**BROMESWELL PARISH COUNCIL**

**PARISH COUNCIL MEETING MINUTES (20/03)**

**Monday 30 March 2020**

**Meeting commenced at 7.30pm**

1. **Attendance & Apologies**

**Parish councillors attending:** Ian Abbott (IA) (Chair), Verity Brown (VB), Sue Todd (ST), Rory Burrow (RB), Tim Johnson (TJ), Tracy Rogers (TR)

**Clerk:** Rob Cutts (RC)

 **Guests:**  James Mallinder (JM) – District Councillor

 Andrew Reid (AR) – County Councillor

 **Apologies:** The meeting had full attendance

This meeting was held online using Zoom technology as an audio only meeting. In the absence of specific advice from the government via SALC the PC resolved that the absence of the public from this meeting due to the extraordinary circumstances under the Covid-19 virus pandemic regulations on movement and social-distancing, should not prevent the PC meeting from proceeding as usual. Prior to the meeting the PC had arranged for the 150+ recipients of the E-Warbler parish magazine to be invited to contribute questions by email and asked that the Clerk issue a full report of the meeting as soon as practical through the same mechanism. The agenda is such that no controversial issues were to be discussed and no substantial items of expenditure needed authorisation.

1. **Declarations of Interest**

IA advised that should there be discussion of planning issues at Hillbrook arise he would need to excuse himself due to a family connection with the professionals advising the applicants. There were no other declarations from councillors about agenda items.

The Clerk reminded councillors of the need to update the Register of Interests in the event of any changes to their personal interests and those present confirmed their entries were up to date. VB reminded councillors that entries should include details of their home in the village.

1. **Approval & signing of minutes from the meeting of 27 January 2020.**

These were approved as a true record of the meeting. The Chair confirmed he had signed these and would post them to the Clerk.

1. **Matters arising from minutes of 27 January 2020**

Item 4 – the clerk confirmed he had made the Village Hall Committee (VHC) aware of the grants available through Suffolk County Council (SCC).

Item 7 – the clerk advised he had received no query from East Suffolk Council (ESC) and the first tranche of the increased precept was expected in the PC bank account in April.

Other matters to be covered under agenda items.

1. **Report from Suffolk County Council, Andrew Reid**

A written report had been previously circulated and is attached. IA thanked both councillors and all employees and contractors for their work in current difficult circumstances of virus pandemic restrictions. Also, regular daily bulletin on Covid-19 issues being issued.

AR apologised for length of his report but felt it was important that we received a full picture of SCC work. Goal is to maintain critical services particularly around adult and young peoples care services, school provision as required for vulnerable children and key workers children, and maintain roads for safety. Planning for redeployment of staff as necessary to support this. Recycling & waste centres closed to the public and schools now closed other than as above. Highway repairs proving difficult due to lack of supplies.

AR asked that PC let him or council know of any areas or people they need help with. It is critical that individuals or families do not slip through the safety net.

1. **Report from East Suffolk Council, James Mallinder**

A written report had been previously circulated and is attached. He felt that Bromeswell and other PCs should be proud of the way in which it has responded to the pandemic emergency. RC advised that in Melton only response appeared to be from local online group rather than PC.

ESC has an emergency fund available to help with response to this situation. Available to PCs, groups and private individuals. Particularly concerned that no-one should be concerned about inability to pay rent on housing as help can be made available.

1. **Emergency Plan**

A written report had been previously circulated and is attached. The Bromeswell Community Emergency Plan had been activated as a result of the virus pandemic. The Emergency Co-ordinator holds securely details of those who have indicated that they consider themselves to be vulnerable and of volunteers able to help in a variety of ways. At the moment people appear to be coping with the help of friends and neighbours. IA advised that he has been in contact with Foskett Farms to indicate that the help services available to permanent residents are also available for his seasonal agricultural workers.

It was agreed that the Clerk would use the information being received daily from SCC and others to issue a regular newsletter to residents circulated to the E-Warbler circulation list which now stands at over 150 meaning that most households are now receiving this free newsletter.

1. **Finance Matters**

Finance Report – The Clerk had previously circulated the Finance Report for the period since the last meeting and which is attached to these minutes. The PC approved the report. The Clerk confirmed that he had verified the report to bank statements and had signed those to confirm its accuracy.

Payments – The PC authorised payments to the Clerk for Q4 pay, PAYE & expenses and to TJ to reimburse cost of setting up Zoom subscription. Both to be paid as and when normal movement is possible to get cheques signed or online banking facilities established, whichever is sooner. Clerk confirmed a replacement cheque for £60.00 had been issued to the Village Hall Committee in respect of hall hire for the year to 31 March 2020, the original having been lost and cancelled. Payment of £30.00 to Hollesley PC for councillor training was confirmed.

