

MONK SOHAM PARISH COUNCIL

(Draft) Minutes of a “Virtual” Meeting held on Tuesday 8th September 2020 via Zoom

The meeting commenced at 1900

09/20 – 01 Introduction

DE welcomed everyone and he thanked CJB for making the arrangements

09/20 - 02 Present

- David Entwisle (DE - Chairman), Graham Wigley (GW – Vice Chairman), Julian Sayer (JS), Charles Bagnall (CRB), Cliff Arndt-Snelling (CAS), Julie Giles (JG) and Caroline Berkley (CJB).
- Geoff Robinson (GR), as Parish Clerk.

09/20 – 03 Apologies for Absence

- None required.

09/20 - 04 Declaration of Members Interests.

- Councillors were reminded of the need to notify any changes to their circumstances which may affect their Declaration of Members Interests. GR had updated those for JS and CRB.

09/20 - 05 Public Open Session

- There were no members of the public present.

09/20 - 06 Minutes of the Last Meeting (12th May 2020)

- These were agreed and will be signed by DE as an accurate record.

09/20 - 07 Action Points from the Minutes

- JS stated that providing a seat on the land next to the village sign at The Green was on hold until early 2021. Some materials had been sourced.
- GR said that he had thanked “Syd” for his excellent work on the area near the notice board on The Green. All agreed that it looked good and JS will also pass on our thanks.
- GR had responded to a complaint from a villager regarding the lack of PC opposition to three planning applications. He had produced a comprehensive summary which had been accepted by the villager, who had also expressed his thanks for the response.

09/20 - 08 Police Report

- GR stated that the Suffolk Police crime website for the period April to June 2020 showed one “Other Crime” in Low Road. No further details were now available on the website, which greatly limits its usefulness.

09/20 - 09 Privacy Policy

- GR explained that the COVID-19 Emergency Group, although continuing to help with a few villagers, had decided to “mothball” their database so that it could be reactivated quickly if the need occurred. He stated that this was allowable under current GDPR rules but he was of the opinion that each individual needed to be notified. GR to arrange with NH and MH. All councillors expressed their great thanks for the excellent work that Natalie and Mark had done – GR to send a letter of thanks on behalf of the PC
- GR also explained that his research with the Information Commissioners Office (ICO) revealed that the PC needed to have a Privacy Policy to cover the use of any data that they held and used. This included email addresses. GR had produced a draft policy document which had been circulated and was therefore adopted. He explained that because of the very small amount

of personal information held, the PC was exempt from having to appoint a Data Protection Officer (DPO). The adopted policy included the activities of the COVID-19 Emergency Group' separate policy document.

09/20 - 10 Report of District & County Councillor

Councillor Hicks did not attend but his latest and annual report had been circulated.

09/20 - 11 Financial Update

- The 2019/20 accounts had been submitted to the national auditors and acknowledgement was awaited.
- Payments since the last meeting have been £40.00 to Don Hughes as local auditor.
- There has been no income since the last meeting.
- Approval for payment of the clerk's first half year salary & PAYE (£621.70 & £143.00 respectively), plus his expenses for the same period of £66.11 was given.
- Approval for the payment of the recently approved SALC Clark's 2020/21 national salary rates was approved, amounting to £40.13 and will be claimed in arrears at the end of the financial year.
- Likely outstanding payments of the rest of 2020/21 include the clerk's second half year salary, PAYE and expenses (circa £621.70 & £80.00) and to Robert Girling for Hungers Green work (circa £120.00). This will leave an anticipated carry forward figure at 31st March 2021 of £1210.76).
- The insurance premium of £154.58 was also due. GR explained that it was difficult to obtain alternative quotes due to the small premium. He also expressed concern that an amendment appeared to exclude all COVID-19 related claims and that he was concerned as to how this applied to the village Emergency Group. GR to contact our brokers CAS for clarification.
- An amount of £600.00 had been ringfenced for the seat next to The Green notice board.
- GR had now been able to apply for telephone and internet banking and the outcome from HSBC was awaited.

09/20 - 12 Planning Applications

- DC/18/05088 (The Long House – Garage Conversion to House) – Ongoing regarding compliance with MSDC instructions regarding a fence and potential access. GR had written to the enforcement officer pointing out that it looks from the estate agent's page that the idea of selling the garage separately has been dropped.
- DC/20/02087 (Woodcroft Hall – Listed Building Alterations) – granted by MSDC.

09/20 - 13 Countryside Group

JG had circulated a written report, the salient points of which were:

- GR had emailed the farmer, believed to be Mr Steward, via Clarke & Simpson regarding spraying weed killer in the ditches near the church, but had received no response.
- SWT had visited Hungers Green in June and advised that our current policy for the creeping thistle was good and was extremely complimentary about the way the Green was being looked after. She also made several useful suggestions and didn't seem concerned about the amount of caterpillar damage to the oak tress
- The RNR had been visited by Holly Emmens. The Sulphur Clover was in poor condition this year due to the dry weather and rabbits, but should fully recover. New signs are awaited which will be placed slightly wider apart.
- Robert Nesling had cut and raked the Green, leaving the knapweed to flower. He will complete the cut later this month.

GR had circulated correspondence regarding the liability of the PC for the safety of trees on Hungers Green. This included a quote for a professional examination of the trees. JG raised issues such as who should pay for this as the PC is not the landowner and only manages Hungers Green, as the lowest tier of government. The subject of taking ownership under adverse possession had been raised some time ago but not pursued because of potential liability for accidents to users. JG suggested the possibility of disclaimer notices which could include the trees. GR to research the subject further with our insurers,

SCC Highways and MSDC.

09/20 - 14 Other Correspondence and Any Other Business

- GR explained the correspondence received regarding “Quiet Lanes” was a repeat of the same idea that had been introduced some years ago, largely in Suffolk Coastal District. He further explained that the PC would be expected to pay for the signage. After a brief debate it was decided not to pursue the idea.
- GR had raised a complaint from a village farmer about overgrown hedges and trees on School Road and the potential difficulty in moving his combined harvester. As well as suggesting that the two farmers involved should speak to each other about it, he had raised the issue with SCC Highways, who had ruled that the situation was not serious enough to warrant any further action at this stage. JS to advise the farmer accordingly.
- GR advised that Fred Clayson had the requirements of the Digital Disability Regulations in hand for the website.
- An email had been received from a villager reminding the PC that Monk Soham Green was far more extensive than just the small area around the village sign. GR had responded by acknowledging that but use the expression “The Green” when referring to the latter for convenience and the fact it was its postcode.
- CAS advised that Gerry Garwood had resigned as Chairman of the High Suffolk Community Bus and that from the 1st October 2020, it would be Alan Nette-Thomas. Drivers, a vice-president and a minute taker were still required. It was hoped to run the bus again from December and it will conform to all COVID-19 regulations and requirements.

09/20 - 15 Date of Next Meeting

- The date of the next meeting was fixed for 1900 Tuesday 24th November 2020, the date to be agreed nearer the time and dependent on the COVID – 19 requirements. GR stated that SALC was still recommending against face to face meetings.

The meeting closed at 1945.

Signed.....