

# GREAT WRATTING PARISH COUNCIL

# MINUTES

Minutes of a meeting of Great Wratting Parish Council held on Wednesday 17<sup>th</sup> June 2020 at 7 pm  
(As the Covid-19 restrictions ruled out the possibility of a physical meeting, the meeting was held online.)

**Councillors present:**

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

**In attendance:**

County Cllr Mary Evans, Suffolk County Council (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.

- |    |  |                                |
|----|--|--------------------------------|
| 1. | <p><b><u>APOLOGIES FOR ABSENCE</u></b><br/> <b>To accept any apologies, with reasons, for absence</b><br/> None</p>  |                                |
| 2. | <p><b><u>MEMBERS' DECLARATIONS OF INTEREST</u></b><br/> <b>To receive members' declarations of interest in items on the agenda</b><br/> Cllr Griffin, as a friend of the applicants, declared an interest in Item 6a(i).</p>   |                                |
| 3. | <p><b><u>MINUTES OF THE PREVIOUS MEETING(S)</u></b><br/> a) <b>To approve the revised minutes of the Parish Council meeting held on 15<sup>th</sup> April 2020</b><br/> The revised minutes of the Parish Council meeting held on 15<sup>th</sup> April 2020 were approved.<br/> b) <b>To approve the minutes of the Annual Meeting of the Parish Council held on 20<sup>th</sup> May 2020</b><br/> The minutes of the Annual Meeting of the Parish Council held on 20<sup>th</sup> May 2020 were approved.</p>  |                                |
| 4. | <p><b><u>MATTERS ARISING</u></b><br/> a) <b>Thurlow Road traffic issues:</b> County Cllr Mary Evans is arranging a meeting in the village with a Highways Officer to look at 'hotspot' sites.<br/> She is awaiting a police report about the recent accident reported by Joanne Mahon. She had not received a copy of the Highways Dept letter to which Ms Mahon referred at the last PC meeting.<br/> b) <b>Roadside nature reserves:</b> County Cllr Evans confirmed that she will send details to the Parish Council.<br/> c) <b>Review of Standing Orders and Financial Regulations:</b> Cllr Hayes had undertaken an initial review and both documents looked fine in general. His specific comments were:<br/> i) He proposed the use of the term "Chair" in place of "Chairman" throughout both documents.<br/> ii) The Financial Regulations refer to a Standing Order relating to tendering but in fact there is no Standing Order on tendering.<br/> iii) He suggests that there should be a Standing Order on the management of members of the public who attend meetings.<br/> He agreed to draft changes for consideration at the next meeting.</p> | <p>ME</p> <p>ME</p> <p>THa</p> |

