

Mellis Parish Council

Draft Minutes of the Remote Council Meeting held on Tuesday 8 September 2020 at 7.00pm via Zoom

Present: Cllr Lawrie Read (Chair), Cllr Sue Barr (arrived 7.05pm) and Cllr Ghed Paterson (arrived 7.20pm)

Attendance: Cllr Rowland Warboys (District Councillor) and Simon Ashton (Parish Clerk & RFO)

1. **Apologies and Approval of Absences**

- (a) The meeting was delayed following an issue of inquoracy and started at 7.20pm. There were no apologies and absences for approval as all Members were present.
- (b) Members noted the recent resignations of Cllr Phil Cunningham, Cllr Belinda Hubbard and Cllr Tina Wilby.
- (c) Members reviewed the SALC briefing note on the governance of apologies, reporting and approval of absences and noted the situation on long term unapproved absences.

2. **Declarations of Interests by Members & Requests for Dispensation**

There were no interests declared or requests received by any of the Members.

3. **Approval of Minutes of the Previous Meeting on 14 July 2020**

Minutes of the previous meeting of the Parish Council on 14 July 2020 were received and approved as a true record. It was agreed that arrangements would be made for the minutes to be signed by the Chair once the restriction on physical meetings was removed.

4. **Reports by the District Councillor and County Councillor**

Copies of the district council report had been received from Cllr Warboys and the county council report had been received from Cllr Fleming which had been shared with Members in advance of the meeting. Copies of these reports have been made available at the end of these minutes for information. Cllr Fleming did not attend the meeting.

5. **Contributions by Members of the Public**

There were no issues raised by members of the public.

6. **Finance**

- (a) Members noted the Barclays Bank account balance of £21,162.27 as at 24 July 2020.
- (b) The receipts and budget and payments and budget reports to 24 July 2020 were reviewed and noted by Members.
- (c) The bank reconciliation of activity to 24 July 2020 was reviewed and approved by Members.

- (d) The issues raised in the internal audit report have been reviewed since the last meeting by Cllr Read and Cllr Barr with the preparation of an internal audit report response and action plan postponed for approval at the next meeting. Cllr Paterson agreed to take the lead on the Council's annual review of its internal controls during the final quarter.
- (e) Following the Council's approval at the last meeting to make a payment towards grounds maintenance at St Mary's Church, a formal request for £800 had been received. The legal power under which the planned payment was to be made available was requested by the RFO but not provided. Agreements on an agreed amount and the Council's legal power to make such a payment were not reached.
- (f) Following a review by Members of the risks included in the insurance policy compared against the asset register, Members approved the property insured cover of £20,000, fidelity cover of £25,000 and the overall insurance cover arrangements from 30 September 2020.
- (g) Members approved the purchase of an annual Remembrance Sunday wreath.
- (h) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£574.88), HMRC for income tax and national insurance (July to September 2020) (£170.00), Information Commissioner for annual registration (to 17 September 2021) (£40.00), Society of Local Council Clerks for annual subscription (to 31 August 2021) (£49.22) and Business Services at CAS Ltd for annual insurance (to 29 September 2021) (£234.08). These payments were approved by Members.

7. Governance

- (a) Following discussion, Members approved the total cost of £5,245 for the planning application and ecological and arboreal reports in connection with Newsteads Land. There was no update on the situation with the transfer of the planning pre-application into the Council's name.
- (b) Following discussion, Members offered their appreciation to Cllr Paterson's offer to undertake remedial work to the village sign's brickwork at no cost to the Council.
- (c) Members noted that it would not be possible to consider the pub as a potential future meeting venue.
- (d) Members agreed to discuss the consideration of the Council's future division of the Parish Clerk/RFO roles under Item 12.
- (e) Members noted that the co-option of councillors could be considered once confirmation had been received from MSDC that an election had not been requested.
- (f) Members agreed that the situation of litter reported in the Memorial Hall car park had improved and that further action was not required.

8. Highways

- (a) Members noted that the police had recently visited Yaxley in the early mornings to monitor the speed of motorists.
- (b) Members discussed the parking of vehicles near the railway line and accepted that there were no restrictions and was therefore not against the highway code.

9. Consultations

- (a) Following discussion, Members agreed not to submit a response to the MSDC Housing Land Supply Statement consultation by the due date of 14 September 2020.

- (b) Following discussion, Members agreed not to submit a response to the MSDC Statement of Licensing Policy consultation by the due date of 16 September 2020.
- (c) Following discussion, Members agreed not to submit a response to the NALC Changes to the Current Planning System consultation by the due date of 17 September 2020.
- (d) Following discussion, Members agreed not to submit a response to the NALC Planning for the Future consultation by the due date of 15 October 2020.
- (e) Following discussion, Members agreed not to submit a response to the NALC Transparency and Competition consultation by the due date of 16 October 2020.

