

MARKET WESTON PARISH COUNCIL

Minutes of Market Weston Parish Council meeting held on Thursday 19TH March 2020 7:30pm in Market Weston Village Hall.

Due to the current situation with Covid-19, the meeting was kept brief, dealing with only the urgent business being discussed. All other business was reported upon with written reports that are included in the minutes.

Present: Cllrs: D Fulcher, M Martin, A Hall & J French

1. Co-option of new Parish Councillor.
2. Apologies for absence Cllr S Allen, J Loden, W.S Cllr Bull & C. Cllr J Spicer
3. Members Declarations of Interest and Dispensations:
 - 3.1 To receive declarations of interest from councillors on items on the agenda None
 - 3.2 To receive written requests for dispensations for disclosable pecuniary interests. None
 - 3.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None
4. Minutes - Minutes of Thursday 16th January 2020 meeting agreed and signed as a correct record
5. Meeting open to the public
None present.

6. Report from County Councillor:

Due to self-isolating Cllr Spicer was unable to attend the meeting but sent the following: She had hoped to talk to us about trees as SCC were planning announcements at full council meeting tomorrow - but as that is cancelled she expects to get official information very soon which she will share. She hopes they can support something great for Market Weston. Cllr Spicer asked how the resurfacing was. She hopes we are pleased and that the closures caused no problems. The Councillors asked that our gratitude be expressed regarding the recent road repairs.

Action Clerk

7. Report from West Suffolk Councillor: C Bull

Due to self-isolating Cllr Bull was unable to attend the meeting, she sent the following report: Liberty House.

Adam Ford, West Suffolk Planning, told Cllr Bull that a number of conditions relating to the planning approval change of use have not been met and the matter has been passed to enforcement. Enforcement has confirmed they are with them and they will be in touch with the owner. However bearing in mind that the approval expires in August 2020 the expediency of pursuing it is in question and may depend on the owners response TPOs. Cllr Bull sent map detailing TPOs in Market Weston.

8. Chairman's Report

No report

9. Clerks Report

9.1 Coronavirus, Covid-19, to discuss Parish Councils position and community arrangements. Advice from Market Weston Parish Council. The current situation involves advice to self-isolate from this weekend for those over 70 or with certain health problems. In addition, people have been asked to self-isolate if they become unwell. There is lots of advice available on the internet we would recommend <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> or <https://www.nhs.uk/conditions/coronavirus-covid-19/> Within our community there are some elderly residents who may live on their own and perhaps do not have access to the internet. With help from the Church Cllr Martin and Richard Chatham have undertaken considerable work, driving around the village and identifying those at risk during this difficult time. All the Councillors present volunteered their services. The Clerk will make sure that information and contact details are available on the website. The Parish Council are very grateful to Cllr Martina and Richard Chatham for what they have done already. In situations like these, it is essential that no one be left abandoned. Please take the trouble to make sure that your neighbours, friends and family have someone to phone in case they need any help either for contacts for medical advice or, in the event of their self-isolation, to collect prescriptions or essential foodstuffs.

- If you are self-isolating and might need help or shopping please let us know.
- If you are worried about someone who may need help please let us know.
- If you may be able to help with shopping for those that are self-isolating, please let us know.
- Using any of the numbers below.

Mandy Martin 01359 221463

Richard Chatham 01359 221280

Darryl Fulcher 01359 221858

Jane French 01359 221 942

Andy Hall 01359 221758

It was noted that there is a limited amount of funds available to help people from the Market Weston's Charities.

9.1.1 Administrative **Arrangements during Covid-19:**

The Clerk anticipates that there will be some disruption for the Parish Council going forward if they are unable to meet. To mitigate any impact it was **resolved to agree the following:**

To agree temporary arrangements to conduct council business within the restrictions, recommendations and guidance from Government resulting from the pandemic of Covid-19.

The arrangements aim to minimise the risk to health of the Clerk, Councillors and their families, while performing the statutory duties of the Council as closely as possible. The most significant restriction that we are proposing is the reduction of meetings for the avoidance of unnecessary social contact. The arrangements will be kept under review as government guidance changes in response to the development of the pandemic. The Council will therefore consider the following actions:

- To cancel all meetings of the Parish Council, including the Annual Parish Meeting and any other planned gatherings.
- To delegate power to the Clerk, in email consultation with all Parish Council members, to respond to planning matters;
- To delegate power to the Clerk, in email consultation with all Parish Council members, to respond to any urgent correspondence that requires the input of the full Council;

- To delegate power to the Clerk (RFO), in email consultation with all Parish Council members, to make any urgent payments not authorised below, by cheque or online banking if necessary (the latter with online oversight from the Chairman);

These actions to remain in place until the normal meeting schedule resumes in line with government guidance.

