

BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING

HELD ON 12th MAY 2020 BY WAY OF VIDEO CONFERENCING DUE TO THE COVID-19 PANDEMIC

Present: Cllrs: John Kirk, Margaret Newlands, Malcolm Hignett, Paul Foster, and Alex Duchesne together with County Cllr Soons and Borough Cllr Mildmay-White and the Parish Clerk, Nicola Smith.

1. Election of Chairman and Vice Chairman: Cllr Kirk had indicated to the Clerk that he would be happy to stand as Chairman for the year. Cllr Hignett proposed and Cllr Newlands seconded that Cllr Kirk take the role of Chairman. Motion carried. Cllr Newlands had indicated to the Clerk that she would be happy to stand as Vice Chairman for the year. Cllr Foster proposed and Cllr Kirk seconded that Cllr Newlands take the role of Vice Chairman. Motion carried.
2. Signing of Acceptance of Office Forms:
Clerk will arrange for the forms to be signed in due course and to comply with social distancing regulations in place at the current time.
3. Apologies: None, all present.
4. Declarations of Interest: None
5. Minutes of the meetings – to consider and approve:

Annual Parish Meeting 14 th May 2019	Proposed: Cllr Foster	Seconded: Cllr Newlands
11 th February 2020	Proposed: Cllr Foster	Seconded: Cllr Newlands
27 th April 2020	Proposed: Cllr Foster	Seconded: Cllr Newlands.

All Cllrs present agreed.
6. Matters arising:
Speed restriction signs – Parish Cllrs enquired whether (1) should there be 40mph roundels on the highway at relevant points under the new scheme, and (2) outside

of the property known as The Old Rectory on Bury Road that has a national speed limit sign on one side of it, but not on the other side of the post.

Response from Highways on 12 February 2020 : (1) the 40mph roundels on the carriageway are due to be applied at either end of the 40mph speed limit on Bury Road, this week. The 30mph roundels on Bradfield St George Road went in on the 6th February. (2) The pair of signs outside of "The Old Rectory" on Bury Road, should have 40mph plates on both sides of the road for entering the speed limit, and a National Speed Limit plate on one side of the road, for exiting the speed limit. The sign arrangement immediately outside of "The Old Rectory" should only have the 40 plate on it, as the post is supposed to be right in next to the hedge, so as not to hinder the field entrance. Therefore, the national speed limit plate was not designed to be there as the hedge would cover/hinder the visibility of it. The national speed limit plate on the southern side of the road is in the direction of travel and is sufficient for enforceability.

Overgrown trees –follow the meeting on 11th February 2020 a site meeting was arranged. Cllr Soons agreed to fund, from her locality budget, the cost of maintenance to the tree. *Chairman obtained quotation for the works, Clerk has only just submitted form as the Covid-19 pandemic has taken over PC time in the last 7 weeks. Parishioner has been kept up to date. Hopefully grant monies will be received and work carried out shortly.*

7. Police Report/SNT report:

Sergeant Angela Puiy is acting as our Community Engagement Officer. It is unclear whether or not this is temporary until a permanent replacement is found. (details of Community Policing and Sgt Puiy's contact details can be found on the HOME page of the parish council website at bradfieldstclare.onesuffolk.net)

Due to Covid-19 commitments Police UK have temporarily suspended providing street level crime data on each Force's website including Suffolk Constabulary. This means that the Suffolk Neighbourhood Watch Association have been to produce monthly Area B crime statistics report though hopefully this will resume in due course. The day to day sharing of alerts continues.

2020 started with a monthly average of 10 recorded crimes in our 6 parishes under Area B, though this is based just on the January and February data and is 'high' compared to last year's average of just 6 recorded crimes per month.

Year on year the number of cases of Violent or Sexual (incl. domestic abuse) recorded crimes have increased nationally and in Suffolk; in 2019 our Area B saw a 55% increase on 2018. It is well reported in the media that there is already a dramatic increase this year due to the COVID-19 lockdown.

8/2020

Signed.....

Dated.....

Finally, people can now forward all suspicious emails (scam emails) to the National Cyber Security Centre using: report@phishing.gov.uk and the originator will be automatically assessed and if found malicious their site is immediately taken down and reported to the Police. The new system is already having a great success so we do need to encourage people to use it.