10. Contributions by Members of the Public

There were no issues raised by members of the public.

11. Matters for Future Consideration

There were no matters raised for future consideration.

12. Public Bodies (Admissions to Meetings) Act 1960

- (a) Members considered confidential employment matters which excluded the press and the public.

13. Dates of the Next Meetings

- (a) 10 November 2020 (Urgent Agenda Items & Documents Received by 2 November 2020)
- (b) 12 January 2021
- (c) 9 March 2021
- (d) The meeting finished at 9.10pm.

Simon Ashton, Parish Clerk
mellisparishcouncil@gmail.com
25 September 2020

District Councillor Report: Gislingham Ward August 2020

Mellis, Gislingham, Wickham Skeith, Thornham Magna, Thornham Parva, Wortham and Burgate

Covid-19	Staff are continuing to work from home, making use of Microsoft Teams to hold virtual meetings with colleagues, councillors and residents. Non-urgent site inspections are not taking place. Some officers are beginning to return to their normal jobs having been seconded to different duties arising from the pandemic. Online meetings are planned up to February 2021
Meetings	All District Council and Committee meetings are now being held as virtual meetings using the Microsoft Teams platform. They can be viewed on YouTube. The full Council meeting on 23 July will be the Annual Council Meeting where the Chair of the Council will be elected for the year and appointments to committees and outside bodies will be confirmed.
Joint Local Plan	The Joint Local Plan is promised for October 2020 when it will be available and ready to be considered at a meeting of the full Council. The next version of the Plan, when we see it, may well be very different from the consultation draft of July 2019. If, and when, Council approves the Plan, it will be subject to further consultation and an Inspector's Examination before it can be formally adopted as planning policy. However, there are two Government Papers out for consultation that may have to be taken into account.
<p><i>Changes to the Current Planning System</i></p> <p><i>Ends 1st Oct 2020</i></p>	<p><i>This consultation sets out proposals for measures to improve the effectiveness of the current planning system. The 4 main proposals are:</i></p> <ul style="list-style-type: none"> • <i>changes to the standard method for assessing local housing need</i> • <i>securing of First Homes through developer contributions in the short term until the transition to a new system</i> • <i>supporting small and medium-sized builders by temporarily lifting the small sites threshold below which developers do not need to contribute to affordable housing</i> • <i>extending the current Permission in Principle to major development</i> <p><i>The full document may be found here: https://www.gov.uk/government/consultations/changes-to-the-current-planning-system</i></p> <p><i>Changes to the method for assessing house needs will put further pressure on MS&BDC to bring forward sites for development.</i></p> <p>Presently the baseline for Babergh is 342.5 homes. Applying the proposed factor results in $342.5 \times 2.304375 = 789$ homes.</p> <p>Presently baseline for Mid Suffolk is 456.2 homes. Applying the proposed adjustment factor results in $456.2 \times 1.651875 = 754$ homes</p>

<p>Response to Govt. White Paper Planning Reforms</p> <p>Ends 29th Oct 2020</p>	<p>This is out to consultation, significantly it is proposed to simplify the role of local plans by focusing on identifying land under three categories– Growth areas suitable for substantial development, and where outline approval for development would be automatically secured for forms and types of development specified in the Plan; Renewal areas suitable for some development, such as gentle densification; and Protected areas where – as the name suggests – development is restricted.”</p> <p>The full document can be found here: https://www.gov.uk/government/consultations/planning-for-the-future/planning-for-the-future</p> <p>In the forward, the Prime Minister promises a new planning system: “That gives you a greater say over what gets built in your community.”</p>
<p>Chris Dowsing</p> <p>Waste Management Officer</p>	<p>We’re giving away 480 bags of free compost:</p> <p>12 September, 9am-12pm, Needham Lake</p> <ul style="list-style-type: none"> Attendees will be allowed up to two bags of compost per car - once it’s gone, it’s gone A one way traffic system will be in place with staff on hand to guide attendees through Attendees are asked not to get out of their car, if possible, to help our staff maintain social distancing All the compost has been supplied by Suffolk’s Material Change facilities using recycled garden waste - find out more about the facilities on the Suffolk Recycling website <p>You can find more information on our website which includes links to the Facebook events which you’re welcome to share with local residents, community groups and gardening clubs.</p>
<p>Gateway 14</p>	<p>Gateway 14, the commercial development site bought by MSDC in 2018. - a consultation on is due to launch next week. The web address is G14yoursay.co.uk and you can register for updates. There has been a reasonable amount of interest in the site from a variety of types of businesses.</p>
<p>Impact of COVID-19</p>	<p>Since March 2020</p> <ul style="list-style-type: none"> residents relying on benefits have increased by 93% and 97% in Babergh and Mid Suffolk respectively (compared to 75% locally + 84% nationally) those classified as ‘unemployed’ by DWP have increased across Babergh by 140% and Mid Suffolk by 142% (compared to 108% locally and nationally) in-work UC claimants have increased by 92% (BDC) and 95% (MSDC) (compared to 78% locally + 87% nationally) <p>In Mid Suffolk all responding businesses that were not required to close are still trading at the end of July. While 42% of those that were required to close have since reopened, and the remaining 58% are getting ready to reopen as soon as possible.</p> <p>78% of businesses currently trading say their revenues have decreased by on average 61% compared to pre-COVID.</p>

