

# GREAT WRATTING PARISH COUNCIL

Minutes of a meeting of Great Wrattling Parish Council held on Wednesday 19<sup>th</sup> May 2021, 7.30 pm  
(In view of the Covid-19 situation the meeting was held online. This was because one of the attendees was having to “shield”, for health reasons, and because the Parish Council does not have a suitable Covid-secure venue in which social distancing is possible.)

## **Councillors present:**

Cllrs Terry Holloway (Chairman), Margaret May (Vice-Chairman), Neil Curtis, Dawn Fisk, Tim Hayes (for part of meeting) and Barry Judge.

## **Councillors absent:**

Cllr Hayes (for first part of meeting)

## **In attendance:**

Richard Bowler (Parish Clerk)

## **Public forum**

No members of the public were present.

## MINUTES

### 1. **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

#### a) **Election of Chairman**

Cllr Terry Holloway was re-elected as Chairman. (prop NC, 2nd BJ)

#### b) **Election of Vice-Chairman**

Cllr Margaret May was re-elected as Vice-Chairman. (prop THo, 2nd DF)

**PUBLIC FORUM** (15 minutes): Comments and observations from members of the public

No members of the public were present.

### 2. **APOLOGIES FOR ABSENCE**

#### **To accept any apologies for absence, and reasons**

Cllr Hayes was absent for the first part on the meeting (child care).

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

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

None

### 4. **MINUTES OF PREVIOUS MEETING(S)**

#### **To approve the minutes of the Parish Council meeting held on 17<sup>th</sup> March 2021**

The minutes of the Parish Council meeting held on 17<sup>th</sup> March 2021 were approved. (prop THo, 2nd MM)

### 5. **MATTERS ARISING**

#### **To consider matters arising from previous meetings**

- a) **White “gates” at village entrances:** Agreed to continue to investigate possible County Council funding.

(7.36 pm: Cllr Hayes joined the meeting)

- b) **VAS signs:** The County Council has agreed to the Parish Council's request for the VAS posts to be moved but first needs photographs of the proposed new locations. Cllrs Holloway and May will provide the Clerk with photographs to submit to the County Council.

THo  
MM  
Clerk

- c) **Village Sign:** It was agreed that Cllr Fisk will give the go-ahead to a contractor who has offered to repair and repaint the sign at a cost initially estimated at around £500.

DF

# GREAT WRATTING PARISH COUNCIL

d)	<b>Defibrillator:</b> Contract has been submitted to BT. Clerk to notify Cllr Hayes when BT have responded.	Clerk
e)	<b>Quiet Lanes initiative:</b> <i>(to be discussed later in the meeting)</i>	
f)	<b>Tree-planting:</b> <i>(to be discussed later in the meeting)</i>	
g)	<b>Heritage Trail:</b> Cllr Holloway will arrange a meeting with Cllrs May and Hayes to discuss the project.	THo MM THa
h)	<b>Village communications:</b> Cllr Fisk said a message had been sent via the e-mail tree encouraging people to pass on any important village information to neighbours who do not have internet access. The last Parish Council report had unfortunately been omitted from 'The Village Link'.	
i)	<b>Improvements to broadband:</b> Cllr Hayes said Government policy on broadband may be changing. It was agreed that the situation would continue to be monitored. Cllr Hayes will also ask BT/Open Reach about the possible availability of "fibre-to-the-premises" in the village.	THa
j)	<b>Memorial bench (George Sykes):</b> <i>(to be discussed later in the meeting)</i>	
k)	<b>Annual Parish Meeting:</b> Cllr Curtis said the churchwardens had agreed that the Annual Parish Meeting could be held in the church. He queried whether, in view of the ongoing pandemic, Councillors were happy to hold a physical meeting. This will be discussed later in the meeting.	
l)	<b>Lead Councillors:</b> Cllr Fisk confirmed that the list of Councillors' individual responsibilities had been added to the Parish Council website.	
m)	<b>Frequency of meetings:</b> Although the Parish Council is now meeting every two months Cllr Holloway is to ask the County and District Councillors to continue to send the Parish Council their monthly reports.	THo
n)	<b>2021-22 budget:</b> The Clerk confirmed that the revised 2021-22 budget had been circulated. He was asked to circulate it again.	Clerk
o)	<b>Parish Council Annual Meeting (19<sup>th</sup> May):</b> The Clerk had reported that the meeting room at Little Acorns Fostering was no longer available for Parish Council meetings. Cllr Curtis is to ask the churchwardens whether the Parish Council's meetings in July and September this year could be held in the church. Cllr May is to find out whether Withersfield Village Hall might be available for Parish Council meetings.	NC MM
6.	<b><u>ANNUAL BUSINESS</u></b>	
a)	<b>Review Standing Orders, Financial Regulations and other policies</b> Cllr Hayes said the Standing Orders and Financial Regulations had been reviewed and updated recently, and in the last year policies on GDPR, Media & Communications, Complaints and Whistle-blowing, together with a Bullying & Harassment protocol, had been introduced. Cllr Fisk is to upload them to the Parish Council website.	DF

