



ASHFIELD-CUM-THORPE PARISH COUNCIL

All Councillors are reminded of their obligations under the Code of Conduct Regulations.

Minutes of the Meeting held on Wednesday 5th May 2021 remotely via Zoom.

Attendance Robert Grimsey (Chair) (RG) Paul Whayman (PW) Ruth Hart (RH)
Myles Hansen (Vice-Chair) (MHa) Simon Garrett (SG) Sarah Clare (Clerk)

Public present at the meeting: 1

ACTPC-21-03-01

The Clerk asked for nominations for the office of Chair.

RG was nominated as Chair by SG, RH seconded, all voted in favour and **IT WAS SO RESOLVED**

MHa was nominated as Vice-Chair by SG, PW seconded, all voted in favour and **IT WAS SO RESOLVED**

The acceptance of office forms were signed.

ACTPC 21-03-02 Apologies for Absence

Apologies had been received from District Councillor Kathie Guthrie and County Councillor Matthew Hicks.

ACTPC 21-03-03 Declaration of Interests

RG declared interest in ACTPC 21-0-08 a) i) being a near neighbour to the property concerned.

RH declared interest in ACTPC 21-03-08 a) ii) being a near neighbour the property concerned.

ACTPC 21-03-04 Public Forum

None

ACTPC 21-03-05 Update from County Councillor

The County Councillor's Report had previously been circulated to the Council and has also been posted on the village website www.ashfield.onesuffolk.net.

ACTPC 21-03-06 Update from District Councillor


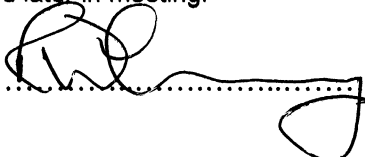
The District Councillor's Report had previously been circulated to the Council and has also been posted on the village website www.ashfield.onesuffolk.net.

ACTPC 21-03-07 Minutes of previous meetings (and matters arising)

The Minutes of the meeting held on Wednesday 10th March 2021 as a true and accurate record, were proposed by PW, seconded by SG all voted in favour and **IT WAS SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

Matters Arising and Action Points from Previous Minutes

1. Publicise the availability of locality budget monies via the village email system. DISCHARGED
2. Report overgrown hedges causing concern on the A1120 on the Suffolk Highways Online Reporting Tool. To be discussed later in meeting.
3. Conduct audit of website accessibility. To be discussed later in meeting.

Signed  (Clerk) Signed  (Chair) 1

4. Renew Parish Council insurance with Community Action Suffolk. DISCHARGED
5. Write thank you letter on behalf of Parish Council to volunteers who have helped a lot during lockdown. DISCHARGED
6. Arrange a bouquet of flowers to be delivered to former Councillor who has left the village. DISCHARGED
7. Monitor potholes in village and report via Online Reporting Tool if they deteriorate to a state which would warrant repair. Advise parishioner who reported the issue of the Parish Council's course of action. To be discussed later in the meeting.
8. Respond to District Council Tree & Hedgerow Planting scheme. DISCHARGED
9. Publish budget, as approved at the meeting, on the village website. DISCHARGED
10. Submit precept request for 2021-2022. DISCHARGED
11. Purchase new laptop for Parish Council work and submit receipts for reimbursement. ONGOING
12. To distribute payments as approved at the December meeting. DISCHARGED

ACTPC 21-03-08 Planning

a) To consider planning applications that had been submitted since the last meeting:

- i) DC/21/01791 & 01792 – Householder Planning application & associated Listed Building Consent – conversion of outbuilding to ancillary accommodation. Ashfield Lodge, The Street, IP14 6ND.

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **SUPPORT** the application, based on the following points:

- There are no material considerations, such as overlooking other properties, the proposal will have no impact on traffic, parking or flooding concerns. The work will preserve the structure's use for the longer term.

RH proposed, MHa seconded, 2 voted in favour, 1 abstained due to declaration of interest and **IT WAS SO RESOLVED.**

- ii) DC/21/02026 – Application for Listed Building Consent – Repair sole plant and replacement of doors and windows, as per schedule of works. Merryvale House, The Street, IP14 6LX

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **SUPPORT** the application, based on the following points:

- This is essential work and will have no impacts on surrounding properties.

RG proposed, PW seconded, 2 voted in favour, 1 abstained due to declaration of interest and **IT WAS SO RESOLVED.**


b) To consider any planning applications that have been submitted since agenda was published: None

c) Updates and outcomes on previous planning applications:

- i) DC/21/01175 – Householder Application – Erection of two storey gable-end extension (following removal of existing garage), insertion of additional rear windows; erection of single storey rear extensions. Duck Foot Cottage, The Street, IP14 6LX – Granted.