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<p>d) <b>Annual maintenance inspection:</b> Cllr N Curtis and Mr Cliff Fisk had carried out the annual maintenance inspection. It was generally positive; a report is being submitted to the Clerk.</p> <ul style="list-style-type: none"> <li>– Salt bin on The Green has been repaired by Cliff Fisk.</li> <li>– Still waiting for noticeboards and Moor Pasture Way bench to be re-varnished. (Cllr Griffin said the contractor has said he will do it in next two weeks.)</li> <li>– Posts for Moor Pasture Way street name signs are rusting. The Clerk said he had taken this up with the District Council some months ago and had reported back to the Parish Council that the District Council was giving signs of that type low priority, but it has been logged. District Cllr Stevens asked to be sent details so that he can follow it up.</li> </ul>	<p>NC</p> <p>Clerk/ PS</p>
<p>e) <b>‘Beautiful Gardens’ project:</b> Agreed that residents to be asked (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.</p>	<p>DF</p>
<p>f) <b>Tree-planting:</b> Cllr N Curtis said a letter is being sent to the Thurlow Estate, asking for a meeting to discuss possible sites for trees.</p>	<p>Clerk/ NC</p>
<p>g) <b>Neighbourhood Watch:</b> Clare Egloff, the village’s Neighbourhood Watch co-ordinator, had left a message for the Chairman saying there was little to report. She apologised for not being able to ‘attend’ the Parish Council meeting. (Clerk to invite her to next meeting)</p>	<p>Clerk</p>
<p>h) <b>Waymarking:</b> The Chairman said there was nothing to report yet.</p>	<p>DC/THa</p>
<p>i) <b>“Village Link”:</b> Cllr Fisk confirmed that “The Village Link” was still being printed, with copies being left in the church porch for residents to collect, although some have been delivered door-to-door.</p>	
<p>j) <b>Heritage Trail:</b> THo said work was ongoing; Working Group (THa, THo, MM) will report back in due course.</p>	<p>THa/THo /MM</p>
<p>k) <b>Old School House wall:</b> The Clerk is waiting for a response from the District Council’s Conservation Officer. Cllr Fisk said it looked as though the whole wall might have to be rebuilt.</p>	
<p>5. <b><u>LOCAL AUTHORITY REPORTS</u></b></p>	
<p>a) <b>Suffolk County Council (SCC)</b> County Cllr Mary Evans’ report was issued in advance of the meeting (attached at Appendix A).</p> <ul style="list-style-type: none"> <li>i) She will set up the meeting in the village with a Highways Officer, and follow-up Joanne Mahon’s latest e-mail about another accident in Thurlow Road.</li> <li>ii) The proposed joint meeting with Withersfield Parish Council to discuss HGVs is on hold.</li> </ul>	<p>ME</p>
<p>b) <b>West Suffolk Council (WSC)</b> District Cllr Peter Stevens’ report included the following points:</p> <ul style="list-style-type: none"> <li>i) He will follow up the request for Moor Pasture Way signs to be repaired or replaced. (Clerk to send details)</li> <li>ii) Car park charging started this week; civil parking restrictions are now being enforced, with penalty notices being issued.</li> <li>iii) Appointment system at household recycling centres is working well, and is speeding up the process.</li> <li>iv) Brown bin collection has re-started; new dates are on WSC website.</li> <li>v) He confirmed he would consider using Locality Budget towards cost of Village Sign re-thatching. (Clerk to send details)</li> </ul>	<p>Clerk/ PS</p> <p>Clerk/ PS</p>

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Asked whether parking restrictions were being enforced at Withersfield Road / Thurlow Road junction in Great Wratting he said enforcement in smaller villages would be monthly. He will alert the enforcement team but they cannot take action where there are no yellow lines. Dangerous parking would be a police matter. Cllr Fisk said the situation near that junction had worsened recently. The Parish Council agreed to take no action.

## 6. **PLANNING APPLICATIONS**

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

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

##### (i) DC/20/0929/TCA

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

Trees in a Conservation Area to be felled: 1 chestnut, 2 sycamores

Applicant: Mr and Mrs Corbett

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

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

None

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

None

## 7. **HIGHWAYS**

#### a) **Traffic 'hotspots' in the parish**

THo had listed traffic 'hotspots' in the village (list attached at Appendix B).

Meeting is being arranged in the village with County Cllr Evans, a Highways Officer and Parish Councillors, to visit the sites. Date to be confirmed. Cllrs Griffin, May and N Curtis would like to attend. Cllr Holloway also plans to mention white 'gates' on verges at village entrances, and need for better locations for vehicle-activated signs.

The Chairman reminded Council members to wear high-visibility clothing during the site visits with the Highways Officer.

ME/THo  
/BG/MM  
/NC

#### b) **'Gates' on verges at village entrances**

The Clerk reported that he had contacted several other PCs, as well as some suppliers and SCC Highways Dept. The lowest price paid by any of the PCs which responded was £2,200 for supply and installation, per pair of 'gates'. Several PCs had decided against it because of the cost.

Cllr Holloway will add this point to the list of topics for discussion at his meeting with County Cllr Evans and a Highways Officer.