# GREAT WRATTING PARISH COUNCIL

	<p>b) <b>Annual risk assessment/maintenance inspection</b>  Cllr May said last year's maintenance inspection report noted that a bench at Moor Pasture Way needed varnishing. Cllrs Holloway and Judge will carry out this work.</p> <p>It was agreed that an inspection was not needed every year; if Councillors notice that work needs doing they will bring it to the Council's attention.</p> <p>c) <b>Review of asset register</b>  Cllr Fisk pointed out an error in the asset register. (Clerk to amend.)</p> <p>d) <b>Review of arrangements for insurance cover</b>  The Clerk said the Council's annual policy was due for renewal in September. It will be reviewed at the July meeting.</p> <p>e) <b>To set the dates, time and place of meetings of the Council for the year ahead</b>  Agreed that the Council will meet at 7.30 pm on the third Wednesday of alternate months (on 21<sup>st</sup> July, 15<sup>th</sup> September, 17<sup>th</sup> November 2021 and 19<sup>th</sup> January, 16<sup>th</sup> March and 18<sup>th</sup> May 2022). Venue to be agreed in due course.</p> <p>f) <b>To set the date, time and date of the 2022 Annual Parish Meeting</b>  Agreed that the 2022 Annual Parish Meeting will be held in St Mary's Church, Great Wratting, at 7.30 for 8 pm on Wednesday 25<sup>th</sup> May 2022 (subject to the churchwardens' agreement).</p>	<p>THo/ BJ</p> <p>All</p> <p>Clerk</p>
<p>7.</p>	<p><b>LOCAL AUTHORITY REPORTS</b></p> <p>a) <b>Suffolk County Council</b> – County Cllr Bobby Bennett  Cllr Bennett had said she might not be able to attend.  She had mentioned her concerns about the Boundary Commission's proposals for new divisions. Cllr Holloway will investigate.</p> <p>b) <b>West Suffolk District Council</b> – District Cllr Peter Stevens  Cllr Stevens had offered his apologies.  Cllr Holloway said the possible development of part of the Karro site in Little Wratting was of concern, principally because of any increase in the number of heavy goods vehicles through Great Wratting. He will tell Cllr Stevens about the Parish Council's concerns regarding traffic and also about the lack of consultation. He will also raise it with Cllr Margaret Marks, who represents part of Haverhill on West Suffolk District Council, of which she is Chair.</p> <p>The Clerk said Cllr Stevens had reiterated that he is happy to make a Locality Budget grant towards the cost of the Village Sign refurbishment and/or the memorial bench, with a further grant available towards the cost of the Heritage Trail. He said that in fact £500 towards the Village Sign costs had already been received from Cllr Stevens' Locality Budget.</p>	<p>THo</p> <p>THo</p>
<p>8.</p>	<p><b>PLANNING APPLICATIONS</b>  <b>Clerk to report on planning applications, District Council decisions, and appeals</b></p> <p>a) <b>Planning applications</b>  None</p> <p>b) <b>Planning decisions</b> (made by District Council) – for information  The following District Council planning decision was noted:</p> <p>(i) DC/21/0627/TCA  The Bungalow, 79A School Road, Great Wratting CB9 7HA  Trees in a conservation area notification – one holly to be felled</p>	

