

WATTISFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
VIRTUAL MEETING USING ZOOM PLATFORM
MONDAY 18 MAY 2020
10.00 AM

PRESENT:

Councillor Geoff Wade (Chairman) (GW)
Councillor Ian Dobson (ID)
Councillor Sarah Goodchild (SG)
Councillor Michael Elflain (ME)
Councillor Naomi Ambrose (NA)
Councillor Rick Meyer (RM)

IN ATTENDANCE:

Christopher Garman (Parish Clerk) (CG)
County Councillor Jessica Fleming (JF)

No members of public present.

GW welcomed all to the meeting.

20/040 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

a) GW was nominated as chairman.

It was resolved that Geoff Wade would be chairman.

b) ME was nominated as vice chairman.

It was resolved that Mick Elflain would be vice chairman

20/041 PUBLIC FORUM

No public present.

20/042 REPORT FROM DISTRICT AND COUNTY COUNCILLOR

a) JF's monthly report would follow. JF spoke about various matters – COVID-19 testing, structure for council meetings, recycling centres, works on the A14 and the traveller's site on the A143 near to Rickingham. JF was asked for guidance about getting the speed limit reduced to 30 mph along Honeypot Lane. JF suggested evidence was needed such a log of incidents and number of vehicles and their speeds. It was suggested to ask SCC to install data monitoring equipment.

b) RM's report had been previously circulated. RM added that Home Alone cards should have been distributed around the village by MSDC in case anyone needing help had been missed.

20/043 APOLOGIES

None.

20/044 DECLARATIONS OF INTEREST

None.

20/045 REQUESTS FOR DISPENSATIONS

None.

20/046 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 16 March 2020 had been previously circulated.

It was resolved that these were an accurate record of the meeting.

20/047 MATTERS ARISING FROM THE MINUTES

None.

20/048 COVID-19

It was reported that RM had authorised a grant from the MSDC locality budget of £250 to cover any costs associated with the pandemic. It was recognised that many were helping neighbours with shopping etc and these people should be recognised. CG was asked to work with GW in thanking these people and offering them reasonable out of pocket expenses using the grant funds. It was also agreed that these funds could be used for the extra meeting costs such as the Zoom subscription and in the spirit of goodwill to continue to pay the village hall room hire fee for cancelled meetings.

20/049 HIGHWAYS, TREES AND CHURCHYARD

- a) It was reported that there had been no developments with the installation of the posts for the SID.
- b) It was reported that a specialist had been identified to report on the church clock and he will do so when lockdown rules are relaxed.
- c) There was a discussion on the current situation with overgrowing hedges, the various hot spots and the actions that had been taken or were needed.
- d) The suggestion of having the speed limit in Honeypot Lane reduced was discussed earlier. SCC will be asked to collect data and residents will be asked to keep a log of incidents.

20/050 POLICIES AND PROCEDURES

The following policies and procedures had been previously circulated and were reviewed:

Standing Orders

Complaints Procedures

Disciplinary Procedures

Financial Regulations

Grievance Policy

Health and Safety Policy

Protocol for Reporting at Public Meetings

Health and Safety Policy

Grant Awarding Policy

Code of Conduct.

It was resolved to adopt these policies and procedures.

20/051 RISK ASSESSMENTS

- a) The following risk assessments had been previously circulated and were reviewed:

Financial Risk Assessment

Asset Risk Assessment.

It was resolved to adopt these risk assessments.

- b) It was suggested that there needs to be a risk assessment in respect of volunteers working at the cemetery. CG will arrange for this to be completed.

20/052 FINANCE AND ADMINISTRATION

- a) The unaudited Annual Statement of Accounts for 2019/2020 which had been previously circulated were reviewed and noted. It was suggested that a CIL strategy needs considering in view of expected funds over the next few years.

- b) There was a report on the revised arrangements for the audit process.

- c) The following items were considered for payment:

£339.30 to MSDC – waste bin emptying

£258.99 to SALC – annual membership subscription
£21.60 to SALC – payroll services
£35.00 to Information Commissioners Office – annual fee by direct debit
£192.00 to WCC&RG – room hire
£24.00 to SALC – training
£148.26 to C Garman – expenses 1 Jan – 31 Mar 20.

It was resolved to issue cheques and a direct debit for these payments.

d) In view of the environment created by the COVID-19 restrictions, the possibility of a monthly newsletter was still work in progress.

20/053 PLANNING MATTERS

- a) The situation with pending and decided applications were noted.
- b) Planning application number DC/20/01556 relating to Dogwood, The Street, Wattisfield, Diss Suffolk IP22 1NS was considered.

It was resolved to advise MSDC that the Parish Council has no objection to the proposed tree works.

20/054 CORRESPONDENCE

- a) It was reported that there are two current applications for cemetery plots.
- b) Other correspondence had been previously circulated and was noted.

20/055 QUESTIONS TO THE CHAIRMAN

There was discussion about the postponement of the Annual Parish Meeting and whether this should be held virtually or delayed until lockdown restrictions allowed. For the time being it was agreed that a face to face meeting was probably best and so the Annual Parish Meeting will be deferred as allowed by recent COVID-19 legislation.

20/056 DATE OF NEXT MEETING

The next Parish Council meeting is on Monday 15 June 2020 at 10.00 am.

The meeting closed at 11.05 am.

Christopher Garman
Parish Clerk
20 May 2020