

Stoke Ash & Thwaite Parish Council
Minutes of the virtual meeting held Thursday 16 July 2020 at 7.30pm

Present: Cllr P Morris (Chairman), M Fleming, R Kember, Mrs V Lane, G Leggett, Mrs C Maisey, D Maisey, T Pulham, G Tancred and County Cllr A Stringer

1. **Apologies for absence** – Cllr Stringer would be joining the meeting later due to another commitment. The Chairman thanked Councillors for attending the meeting.
2. **Declarations of interest relating to items on the agenda**
Item 6(2) – Cllr T Pulham.
3. **PUBLIC FORUM - to receive the following reports:**
Police – report available online.
County Council – Cllr Stringer’s written had been circulated prior to the meeting (copy attached to the Minutes). No comments were raised.
District Council – Cllr Burn hoped to join the meeting.
Parishioners – none.
4. **To consider for approval Minutes of the meeting held 18 June 2020**
Cllr Pulham proposed acceptance of the Minutes, seconded Cllr Leggett and agreed.

5. Matters arising from the Minutes for report

May 2019	PC vacancy	Continue to include in parish magazine. LC
17.5.18	Damaged road signs	Stoke Ash list prepared – MF. Thwaite – none A140 – 3 identified - TP MF&TP to provide list to LC to report via Suffolk CC report tool
23.11.17	Red telephone kiosk – maintenance Defibrillator	Investigate moving to VH Green – District Cllr confirmed Planning Permission not required. Move deferred pending lifting lockdown. MF to provide comparisons – Community Heartbeat Trust and/or London Heart
17.5.18	Storage of PC documents at Ipswich Record Office	Deferred pending record office move
18.1.18	Wash Lane maintenance: Bridge Remove tree stumps Maintenance during growing season Tractor wheel	Include on next agenda Monitor Path to be cut wider, 1 metre plus Triangular metal base for wheel plus Wash Lane name. PM to provide costing and make metal base.
17.5.18	Thwaite Comm Projects St George’s Hall St George’s Bring &Buy Sale To consider sale of allotment land A future joint Community Hall	Parishioners’ questionnaire on future of Hall – TP/GL deferred pending lockdown lifting. Collection of items for a Bring & Buy sale after lockdown. RK Include on next agenda Obtain Stoke Ash VH committee view - MF
17.5.18	Speeding – The Street – high viz 30mph vests	AS to deliver to Post Office. Vests available for both villages.
20.9.18	Grit Bin funding application Fill new bins Plus existing Order 4 new larger bins	Application to County Cllr Locality Budge - LC LC LC Complete and delivered.
May 2018	Bus Stop A140 opposite Walnut Tree PH – Install seat	Notice Board for timetable – TP to obtain and install up to cost of £100 Complete
15/11/18	PIIP’s – identify items of community expenditure via Cil	Village Sign – GT /TP progressing Consider other items on Wish List including

	Parishioners views on joint village hall or retain separate halls	additional play equipment – MF to provide costings Deferred pending lifting lockdown
30.5.19	Monitor road edge – The Street, SA	All councillors
18.7.19	Play equipment/play surface grant funding Refurbish existing Tyre and additional tyres Bark chippings ROSPA inspection	Pursue grant funding with MSDC – Finance Group PM MF Obtain date of last inspection - LC
18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith, Suffolk CC to progress– TP, GT, PM, DM, CM GL. Deferred pending lockdown lifting
21.11.19	Neighbourhood Watch – awaiting confirmation of application from SNW Dedicated signs – awaiting confirmation of application from MSDC Provide window stickers and publicity in both villages	VL Neighbourhood Watch – awaiting confirmation of application VL VL/RK
16.1.20	The Orchard Planning Appeal	Substitute Planning Inspector at site meeting – await District Cllr report
16.1.20	Lunch Club Funding	Possible funding from MSDC – District Cllr Burn - GL
19.3.20	Monthly parish council meetings	Complete
21.5.20	Covid 19 community funding	Complete
18.6.20	Local Government Transparency Code – ensure PC compliant	LC
18.6.20	Flooding between A140 and Church and culvert opposite Church	PCC progress with County Highways
18.6.20	VJ Day Celebration 15 August 2020	Parishioners to progress – include on next agenda
18.6.20	Boundary next VH Green next Brookside Development, SA – suggested hedge.	PC agreed boundary remained open as at present. Inform adjoining owner - GL
18.6.20	Review Emergency Plan	MF, GL, TP & RK

May 2019 – PC vacancy Stoke Ash – notice of the vacancy included in the parish magazine.