8. Borough and County Cllrs reports: Both Cllrs provided information. Available on the village website at bradfieldstclare.onesuffolk.net

9. Public Forum: no members of the public present.

10. Correspondence: (all correspondence has been circulated to Cllrs)

Clerk advised that after the Agenda had been served, email correspondence from a villager had been received and circulated to Cllrs. The villager expressed concern over some aspects of the PCs response to the Pitchers Green Farm planning application. A response had been sent to the villager, as agreed by the Parish Council.

11. Clerk's Report:

Clerk advised that the bank mandate form has been received from Natwest to remove Glyn Thomas as a signatory as he was no longer a Parish Cllr. Part of that mandate form includes an authority which needs to be considered and if appropriate approved at this meeting. Clerk had forwarded the terms of that Authority on page 2 of the mandate form prior to the meeting. Cllrs confirmed they had received and read through that Authority, and agreed all terms of the Authority, and in accordance with the Parish Council Standing Orders a minimum of two authorised signatories for unlimited amounts (which would in any event be limited by the amount in the account).

i. Schedule of items awaiting authorization:

Income

Precept 2439.00

Schedule of Invoices awaiting approval

N Smith	salary	191.10	427	LGA 1972
A Spall	grass cutting	200.00	428	LGA 1972
M Morley	grass cutting	100.00	429	LGA 1972
Bradfield St Clare PCC	grass cutting	120.00	430	LGA 1972

9/2020

Signed.....

Dated.....

SALC	annual subscriptions	140.10	431	LGA 1972
Clerk's expenses	ink and paper	43.77	432	LGA 1972

All Cllrs agreed the payments (see item 11v regarding grass cutting)

- ii. Clerk had received communication from the Village Hall Committee that as they had received a grant from West Suffolk Council they would not require any grant payment (to replace loss of hall hire payment from the PC);
- iii. Bradfield Grapevine had confirmed that for financial year 2020/21 they did not require any grant payment from the PC;
- iv. Review of Clerk's hours. Currently 1.5 hours per week at £9.80 per hour. Clerk had forwarded information about revised hourly pay from NALC. Cllrs agreed 2.5 hours per week at £10.37 per hour. Clerk thanked the PC.
- v. Expenditure for grass cutting in 2020/21 – currently: A Spall £200, M Morley £100 and PCC £120. Cllr Kirk proposed that the grass cutting fees should continue in 2020/21 (where government rules and guidance permitted during the pandemic), Cllrs Foster and Hignett seconded. Motion carried and cheques approved under item 11i.
- vi. Audit – update. Clerk asked whether Cllrs would agree to an additional meeting (remotely) on 14 July 2020 at 7pm to go through audit and any matters that arise between now and then. All Cllrs agreed. Cllr Hignett asked whether the issue of possible dieback of trees on the village green area could be discussed. One of the trees was being maintained under County Cllrs Budget but there was an issue of one tree possibly dying back and the long term maintenance of this area. Agreed that Clerk will put on the Agenda for the meeting on 14 July 2020.
- vii. Review and approve Standing Orders and Financial Orders: Clerk had checked the SALC website for any updates to these documents and no updates for a Smaller Authority. Cllr Hignett enquired as to whether there should be an addendum to the documents as the Parish Council were now meeting remotely and not in the Village Hall. Clerk indicated that the new legislation permitting this, probably overrides the documents. *Clerk has since added a note to both documents citing the Coronavirus Act 2020.*

12. Councillors Reports:

Cllr Newlands reported that the roundels on the road (see item 6 above) had now been installed.

Chairman enquired whether Cllr Duchesne would be interested in attending the new Cllr course at SALC once the courses were up and running again. Cllr Duchesne

10/2020

Signed.....

Dated.....

confirmed that he would like to attend the course. Clerk will keep him updated as to when the courses are available.

13. Date of next meeting: Additional meeting on 14th July 2020 at 7pm, and thereafter a scheduled meeting on 11 August 2020 at 7pm.

Meeting ended: 8.05pm

Signed.....

Dated.....