

Minutes of the meeting of Wilby Parish Council held at 7-00pm on Wednesday 4th November 2020 via zoom.

All items requiring signature will be completed as soon as possible following this meeting.

Attendees: Cllr Ian Williamson (Chair), Cllr Karen Collins, Cllr Robin Cross, Cllr Rebecca Regis, Clerk Julie Collett, District Councillor Julie Flatman & County Councillor Guy McGregor. No members of the public.

84.20 Apologies and approval of absences. Apologies received and approved from Cllr Steve Lee.

85.20 To receive Declarations of interest. None

86.20 To consider requests for Dispensations. None

87.20 To resolve that the minutes of the meeting of the council held on 2nd September 2020 are a true and correct record. It was resolved the minutes were accurate and signed as correct.

88.20 To receive Progress Reports for information.

- a. Suffolk County Council Capital Fund. The clerk has submitted an expression of interest for the Plug in Suffolk project. The panel has agreed that the installation is suitable for further consideration. The next stage is a survey of the potential location by EO Charging, which will provide an exact price. The village hall have expressed concern that this could add to their expenses. This will all be looked into before any go ahead is given.

89.20 Public participation session(15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports.

District Councillors Report. The full report can be viewed on the Wilby website wilby.suffolk.cloud . The District Council is part of the Suffolk Resilience Forum working with others during Covid-19. Confirmation that the "Home, but Not Alone" phonenumber has gone live again freephone 08008766926. Self-isolation grants are now available for low earners.

County Councillor's Report. The County Council are now looking at next year's budget in depth due to additional spending during Covid-19. The government will look at increasing the Council Tax by 2% for the Adult Social Care budget. The council could look at careful use of reserves to minimise the burden on Suffolk Council Tax payers. The impact on increasing HGV traffic remains a concern. The government has recently suggested a take over of the Coroners Offices, which have always been the responsibility of the County Councils.

Footpath Report: Apologies from Alison who was unable to attend. No particular issues with footpaths at the moment. The fingerposts at footpath 5 & 18 will be repaired at the next round of maintenance. Footpaths no 9 and 11 are due to be reinstated, but pointless while the fields are so wet. Alison is due to be moving in the very near future but will remain as footpath warden until such time. The council would like to express its thanks for the various repairs and bridges installed since Alison took over this role.

Tree Warden: Apologies from Julian who was unable to attend. Another medieval field boundary has been destroyed to the south of London City Road. Two oak trees remain but concern for their vulnerability and possible root damage during ploughing. Julian has secured a further 40 trees for planting this winter and would welcome suggestions for planting locations, ideally where permission has already been secured.

90.20 To consider planning applications.

- a. Planning Application DC/20/03538 Church Farm Barn, Church Road, Wilby. Conversion of store to lobby. Reorder kitchen and bedroom and provision of boundary wall. Parish Council responded with a standard reply.
- b. Planning Application DC/20/04497 Newtons Farm, Stradbroke Road, Brundish. Erection of 3 single storey dwellings, garages, parking turning and landscaping. This property falls within the boundary of Brundish parish, however the adjoining field is within Wilby boundary. The council unanimously

approved this application and believe this 3 property development is more in keeping with the area.

- c. Listed Building consent granted. DC/20/03557 Church Farm Barn, Church Road, Wilby Noted.

91.20 Progress report on the Neighbourhood Plan: The examiners comments and recommendations have been received and we have until November 12th to respond to errors only. Once this stage is passed and subject to the Examiners recommendation the plan would move forward to referendum in May 2021.

92.20 Finance

- d. To receive Finance report.

- i. Bank Reconciliation Agreed and noted working balance of £14,923.29
- ii. Budget to Actual Noted
- iii. Receipts since last meeting

1. MSDC	Precept	£2884.50	Noted
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- e. To authorise payments as listed below:

- i. J Collett Salary £538.56
- ii. Bus Serv at CAS Insurance £186.74
- iii. SALC Payroll service £22.80
- iv. J Collett Expenses £32.00

Council unanimously agreed all payments.

- f. To consider the cost of printer ink. Clerk advised that one printer was being used for four Parish Councils which will reduce the cost of printer ink for all parishes, as it is on a prepaid plan allowing 500 pages to print a month. Annual cost would be approximately £25. Council agreed.

93.20 To consider the first draft of budget 2021-2022. First draft was noted. A separate meeting to discuss in further detail will take place in the next few weeks.

94.20 To consider requesting Suffolk Cloud to carry out a website accessibility check for the cost of £70. The Clerk has been working on the various parts of the website, but due to the amount of content advised that a website check arranged by Suffolk Cloud would be beneficial. Once this is complete we can use the website accessibility statement supplied by SALC. Council agreed and clerk will arrange.

95.20 To review the Standing Orders and amend as required. Council agreed to the amendments as advised by SALC and agree to adopt this policy.

96.20 To review the Financial Regulations and amend as required. Council agreed to the amendments as advised by SALC and agree to adopt this policy.

97.20 To review the insurance and ensure adequate for Council's requirements. Council agreed the insurance was still adequate for requirements.

98.20 To consider project ideas and applying for the Locality Fund. No suggestions as yet, closing date is 31st December 2020.

99.20 To look at the rules for spending funds received from Community Infrastructure Levy (CIL). This is a 32 page document available on Mid Suffolk District Council. Councillors will refer to the website.

100.20 Items for consideration for inclusion on the next agenda.

- Approval of Budget
- Agreement of Precept
- Review Internal Control

- **Appoint Internal Auditor**

101.20 Correspondence for Information

The items listed below will be available for inspection at the meeting.

- (i) Clerks and Councils Direct
 - (ii) Planning for the Future White Paper
- Correspondence Noted.

102.20 Date of next meeting and dates for 2021.

To confirm the date of the next meeting, scheduled for 6th January 2021 and further meetings in 2021 namely:

- 3rd March 2021
- 5th May 2021
- 19th May 2021 Annual Parish Meeting
- 7th July 2021
- 1st September 2021
- 3rd November 2021

103.20 To consider excluding the public and press.

To consider excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act] 1960). Not required as no public or press in attendance.

104.20 To review the clerks performance and salary. The council were unanimous with their decision to increase the clerk's salary to SCP 13 backdated to 1st October. The council expressed their thanks to the Clerk.

105.20 Meeting closed 8.45pm.

Julie Collett
Clerk to Wilby Parish Council
Bridge Cottage, Huntingfield, Halesworth, IP19 0PX
01986 899719

Minutes agreed as correct.

Signed _____ Date _____