THo

## 8. **DEFIBRILLATOR**

Cllr Hayes said that before BT lets the Parish Council buy the village's telephone kiosk, which it is hoped will house a defibrillator, it is surveying residents to gauge how much the kiosk is needed.

London Hearts, a charity, had offered a 'grant' towards the cost of a defibrillator. Cllr Hayes said it turned out to be a reduced price on defibrillators they sell, rather than a grant, with minimal financial benefit to the Parish Council.

The decision on buying a defibrillator will be deferred, pending BT's decision following its survey.

## 9. **NEIGHBOURHOOD WATCH**

### **To receive a report from the Neighbourhood Watch co-ordinator**

This was discussed at Item 4.

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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 Holloway said the cost was expected to be c.£20 per tree (incl. compost etc).  
Cllr N Curtis said he was hoping to have a site meeting with the Thurlow Estate to discuss possible locations of any trees which would be on Estate land.  
It was agreed that if trees were offered to residents it was important that appropriate species were chosen.

NC/Clerk

11. **FINANCE**

- a) **To review insurance policy and to confirm renewal**  
AGREED that insurance cover is appropriate and that the 3-year Long-Term Agreement with the underwriters should continue.
- b) **Village Sign re-thatching**  
i) **To confirm acceptance of quotation for re-thatching**  
AGREED that the £950.00 quotation from Mizons for re-thatching the Village Sign should be accepted.  
ii) **To consider quotation for associated scaffolding**  
AGREED that the £600.00 quotation from Burnett's Scaffolding for scaffolding associated with the Village Sign re-thatching work should be accepted.
- c) **To receive monthly financial report**<sup>(Clerk)</sup>  
The Clerk presented the financial report for the month ending 31<sup>st</sup> May 2020.
- d) **To receive update on internal audit arrangements**<sup>(Clerk)</sup>  
The Clerk reported that the 2019-20 AGAR timetable had been put back because of the COVID-19 crisis. The AGAR will be brought to the Parish Council's July meeting, with the Internal Audit taking place after that.  
Asked about the issue with the 2018-19 AGAR, in which the Internal Auditor queried some figures which could not be reconciled with prior years, the Clerk said it appeared to be the result of an error in figures brought forward from an earlier year's AGAR.
- e) **To receive invoices and to authorise payments**  
The following payment was authorised:

	ref	payee	details	amount
11(e)(i)	0260	Richard Bowler	Clerk's salary (May 2020)	£178.57

12. **CLOSURE OF MEETING**

There being no further business the Chairman closed the meeting at 8.42 pm.

Signed .....

Date .....

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## APPENDIX A

### Item 5a – Report from County Cllr Mary Evans

Now, lockdown is relaxing a little more, I have proposed to Terry that I come and do a site visit with him to look at the highways issues. Ideally I would like to agree a date/time tonight 12noon 23 June ; 12 noon 29 June would both suit me.

I have asked the council's Safety and Speed team for the police report on the recent accident – but haven't heard back yet.

The meeting with Withersfield PC re HGVS is being delayed as the council review of lorry routes is on hold at the moment. It will pick up in the autumn as staff return to business as usual projects rather Covid19 response.

Suffolk County Council's Archaeological Service announced the launch of its new Suffolk Heritage Explorer website at [heritage.suffolk.gov.uk](https://heritage.suffolk.gov.uk). This offers users a completely free resource of interesting, up-to-date information on the archaeology and history of Suffolk.

The new website includes an upgraded searchable interactive map and a database of known archaeological sites, which can be used to discover more about Suffolk's history from the comfort of your home.

As a reminder: SCC re-opened the household waste recycling centres recently – but to booked appointments only. It is really easy to book. Please visit [www.suffolk.gov.uk/recyclingcentres](https://www.suffolk.gov.uk/recyclingcentres). If you do not have access to the internet, call 0345 606 6067.

To prevent dangerous queueing, residents without a booking will not be able to enter the site. Residents must not arrive on site more than five minutes before their allocated time.