17.5.18 – Damaged road signs – awaiting list from MF and TP.

23.11.17 – Red telephone kiosk – move to Village Hall Green – deferred due to lockdown.

23.11.17 – To consider installation of defibrillator in kiosk – agenda item.

17.5.18 – Storage of PC documents – deferred pending Record Office move.

18.1.18 – Wash Lane – agenda item

17.5.18 – Thwaite Comm Projects

St George’s Hall – parishioners survey on future of the hall – deferred due to lockdown

St George’s Bring and Buy sale – some items had been collected from parishioners and would be stored in the Hall until the sale.

To consider sale of allotment land and joint community Hall – agenda item.

17.5.18 – Speeding – The Street, Stoke Ash – awaiting delivery of high viz vests from Cllr Stringer.

20.9.18 – Grit Bins - 4 larger bins had been ordered and delivered to Cllr Pulham. Cllrs Leggett and Pulham would put out, re-locate the smaller four and inform clerk of four additional locations.

Application had been made for grant funding for the bins from the County Highway fund and was being processed

May 2019 – Bus Stop A140 opposite Walnut Tree PH – Cllr Pulham progressing notice board up to cost of £100.
15.11.18 – PIIIP's - agenda item.

30.5.19 – Monitor road edge – The Street. No changes.

18.7.19 – Play Equipment – agenda item.

21.11.19 – Neighbourhood Watch – agenda item

18.6.20 – Boundary next village green – complete

18.6.20 – Review Emergency Plan – deferred

6. **To consider planning applications for recommendation to MSDC**

1. DC/20/02191: Coppins Cottage, Clay Lane, Stoke Ash – creation of annexe from barn following demolition of existing chicken shed, erection of cart lodge, new boundary fence and gate Cllr Pulham proposed a recommendation of support, seconded Cllr Leggett and agreed.
2. AP/20/00042: Appeal against refusal of outline planning permission by MSDC – Land north of Willow Hall, Norwich Road, Thwaite – outline planning application for erection of one detached dwelling
Members reconsidered the application. It was believed there had been changes since the last application in that a farm shop entrance had been created opposite the proposed site for a new dwelling. Cllr Leggett proposed objection to the application on the following highway safety grounds:
The proposed access was directly on to the A140 outside the 30mph limit – this was a busy and dangerous section of the A140, the direct route between Ipswich and Norwich used by regular HGV's.
The proposed access was opposite the access to a Farm Shop. Vehicles accessing the farm shop from the north would need to wait in the middle of the A140 to turn right into the shop entrance – this would create visibility issues for vehicles accessing the proposed dwelling.
Due to the accident history of that stretch of the A140 the Planning Inspector was asked to give due consideration to the concerns raised.

7. **Planning Decisions received from MSDC** – none.

8. **Planning Correspondence**

Thorndon Neighbourhood Development Plan – consultation under Regulation 16 of Neighbourhood Planning (General) Regulations 2012 (as amended) – comments to MSDC by Friday 14 August 2020
The Chairman proposed Councillors submitted their individual comments via the MSDC link by the deadline date.

9. **Proposed Affordable Housing Scheme** – no report.

10. **Neighbourhood Watch Scheme report**

Cllr Mrs Lane reported five signs had been approved for Stoke Ash at the following locations:
Approaching Chapel Lane, Stoke Ash sign at Mill Lane, Deadman's Lane, The Street - village hall green playground sign and the playground sign approaching from Roman Way.

Two signs were proposed in Thwaite, one at each end of Wickham Road.

The next stage would involve distributing window stickers to residents taking part in the scheme.

Cllr D Maisey suggested displaying stickers on the parish notice boards, at the Old School Room and SA Village Hall. Cllr Mrs Lane would provide a progress report for the Parish Magazine.

11. **MSDC Cil Award report:**

1. Stoke Ash Village Sign – Cllr Tancred reported the sign was progressing but would not ready for installation for another two months.
2. Additional Play Equipment – Stoke Ash VH green
Cllr Fleming stated the Village Hall Committee had been unable to meet to discuss additional equipment due to the lockdown. It was agreed any decision regarding the type of equipment and funding available would need to be deferred until the Village Hall Committee had been able to meet to discuss the project.
3. Items for consideration from the Community Wish List – deferred to next meeting. Members to view Wish List.