- d) Display of planning notices – RG advised the Parish Council that he had enquired about the location of planning notices for some recent applications, as he had been concerned that the notices were not in the best location with relation to the property concerned. Although historically the notice had to be on the site to which they related, new regulations permit notices to be placed at the nearest suitable location "near" the property – most usually a telegraph pole in the vicinity. This is something that the Parish Council should be aware of to ensure that the public are properly engaged in the planning process.

Signed  (Clerk)

Signed  (Chair)

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ACTPC 21-03-09 Parish Council Activities


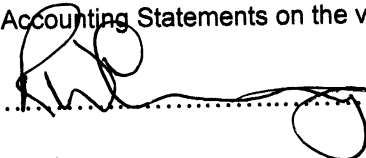
- a) To consider co-option to fill vacancies on Council – MHa asked whether anyone present wished to be considered for co-option to the Council. Nobody came forward. The Clerk confirmed that the vacancy is published on the village website. All Councillors were urged to think about how to encourage people to come forward. MHa agreed to come up with some words of encouragement to be circulated on the village email.
- b) Report on Website Accessibility Audit – SG reported that after reviewing the website he has put it through a couple of different website checkers and is confident that the website is now pretty much compliant, although he still needs to produce an accessibility statement. All the required features are in place, a couple of warnings came up, but these were advisory only. It will be important going forward to ensure that any new material uploaded to the website is compliant with the regulations.
- c) Highways Report – recent activities – RG has reported some recent concerns to County Councillor Matthew Hicks, but due to the current election restrictions he is awaiting answers. The main issue is in relation to the potholes in The Street. After two visits to mark up the potholes that needed work and two further visits to effect repairs, there are still potholes causing problems. RG expressed hope that once the election period is over this matter can be addressed further.
- d) Consideration of whether to apply for ANPR monitoring – After discussion it was agreed not to pursue this further.
- e) Update on Speed Restriction Extension – PW reported that unfortunately, despite having sent the map to Suffolk Highways, marked up as requested, to arrange a speed survey, it appears that Suffolk Highways are still looking at the wrong piece of road. PW will send the information again.
- f) Consultation Response regarding Local Authority Remote Meetings: call for evidence – After discussion it was felt that in Ashfield-cum-Thorpe the use of remote meeting technology had not made much difference to the engagement of the public with parish council business. MHa expressed hope that with the refurbishment of the Community Hall, attending a meeting in person would be a more welcoming experience.

RG proposed that no formal response is required from the Parish Council, RH seconded, all voted in favour and **IT WAS SO RESOLVED**.

ACTPC 21-03-10 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for May. There were no queries. RH proposed acceptance, RG seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To approve CIL Statement for period 2020-2021 for submission – Clerical error on agenda – no CIL report is required for Ashfield-cum-Thorpe.
- c) To confirm Exemption from External Audit for Accounting Period 2020-2021 – Following circulation and consideration, SG proposed the submission, RH seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and Clerk signed the forms on behalf of the Council, the Clerk will submit the Exemption Certificate.
- d) To approve Annual Governance Statement for Accounting Period 2020-2021 – Following circulation and consideration of the Governance Statement, PW proposed approval, RG seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council and the Clerk will publish the AGAR on the village website.
- e) To approve the Accounting Statements for 2020-2021 following Internal Audit – The Clerk explained that the Internal Audit has not been finalised, but that the auditor had advised that the Council could accept the Accounting Statements prior if required to meet the necessary dates. The Internal Audit can be accepted at a future meeting, with any recommendations subsequently acted upon.

Following consideration of the Accounting Statements as provided by the Clerk, PW proposed approval, RG seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council, the Clerk will publish the Accounting Statements on the village website.

Signed  (Clerk) Signed  (Chair)

- f) To agree payments as detailed on the Payment Schedule
RH proposed authorisation, SG seconded and **IT WAS SO RESOLVED**. The Clerk will issue cheques accordingly.

ACTPC – 21-03-11 Urgent Matters to be brought to the attention of the Council

- a) RH proposed a vote of thanks to MHa for being Chair in recent years – all voted in favour.
- b) SG reported that at present it is hoped to re-open the Community Hall at the beginning of July, when it is hoped that all COVID restrictions will have been lifted, but this is also dependent upon completion of the flooring work.
- c) Items for next agenda
- Highways Report
 - Update on Speed Restriction Extension

Items for the September Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 30th August 2021 at the latest, with any accompanying paperwork ready to be circulated with the agenda upon publication.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.25pm. The next meeting is set for **Wednesday 8th September 2021** at 7.30 pm in the Community Hall.

Sarah Clare
Parish Clerk

Robert Grimsey
Chair

Signed  (Clerk)

Signed  (Chair)