Please be aware that Suffolk Trading Standards are warning people to be on the alert for cheats and fraudsters. This is Scams Awareness fortnight. Criminals are taking advantage of the current pandemic to scam people out of their money. At a time when our communities are rallying around to support one another there are people trying to con and rob us. For more information [click here](#)

I find this especially poignant as this is also National Loneliness Awareness Week. A report from Age UK Suffolk estimates there are 17,000 older people in our county who go without human contact for days- end weeks – on end because they are isolated without friends or close family nearby. These are the very people who are most likely to fall for a charming fraudster. I know that volunteers with some of the community schemes that have been set up to tackle the Covid19 emergency are talking about how to build on what they have achieved and maintain the links and contacts with the people they have been helping. I expect if any of you signed up for the Home But Not Alone through the Tribe App you will have had an approach to ask if you want to do further volunteering. They are particularly looking for people to join befriending schemes.

To ensure appropriate safety measures can be put in place for communities across Suffolk, the county council is working closely with its local authority partners, town councils and the business community to develop guidance and advice on how social distancing measures can be maintained as shops and businesses begin to re-open and current lockdown restrictions are relaxed over time.

This will include empowering local councils and the business community to make small-scale temporary changes to enable social distancing, without the need to seek consent from Suffolk County Council.

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Where there is a requirement or desire for larger, more detailed changes to be made in the community, these will need to be discussed with county council officers to understand how this can be achieved.

Any of the temporary changes made during this time will be kept under review and Suffolk County Council will continue to work with its partners to adapt to government guidance and review what support is needed to help the local economy.

Please share in the link: National and local evidence shows a drop in the number of people accessing mental health services during the coronavirus outbreak. It is important that Suffolk people know that help is available all day, every day.

The *FirstResponse* service, launched by Norfolk and Suffolk NHS Foundation Trust, is available 24 hours a day, seven days a week, and provides immediate advice, support and signposting for people with mental health difficulties. If you are experiencing something that makes you feel unsafe, distressed or worried about your mental health you can call the helpline on **0808 196 3494**.

More support is available at any time of day or night from Samaritans, who offer confidential and non-judgmental emotional support whenever you need someone to talk to. Call **116 123**.

For young people, Kooth is a free online counselling and emotional wellbeing support service commissioned by NHS Ipswich and East Suffolk and NHS West Suffolk Clinical Commissioning Groups, and Public Health Suffolk. It launched across the county in October 2019 to provide support to young people aged 11 to 18 years.

Kooth offers young people bookable virtual chat sessions with experienced counsellors, live moderated forums to share their experiences, self-help materials, journals and goal trackers to reflect their thoughts and feelings by going to: [\*\*kooth.com\*\*](https://kooth.com), and registering. For details of other emotional wellbeing support services available to young people in Suffolk visit: [\*\*www.thesource.me.uk/wellbeing\*\*](https://www.thesource.me.uk/wellbeing)

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## APPENDIX B

### Item 7a - Highways 'hotspots' (Cllr Holloway's list)

1. The verges on the Withersfield Road between the village boundary and Paradise Farm Barn (and continuing to Withersfield) are below the level of the road and are very soft in places.
2. The junction at the Withersfield Road and Thurlow Road, by the Church, is on a dangerous bend and there have been a number of accidents there – probably caused by excessive speed.
3. The road is very narrow coming down the hill into the village from Thurlow.
4. There are no railings on the Ford leading to the Street.
5. The S-bend at the village boundary on Withersfield Road is “blind” and there have been a number of accidents there.
6. Although it is outside of our parish boundary, the main road junction at Karro Foods/Kedington is very dangerous and there have been a number of serious accidents – probably all caused by excessive speed.
7. There are concerns that the Withersfield Road is not “treated” during the winter months. Bearing in mind the volume of traffic on it, (and the number of cars found in ditches because of ice), it should be!
8. There is inadequate drainage under the Withersfield Road between Loveday Cottage and Pheasant Cottage, and this leads to flooding – and dangerous conditions – every winter.