8.26pm – County Cllr Stringer joined the meeting. The Chairman opened the meeting to Cllr Stringer.

County Council - Cllr Stringer highlighted items from his written report in particular debates concerning Sizewell C which had changed from a marine build to a road build and could involve up to 800 lorry movements per day; there would no longer be spare seats available on school transport due to social

distancing rules; there was no news regarding the Eye Re-cycling Centre as yet, this was a private company so not subject to local council re-opening rules; the high-viz vests for pedestrians had been ordered. The Chairman thanked Cllr Stringer for joining the meeting and for his report.

12. Thwaite Community Projects Group report

1. To consider the sale of allotment land

Cllr Pulham reported he had received an enquiry from Thwaite residents regarding the sale of the allotment they currently held at the rear of their property. The residents would be prepared to sign a covenant that the land would only be used as garden land.

The Chairman stated allotment land was protected and there were restrictions on any sale of such land.

Details of any such restrictions would need to be considered by the parish council before any decision could be made.

2. General report – Cllr Pulham stated there was nothing further to report.

13. Lunch Club – lunches cancelled pending further Government guidance.

14. Stoke Ash Play and Exercise Equipment report

1. ROSPA inspection – it was understood this would take place during August or September.

2. Tyre maintenance – Cllr Morris reported the existing tyre had been cleaned and power washed.

It would be preferable for any additional tyres to be sited away from the tree and overhanging branches. Cllrs Pulham and Fleming would progress the additional tyres. Cllr Pulham to claim any expenses for hire equipment and installation.

3. Additional Play Equipment with contribution from the PC – item deferred until Village Hall Committee was able to meet to discuss.

15. Wash Lane

1. Tractor Wheel sign – Cllr Morris reported the sign was progressing.

2. To consider access bridge, design and costings and/or alternatives

Cllr Fleming had received a quote of £1,000 for the bridge, this would be built by Suffolk CC Footpaths dept. Some discussion took place as to whether there was a need for a bridge. The current arrangement was serviceable but accessibility for wheelchairs and the elderly could be more challenging. The lane was in the centre of the village, access for all parishioners would be ideal. Cllr Pulham offered to look at the costings and would report at the next meeting.

3. Maintenance report

It was suggested the path needed to be wider. Cllr Fleming would ask the contractor to strim a wider path.

16. Former telephone kiosk, The Street, Stoke Ash

1. Refurbishment and move to VH green – deferred due to lockdown.

2. To consider installation of defibrillator

Cllr Fleming had looked further into costings for a defibrillator. Community Heartbeat Trust no longer provided funding. They had referred to other funders but grants were not currently available and Local Government grants were only available for schools and hospitals. If funding could be obtained for the equipment there would be an ongoing annual maintenance fee payable by the parish council. As an alternative it was suggested encouraging a number of parishioners to train in CPR, this would be just as effective. It was agreed not to pursue a defibrillator further at this stage but to encourage CPR training.

17. To consider Parish Council support for a VJ Day village celebration

Cllr Fleming reported the Village Hall green could be used for an event but parishioners would need to be responsible for themselves, they would need to social distance and facilities in the Hall, ie kitchen and wc's would not be available. The Parish Council supported the Village Hall view.

18. Finance

1. To consider s.137 donation requests – none received

2. Accounts for payment

Date	Payee	Purchase/Service	Amount	Vat	Total	Agreed/Decld	Ch no.
16.7.20	Clerk	Sal-expen May-July (not incl June mtg)	£388.92	-	£388.92	Agreed	100466

Cllr Pulham proposed payment of the above account, seconded Cllr Mrs Maisey and agreed.

3. Finance Working Group report

It was reported the parish council laptop, printer/copier and scanner were no longer being used by Cllr Tancred for management of the website. It was suggested the parish council may want to

consider selling or re-cycling the equipment. The Finance Group would look into the options and report at the next meeting.

The Internal Audit Report for year ending 31.3.20 had been received and circulated to members.

Include on the next agenda for consideration of any items raised.

