

GREAT WRATTING PARISH COUNCIL

MINUTES

Minutes of a meeting of Great Wrating Parish Council held on Wednesday 16th September 2020, 7.30 pm
(In view of the Covid-19 situation 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:

Richard Bowler (Parish Clerk)

Public forum:

No members of the public were present.

(The Vice-Chairman chaired the first part of the meeting)

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 PREVIOUS MEETING(S)

3.1 To approve the minutes of the Parish Council meeting held on 15th July 2020

AGREED that the minutes of the Parish Council meeting held on 15th July 2020 should be approved.

3.2 To approve the minutes of the Extraordinary Meeting of the Parish Council held on 28th August 2020

AGREED that the minutes of the Extraordinary Meeting of the Parish Council held on 28th August 2020 should be approved.

4. MATTERS ARISING

- a) **Waymarking:** There was a discussion about Thurlow Estate's signage on paths, some of which had been damaged and/or removed. The Chairman is to write to the Agent to the Estate, inviting a representative from the Estate to attend the next Parish Council meeting to discuss various topics, including signage.

DC

(The Chairman chaired the remainder of the meeting.)

- b) **Heritage Trail:** Cllr Holloway said there had been a disappointing response from residents to the Parish Council's request for photographs of houses and gardens in Great Wrating to include in the proposed Heritage Trail booklet. He hoped there would be some progress to report at the Annual Parish Meeting.
- c) **Village Sign re-thatching:** Clerk had applied to West Suffolk Council for grant from District Cllr Peter Stevens' Locality Budget.
- d) **Highways:** County Cllr Mary Evans was going to follow up re: highways 'hotspots' discussed at the July meeting. She hopes to join this meeting later.

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e)	VAS posts to be moved: Clerk had not had a response after contacting County Highways about it.	Clerk
f)	White 'gates' at village entrances: Cllr Holloway said he had begun to source materials.	THo
g)	Finance: Cllr May queried whether the outstanding issue relating to the 2018-19 AGAR had been resolved. The Clerk said that would be covered at the meeting with the Internal Auditor when the 2019-20 AGAR is discussed.	
5.	<u>LOCAL AUTHORITY REPORTS</u>	
a)	Suffolk County Council (SCC) County Cllr Mary Evans was unable to attend but had submitted a report in advance.	
b)	West Suffolk Council (WSC) District Cllr Peter Stevens was unable to attend.	
6.	<u>PLANNING APPLICATIONS</u> Clerk to report on planning applications, District Council decisions, and appeals	
a)	Planning applications	
(i)	DC/20/1100/HH The Old Rectory, Withersfield Road, Great Wrating CB9 7HD To construct swimming pool. Applicant: Mrs Henrietta Stanton, The Old Rectory AGREED to support the application.	
(ii)	DC/20/1198/HH 6 Coronation Cottages, School Road, Great Wrating CB9 7HB 2 outbuildings (retrospective application) Applicant: Mr G Start (Michael Sale Architectural Surveyors) AGREED that the Parish Council supports the District Council's decision to approve the application but is disappointed that the planning application was made retrospectively.	
(iii)	DC/20/1342/P3RPA Rook Tree Farm, Withersfield Road, Great Wrating CB9 7HD Prior Approval Application - Change of use of agricultural building to use as business use Applicant: Mr T Barling, Thurlow Estate The Clerk reported on a discussion he had had with Mr Barling, during which Mr Barling said that the Estate was wanting to find a use for the building which would be quiet and that there were no plans for the building to be used for offices. It was more likely that it would be used for storage of some kind. AGREED that in the absence of a planning application describing the specific use to which the building will be put the Parish Council opposes Prior Approval being given because it is not possible to assess whether the development might create substantial noise, impact on neighbours, and/or access and parking issues, and also whether it could have a detrimental effect on businesses already on the site.	
b)	Planning decisions	
(i)	DC/20/0818/HH To build garden shed and log store. Also to replace roof and walls to existing conservatory. Sparrows, The Street, Great Wrating CB9 7HQ Applicant: Mrs Karen Richardson, Sparrows Cottage	

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District Council decision: Approved

(ii) DC/20/0929/TCA

Great Wratting Hall, The Street, Great Wratting CB9 7HQ

Trees in a Conservation Area Notification: 1no. Chestnut and 2no. Sycamores (C1, S1 and S2 on plan) - fell

Applicants: Mr and Mrs Corbett, Great Wratting Hall

District Council decision: No objections

Tree works

Although they were not on the agenda it was mentioned that three tree works applications had been made recently. It was agreed that the Parish Council did not want to call an Extraordinary Meeting to discuss these.

c) **Planning appeals**

None

7. **TREE-PLANTING**

To receive update on tree-planting project

Cllr Griffin said the Woodland Trust would supply 100 free trees to be planted in the village.