# GREAT WRATTING PARISH COUNCIL

	Applicant: Mr Bullet <u>District Council decision</u> : No objections	
	c) <b>Planning appeals</b> None	
9.	<b>TREE-PLANTING SCHEME</b> At the request of Tim Barkling, Agent for Thurlow Estate, Cllr Curtis had drafted an agreement covering the Parish Council's tree-planting proposals. It was hoped that planting could start in the autumn.  Cllr May reminded the Council that the 'Queen's Green Canopy' project and also the Woodland Trust might be helpful.	
10.	<b>VILLAGE SIGN REFURBISHMENT</b> <i>(Discussed earlier in the meeting)</i>	
11.	<b>BOUNDARY COMMISSION CONSULTATION ON DIVISION BOUNDARIES</b> Clerk to circulate the Boundary Commission's latest proposals document.  The Chairman said Councillors could share their views by e-mail; they might then be passed on to County Cllr Bennett.	Clerk All
12.	<b>HIGHWAYS</b> a) <b>Quiet Lanes</b> Cllr May said The Street and Withersfield Road had been accepted by the County Council for possible inclusion in the Quiet Lanes project. Residents were being consulted and notices are being posted. The proposals will be publicised via the Parish Council website and the e-mail tree.  b) <b>ANPR cameras</b> Cllr May said the County Council may include Great Wrating in a trial using Automatic Number Plate Recognition cameras to identify speeding vehicles and to record traffic volumes. It was agreed that the Parish Council will apply for a camera to be installed in Withersfield Road, monitoring traffic coming into the village from the Withersfield direction. Before submitting its application the Parish Council will consult residents living near the post which would be used for the camera.  <b>Permissive paths</b> Cllr Holloway said he and a Withersfield Parish Councillor were meeting Tim Barling, Agent for Thurlow Estate, to discuss the possibility of an unofficial path between Great Wrating and Withersfield becoming a permissive path.	THo DF  MM  THo
13.	<b>GEORGE SYKES MEMORIAL BENCH</b> Cllr Judge had identified a suitable bench, liaised with the family and discussed with a churchwarden the family's preferred site in the churchyard. The likely total cost is £895. AGREED that the project should go ahead, and that District Cllr Stevens' offer of a Locality Budget grant to defray the cost should be accepted, with the Parish Council paying the balance. <small>(prop THo, 2nd DF)</small> Cllr Judge will talk to the family about the preferred wording for the inscription. An unveiling event will be arranged.	BJ Clerk
14.	<b>GIFT FOR MARY EVANS</b> Cllr Fisk is to discuss with ex-County Cllr Mary Evans her preferred choice of a gift which the Parish Council would like to give her on her retirement. AGREED that the Parish Council should spend up to £50 on a gift. <small>(prop DF, 2nd THo)</small>	DF

# GREAT WRATTING PARISH COUNCIL

## 15. ARRANGEMENTS FOR 2021 ANNUAL PARISH MEETING

Arrangements for the Annual Parish Meeting were finalised. It was agreed that Cllr Fisk will issue a covering note with the agenda, mentioning compliance with Covid-19 requirements. Also that Tim Barling, Agent for Thurlow Estate, will attend and has agreed to answer residents' questions.

DF

## 16. FINANCE

### a) To receive monthly financial report<sup>(Clerk)</sup>

Clerk to circulate financial report and bank statements as these were not issued before the meeting.

Clerk

### b) To authorise payment(s)

The payments below were authorised.

	ref	payee	details	amount
16(b)(i)	0286	SALC	Annual membership (2021-22)	£144.23
16(b)(ii)	0287	Richard Bowler	Clerk's salary (Mar 2021)	£178.37
16(b)(iii)	0288	Richard Bowler	Clerk's salary (Apr 2021)	£178.57
16(b)(iv)	0289	HMRC	PAYE (6 Jan – 5 Apr 2021)	£134.00

## 17. CLOSURE OF MEETING

There being no other business the Chairman closed the meeting at 9.42 pm.