19. **Model Member Code of Conduct consultation** – to consider response by 17 August 2020
The Chairman suggested comments, if any, on the document be returned to the clerk by the deadline date.
20. **Clerk’s report/correspondence**
Asset Register – an updated version to include the recent purchase of the grit bins had been circulated for adoption at the next meeting.
Website Accessibility – NALC had issued a publication on website accessibility requirements providing practical steps for parish councils to follow to understand the new regulations effective 23 September 2020. This would involve an accessibility statement with plans to ensure access to the website was available to all including people with various disabilities. The information had been circulated and Cllr Tancred would look into the requirements for consideration at the next meeting.
SALC AGM 30 July 2020 at 7pm via Zoom – details circulated.
21. **Chairman’s Urgent Business** – none.
22. **Any other business for information exchange/agenda requests**
Church Lane, Thwaite – Cllr Kember reported a resident had requested a mirror on the blind bend to help with access to and from his property. It was reported the resident would need to provide their own mirror which would need to be placed on the opposite side of the road. Cllr Stringer stated County Highways would not agree to a mirror being sited on County Council verges. Cllr Kember would inform the resident.
Grain Store, Wickham Road, Thwaite – Cllr Kember reported on concerns raised by residents with regard to the heavy traffic this would generate in Wickham Road and possible erosion of green verges. It was stressed it was important that parishioners with any concerns established the width of the road so that any damage to the verges could be monitored and managed.

Meeting closed 9.23pm

Signed:

Chairman

Date:

Summary of Action Points

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17.5.18	Damaged road signs	Stoke Ash list prepared – MF. Thwaite – none A140 – 3 identified - TP MF&TP to provide list to LC to report via Suffolk CC report tool
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18.1.18	Wash Lane maintenance: Bridge Remove tree stumps Maintenance during growing season Tractor wheel sign	TP to provide costings Monitor Path to be cut wider, 1 metre plus. MF to inform contractor PM progressing.
17.5.18	Thwaite Comm Projects St George’s Hall St George’s Bring &Buy Sale	Parishioners’ questionnaire on future of Hall – TP/GL deferred due to lockdown. Collection of items for a Bring & Buy sale after

	To consider sale of allotment land A future joint Community Hall	lockdown. RK Include on next agenda Obtain Stoke Ash VH committee view - MF
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May 2018	Bus Stop A140 opposite Walnut Tree PH –	Notice Board for timetable – TP to obtain and install up to cost of £100
15/11/18	PIIP's – identify items of community expenditure from Cil Parishioners views on joint village hall or retain separate halls	Village Sign – GT /TP progressing Consider other items on Wish List including additional play equipment (additional play equipment deferred due to lockdown) Deferred until survey
30.5.19	Monitor road edge – The Street, SA	All councillors
18.7.19	Play equipment/play surface grant funding Additional tyres Bark chippings ROSPA inspection	Pursue grant funding with MSDC – Finance Group TP/MF MF Due August/Sept 2020
18.7.19	Suffolk CC Our Water Project	Working Group to meet Mr Locksmith, Suffolk CC to progress– TP, GT, PM, DM, CM GL. Deferred due to lockdown.
21.11.19	Neighbourhood Watch – SA signs agreed. Awaiting confirmation for Thwaite. Provide window stickers and publicity in both villages Parish Mag report	VL/RK VL VL
16.1.20	The Orchard Planning Appeal	Substitute Planning Inspector at site meeting – await District Cllr report
16.1.20	Lunch Club Funding	Possible funding from MSDC – District Cllr Burn - GL
18.6.20	Local Government Transparency Code – ensure PC compliant	LC
18.6.20	VJ Day Celebration 15 August 2020	Parishioners to progress
18.6.20	Review Emergency Plan	MF, GL, TP & RK – deferred due to covid
16.7.20	Thorndon Neighbourhood Plan	Members to submit comments direct to MSDC
16.7.20	Members Code of Conduct consultation	Members to submit comments to clerk
16.7.20	CPR training	Volunteer parishioners/councillors
16.7.20	Website: Accessibility Statement Disposal of PC website equipment	GT Finance Group to report
16.7.20	Church Lane, Thwaite – roadside mirror	RK to inform resident

COVID-19 Update

Latest Government advice is available here: www.gov.uk/coronavirus

Latest SCC information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

Suffolk Local Outbreak Control Plan published

Suffolk County Council has published a Local Outbreak Control Plan which sets out how Suffolk would prevent and respond to a localised outbreak of COVID-19. A copy of the full plan and an executive summary can be viewed here: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolks-response/>
<https://www.suffolk.gov.uk/coronavirus-covid-19/suffolks-response/>

Suffolk has received £2.79m from the Government to support the delivery of the plan. The plan focuses on:

- Preventing and managing outbreaks in ‘complex settings and groups’ e.g. care homes, schools, health settings, workplaces, public spaces, BAME communities and those that are shielded;
- Strategic and coordinated approach to COVID-19 testing in Suffolk, with a focus on care home testing, hospital testing, lab capacity and workforce for swabbing;
- Suffolk COVID-19 Data Centre, which will continue to monitor the local situation;
- Providing clear guidance on NHS Test and Trace and what to do in the event of a local outbreak.