Recovery Action Planning	<p>Current support to businesses through grants.</p> <p>Developing Business Support</p> <ul style="list-style-type: none"> • Areas of new flexible workspace and virtual business support • New Workspace pilots • Digital infrastructure rollout with partners and promotion of local fibre voucher scheme • Promotion of key clusters for innovation, sector specialism and enterprise • Skills mapping – Centre of excellence targeting transferable and specialist skills development • Support for growth of initiatives such as Innovation Labs • New business support programmes • Develop sector resilience plans which reflect emerging growth sectors but support core/traditional sectors • New business grants launched in Autumn
Wellbeing Concerns across Suffolk	Report to follow.
Locality Awards	A reminder that Locality Awards have been launched for 2020/21. If you know of a community group in need of some funding, please put them in touch with me.
Disabled Facilities Grant	<p>In the recent Performance Reporting we raised concerns, again, that the grant available is not being spent. If you know anyone who needs any kind of adaptation to their home, from a handrail to a wet room, please ask them to get in touch. The application process is very straightforward. Please use the following link:</p> <p>https://www.babergh.gov.uk/housing/private-sector-housing-grants/disabled-facilities-grant/</p>
Home but not Alone	<i>This service is gradually being phased out, only 2 or 3 phone calls are now being received, the nature of the calls means that it is best responded to by the individual service providers themselves. The number will still be monitored but staff have now returned to their normal roles. The structure is being “mothballed” and would be revived if there is a future need. It is recognised that there was a terrific response by local community groups and organisations to ensure that individual needs were met during the current emeNHSrgency.</i>
Wellbeing NHS	https://www.wellbeingnands.co.uk/suffolk/ Suffolk NHS has a new Wellbeing Community Advisor, Nikki Betts, who is keen to make contact with groups and individuals who are interested in or have concerns about Mental Health, Wellbeing and Emotional Support. The link is to the new NHS site where families, young people, and professionals may access make a referral or get advice about wellbeing and mental health services or you can get in contact on 0345 600 2090 . To contact Nikki: Nicola.betts@nsft.nhs.uk .

Councillor: Rowland Warboys
rowland.warboys@midsuffolk.gov.uk
01379 783412

County Councillor Report



September 2020
Mellis Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk
Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 Twitter: @jesstfleming

School Transport - The Passenger Transport team has put plans in place to ensure that all children eligible for transport can get to school. Guidance on school travel and health can be found at <https://www.suffolkonboard.com/schooltravel> and www.suffolkonboard.com/covidguide. Unfortunately spare seats cannot be committed at this time, but this position will be reviewed in October once numbers are better known. If under exceptional circumstances a parent has **no means whatsoever** of getting their child to school, please contact transport.review@suffolk.gov.uk to seek immediate assistance.

Schools – To date schools have had a successful start to the term with very high attendance levels across Suffolk. This is a direct result of the high level of planning and preparation that each school, teachers and support staff have put in over the summer.

A140 Roundabouts – The roundabouts are progressing, a separate newsletter is available with current information and contacts. Both are anticipated to be complete by the end of February 2021.

Remembering VJ Day, 75 years ago - Saturday 15 August was the 75th anniversary of VJ Day in the UK, marking Victory in Japan at the end of the Second World War. The team at Suffolk Archives have put together a [special online exhibition marking VJ Day](#), exploring the stories of two Suffolk men who were taken prisoner in the Far East, Able Seaman Harold Lock and Private Raymond Suttle, from the 4th Battalion of the Suffolk Regiment, as well as looking at the way our county marked the end of the Second World War.

Planning and Gov White Paper – the changes proposed to various aspects of the planning system are substantial and have wide implications across all authorities. The consultation closes on 29th October. <https://www.gov.uk/government/consultations/planning-for-the-future> Changes to local planning and district housing delivery are also currently proposed.

County Council and Suffolk Corona Watch – Suffolk Public Health has set up its own web site available on www.healthysuffolk.org.uk/jsna/coronawatch. This holds national and local data, including confirmed cases of coronavirus (COVID-19), deaths from coronavirus, care home outbreaks, and Google social mobility data.