequate drainage under the Withersfield Road.** Mary will raise the issue with the Highways Department. I explained to her that a Y junction, rather than existing T-junction, from the ditches either side of the pipe under the road would probably be the best solution, and mentioned that the cost of improving the existing pipes would be considerably less than the cost of engineers coming out once or twice a year to unblock the drain!

**White Gates.** Mary agrees that white gates at village entrances have the effect of slowing down traffic, and said that the Suffolk County Council policy is that any white gates should be installed by approved contractors (of the Highways Department). Therefore it is unlikely that we can reduce the cost estimate - which Richard has already provided. I offered the thought to Mary that we could build our own gates at a cost of less than £200 per gate by buying our own materials and using local labour. Unfortunately, because the Highways Department is very risk averse about how such gates should be installed, that solution will not be possible! I believe our priority for white gates on the village entrances should be in order: the approach from Thurlow; the approach from Kedington; the approach from Withersfield; the approach from Barnardiston down the street.

**VAS Posts.** I have told Mary that the two VAS posts opposite Coronation Cottages are ineffective because of the adjacent trees and have sent photographs to her. I will shortly forward that email to you all. Mary explained that there is a process under which Richard should contact the County Council to arrange for posts to be moved/installed. Once we have agreed the locations at the next PC meeting, I suggest we task Richard we are doing that.

**20 mph limits.** Mary said there is no Suffolk County Council policy on 20 mph village limits in villages, but some villages – including Withersfield are making their own applications at their own cost.

**The broken wall.** Because the broken wall is not obstructing the pavement or the highway there is nothing to be done by the County Council to help us. Mary offered the thought that if the Listed Buildings office cannot help, the best outcome would be direct contact with the resident. This could be achieved by either Diana or Richard.

**Point of contact within the Highways Department.** Mary explained the online system for reporting highways problems – which we are all familiar with – is how we should ask for work to be completed, but Mary generously offered to take up the cudgel on our behalf on occasions when difficulty is being encountered. She also offered to arrange a visit for us to the Rougham Depot – when coronavirus calms down– which would enable us to make our own contacts for those responsible for highways matters in our village.

Cllr Terry Holloway  
2<sup>nd</sup> July 2020