Online Banking – PC authorised Clerk to proceed with setting up online banking. It agreed with Clerk that this does not need to be done immediately to allow bank to deal with more pressing issues for businesses as their call centres are currently experiencing delays.

1. **Contingency Planning**

PC agreed that it would continue to use Zoom online meeting facility to hold PC meetings until movement restrictions enabled it to revert to full public meetings in person. It would investigate whether it’s May meetings could be opened to the public either in full or part using the technology with the clear aim and hope that this would be possible.

The Parish Plan Consultation meeting due for late April is postponed until the situation is clearer. However, IA will circulate to the village a request from Mr & Mrs Schlee for ideas about the future use of the large field to the south of Common Lane that they have recently bought from Foskett Farms as they are keen to decide whether they will be extending current leaseback arrangement.

It was resolved that Standing Order 6 would be temporarily amended so that any single councillor can require an extra-ordinary meeting to be convened.

1. **Councillor Updates**

**Highways**

TR had previously circulated a written report which is attached. The PC expressed its thanks to Tracy Rogers for her tireless (and sometimes frustrating) work on highways issues.

The PC appreciates that in the current circumstances progress on these projects may get delayed.

Sutton Road - The council awaits costings and a response from Suffolk Highways to a plan to increase and improve the speed limit signs and warnings on this road.

20 MPH Zone – The public consultation period has now ended and there has to date been only 1 objection to which Suffolk Highways are responding. It is hoped that confirmation of the scheme will be forthcoming although implementation will now be delayed.

Common Lane Flooding – SWT have carried out extensive works for which the PC is grateful and for which it intends to make a financial contribution.

School Lane & Village Hall Flooding – We now have the location of the road drain outflow identified. Next steps will be to dig an improved sump to enable water to get off the lane and soakaway. This can be done privately once movement restrictions are lifted. The issues further up School Lane might take longer to resolve. They appear to relate to the infilling of a ditch on private land several years ago. Further investigations are needed here before this can be resolved.

**Planning**

The Clerk had previously circulated a report which is attached.

Applications for the pollarding of trees at Old School House on School Lane and a new golf buggy store at Woodbridge Golf Club were supported by the PC and approved by East Suffolk. The application for an office/treatment room at Hillbrook on Common Lane were supported by the PC but the council officer has indicated they are minded to refuse the application. A decision by the planning committee is awaited. The application to build a dwelling on land off Summer Lane was objected to by the PC and East Suffolk have refused the application. The PC has objected to the proposal to build a large agricultural building on land off Summer & Church Lanes and awaits the decision of East Suffolk.

The PC continues to press for enforcement in relation to the bus and other items currently on the land off Summer/Church Lanes and the Jungle Run and use of a timber lodge for permanent accommodation at Bromeswell Corner. None of these issues is likely to be a priority for East Suffolk currently.

The caravans on Common Lane are likely to remain in place for the current year as part of the lease arrangements between the owners and Foskett Farms.

As part of emergency arrangements, Mr P Ridley, Head of Planning Services will be taking the decisions usually made by the Planning Committee under guidance from senior advisors from the council.

**Community Partnerships**

No further news.

**Sizewell C Consultation**

EDF has temporarily suspended application to Planning Inspectorate.

**SALC**

Planned meetings postponed. Still available to consult by phone & email.

**Police Report**

These confirm Bromeswell to be a low crime area with no crimes reported in the village in the first two months of this year.

Across the Woodbridge SNT area there was a spike to 209 reported crimes in February. In the two months reported there have been a significantly higher than usual number of reported crimes in Sutton Heath locally, but the largest influence has been the number of reported crimes in Woodbridge & Melton.

Figures across our local area are as follows:

|  |  |  |
| --- | --- | --- |
|  | **January** | **February** |
| Woodbridge SNT | 189 | 209 |
| **Bromeswell** | 0 | 0 |
| Eyke | 2 | 3 |
| Sutton | 1 | 0 |
| Sutton Heath | 5 | 8 |
| Ufford | 3 | 0 |
| Rendlesham | 8 | 12 |
| Woodbridge & Melton | 51 | 71 |

1. **Public Forum**

No issues for discussion had been received other than a couple of responses thanking PC for steps it was taking to help residents.

1. **Any Other Business**

There were no items of other business to discuss.

1. **Next meetings**

Next meeting will incorporate Annual Meeting, PC AGM & usual Annual Parish Meeting and will be at the Village Hall Committee Room on Monday on 18 May 2020 or via Zoom online meeting technology depending on pandemic situation at the time. Meeting to start at 7.30pm.

Meetings for 2020 will be held on the following dates:

20 July, 28 September, and 30 November

The public consultation meeting for the next Parish Plan set for 29 April is postponed until further notice.