N Curtis said it was clear from an initial discussion he had with Mr Tim Barling, Agent for Thurlow Estate, that the Estate was enthusiastic about tree-planting. Cllr Curtis hoped to meet Mr Barling for a more detailed discussion and then report back to the Council.

At some point Cllrs Griffin and Holloway are to meet to discuss a possible application to the Woodland Trust.

NC

BG/
THo

8. **STANDING ORDERS / FINANCIAL REGULATIONS**

To review Standing Orders and Financial Regulations

Cllr Hayes had drafted new Standing Orders and Financial Regulations, based on NALC's models. The adoption of a number of other policies, including a Code of Conduct and policies covering Data Protection, Risk Management, Media Relations, Freedom of Information, Grievance Procedure etc is to be considered. (Clerk to consult other Parish Councils.)

It was agreed that gender-neutral language should be used in the Council's policies. (Cllr May will provide an example.)

Cllr Hayes will adapt an existing Code of Conduct (to be discussed at the next meeting.)

Cllr May said that before adopting new or revised policies the Council needed to be confident that it was compliant with what was in them.

Clerk

MM
THa

9. **HERITAGE TRAIL**

To receive update on Heritage Trail project

This was discussed earlier in the meeting (Minute 4b). The Heritage Trail Working Group will discuss it at the Annual Parish Meeting.

THo,
MM,
THa

10. **WILDLIFE POLICY**

To consider drafting a wildlife policy

Cllr Griffin felt that aspects of the Parish Council's activities such as its tree-planting project and the proposed Heritage Trail should be included in a wildlife policy.

Cllr May will give Cllr Griffin details of someone to contact in connection with another local council's wildlife policies.

MM
BG

It was pointed out that although the Parish Council does not own any land it could encourage residents to be sympathetic to the natural environment.

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11. TELEPHONE KIOSK/DEFIBRILLATOR

To receive update on defibrillator project

Cllr Hayes reported that BT, having carried out a local survey, had given the go-ahead for the Parish Council to buy the village's telephone kiosk for £1. It will be used to house a defibrillator. He will now obtain updated quotations for the purchase and installation of a defibrillator.

THa

12. VILLAGE SIGN

To arrange for Village Sign refurbishment to be completed

Cllr Griffin said some of the paintwork on the sign itself needed attention, and the post and frame might also need to be refurbished. The next step is to find someone to do the work and ask for quotations.

BG

13. ANNUAL PARISH MEETING

To agree agenda for Annual Parish Meeting

The possibility of the Annual Parish Meeting on 15th October being a physical meeting rather than taking place online was discussed but it was agreed that it should use a video-conference format.

(It was also agreed that Parish Council meetings would continue to be held online for the time being.)

Potential agenda items for the Annual Parish Meeting were discussed. Clerk to circulate previous agenda; Councillors to submit suggestions for this year's meeting. Councillors to meet (online) on 8th October to finalise agenda and procedure. Items to include:

- wildlife policy/Heritage Trail/tree-planting
- Village Plan and Parish Council annual objectives (Clerk to circulate draft Village Plan and Parish Council's annual objectives to Councillors)
- Neighbourhood Watch
- Defibrillator

Speakers to be asked to speak for only a short time.

Clerk
All

14. FINANCE

a) **To receive notification of annual renewal of insurance cover**

The Clerk said the renewal of the insurance policy on 1st October was the start of the second year of a three-year insurance agreement with a fixed annual premium.

b) **To receive two-monthly financial report**

The Clerk presented the financial report.

c) **To receive invoices and to authorise payments**

AGREED that the following payments should be made. (prop DC; 2nd DF)

	ref	payee	details	amount
14(c)(i)	0266	BT Payphones	Purchase of former telephone kiosk	£1.00
14(c)(ii)	0267	Business Services at CAS Ltd	Annual insurance premium	£260.68
14(c)(iii)	0268	Andrew Clay	Re-varnishing village noticeboards (x3)	£322.23
14(c)(iv)	0269	Richard Bowler	Clerk's salary (July 2020)	£178.57
14(c)(v)	0270	Richard Bowler	Clerk's salary (August 2020)	£178.57
14(c)(vi)	0271	Richard Bowler	Clerk's expenses: Zoom monthly fee (Jul + Aug 2020) (@ £14.39 per month)	£28.78

15. CLOSURE OF MEETING

There being no further business the Chairman closed the meeting at 9.32 pm.

Signed

Date