Concessionary travel rules reintroduced on public transport

Suffolk County Council has announced that concessionary travel rules, which had been relaxed during lockdown, will be reintroduced from July 6.

This means that from Monday 6 July, concessionary bus passes in Suffolk will only be valid Monday to Fridays from 9:30am to 9pm, and all day on Saturdays, Sundays and Bank Holidays. The council has stated this is necessary to support social distancing on peak bus services, as more people return to work and school.

All passengers are now required to wear a face covering on public transport.

Planning Inspectorate accepts plans for Sizewell C and begins examination process

On 24 June, the Planning Inspectorate agreed that EDF Energy’s DCO application for Sizewell C could proceed to the examination stage.

The formal pre-examination stage of the process (Section 56 Notification Stage) will begin on 8 July and run to 30 September. Anyone who wishes to be involved in the examination process will need to register on the Planning Inspectorate website to become an ‘Interested Party’ and provide a written summary of their views on the DCO application.

All registered Interested Parties will be kept informed of progress and about opportunities to participate in the next examination stage.

More information about the application and how to register as an Interested Party is available here:

<https://infrastructure.planninginspectorate.gov.uk/projects/eastern/the-sizewell-c-project/?ipcsection=overview>

Both Suffolk County Council and East Suffolk Council have raised concerns about the adequacy of EDF's consultations so far, particularly with regards to the level and quality of information that has been made available throughout the consultation exercises.

On 9 July, my group proposed a motion to Suffolk County Council asking the Council to oppose the development of Sizewell C. at the virtual debate a majority did not support the motion.

Cabinet approves 5-year cycling plan for Suffolk

On 16 June the Cabinet approved a 5-year cycling plan for Suffolk, which identified 148 potential routes to be prioritised. This is as a result of a motion proposed by my group in July 2018, which called on the council to produce a strategic costed 5-year cycling plan.

Funding has not yet been secured for these routes, but the cycling plan will provide a strong basis to bid for funding as and when it becomes available.

The 148 routes identified by the plan are intended to be starting point, rather than a fixed programme of works. The Cabinet's approval of the plan means that discussions can begin with district and borough councils on developing the five-year-plan further. If the parish council has known routes in the area it would like to see improved or created, please let me know and I can feed this into the process.

Road closures to support cycling and walking

As part of the Covid-19 recovery and to support social distancing, the Department for Transport has told local authorities that they are expected to make significant changes to road layouts to support cycling and walking, with all measures implemented within the coming weeks. The Government has also asked that evaluation is included in the emergency interventions put in place so that authorities can make temporary measures permanent where possible, enabling a long-term shift to active travel.

Suffolk County Council plans include closing off sections of roads to motorised vehicles, widening existing footpaths and cycle lanes, providing temporary footpaths and cycle lanes and changing traffic signal timings to reduce waiting times at puffin and toucan crossings. The Council has been allocated £337k from the Department of Transport, with the potential for further funding if the measures they put in place are successful.

Details about the various schemes are available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/active-travel-improvements-for-cycling-and-walking/>

No spare seats will be offered on Home to School Transport buses

Suffolk County Council normally allows families who are ineligible for free school transport to purchase a spare seat on the council's school buses. However, due to social distancing requirements, school buses will only be able to transport a smaller group of children. The council have therefore stated that they are not in a position to be able to offer spare seats for September.

All affected families will be emailed directly to inform them of this change. If changes are made to social distancing rules, the council will review the guidance to see if they can safely offer spare seats.

Individual family circumstances will be considered under the usual review and appeal procedures, and the council will use its discretionary power to offer transport arrangements where it is clear that this is absolutely essential to enable a non-eligible child to attend school. The usual cost of a spare seat will apply where a discretionary seat can be provided exceptionally.

Any parents who are concerned by this change can call 0345 606 6173, and information will also be available on www.suffolkonboard.com.