9.2 Training update data protection and Finance.

The Clerk attended some training on both Finance and the GDPR. She is reassured that she has been operating in the correct manner in both these areas.

9.3 New Police Community Engagement Officer, Andre de Jongh, update on current situation.

Andre De Jongh has stepped down from this role and moved into the rural crime unit. They are looking at recruiting someone else but they want to take the time to ensure that the person appointed will be the right fit.

9.4 Highways, update on carriageway patching.

Cllr Allen made the following observations about the recent works in the village.

Church Road has never been as clear of potholes since he arrived here in 2002. They did many large rectangular patches throughout. He has heard some complaints of the wavy road in places holding pools of water when it rains, which makes it difficult for walkers and that they will only be fixed if they do a total resurface.

Hepworth Road - They also made a good job in this road, with many repairs completed, especially some edge holes, which were always previously left untouched.

Ponds End Road remains untouched, but on a separate occasion, some potholes in the Street were repaired.

9.5 Potential flooding B1111.

This matter is ongoing.

Action Clerk

10. Finance.

10.1 To consider payments. To include:

10.1.1 Admin expenses.

10.1.2 SALC, training.

10.1.3 Community workshop, Defibrillator awareness training printing.

10.2 Bank reconciliation and budget report.

The Clerk provided the Councillors with a bank reconciliation, income and expenditure account details and a budget report.

10.3 Resolution to adopt internet payments.

Since the removal in 2014 of section 150(5) from the Local Government Act 1972, local councils have been able to make use of modern methods of making payments, such as internet banking.

The Clerk has discovered that we are able to make electronic payments using 'faster payments' within our Community Account. In order to do this we must legally resolve to adopt this means of payment. The Clerk will need to become a signatory, in order to set up the payments and then one of two other signatories will need to sign it off. The Council needs to appoint two Councillors (who are not signatories) to verify the schedule of payments made from the internet banking account against sample invoices selected at random on a regular basis.

The Council must advise its insurers and introduce further safeguards, such as increased fidelity insurance, if required. Hard copies of the bank statements need to be seen by the Chairman monthly and made available for inspection at the Parish Council meeting. It was **Resolved** to adopt electronic payments. The Clerk will become a signatory. The Chairman and Cllr Martin will become counter signatories. Two members at every meeting will be appointed to check the

schedule of payments made from the internet banking account against sample invoices selected at random, if electronic payments are made All in agreement

10.4 Confirmation of internal auditor and Councillor to carry out an internal audit review. It was agreed that we would employ Trevor Brown to carry out our internal audit this year. He comes highly recommended and is experienced with local council accounts. **Action Clerk**

Cllr Martin will carry out the internal audit review. **Action Cllr Martin/Clerk**

10.5 To consider closing old Lloyds bank account
Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

10.6 The Pension Regulator, confirmation of re-enrolment and re-declaration. The Clerk has made the necessary declaration on line and has received confirmation of this.

11. Planning Matters

11.1 Conservation area.

The Clerk is trying to organise a site visit with an officer from West Suffolk to discuss the logistics of Market Weston designating a Conservation area.

11.2 TPO's in Market Weston.

Cllr Bull provided a copy of a map showing all the Tree Preservations Orders (TPO's) in Market Weston for reference

12. Play area report

12.1 Play area report.

Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

12.2 Play area Rota.

The Clerk circulated a rota, to be completed by the Councillors.

12.3 The Green, ongoing upkeep.

Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

13. Village Hall report

Update on Rural Coffee Caravan.

Due to the Covid-19 virus, any non-urgent business, such as above, was postponed until a later date.

14. Defibrillator

14.1 Update on Voluntary Emergency Telephone system (VETs) training

An application for funding is being made by the Clerk.

Action Clerk

15. Councillors reports and items for future agenda

None made.

16. Correspondence for

16.1 Community Action Suffolk Membership renewal. Actioned.

16.2 SALC Ebullition. Circulated.

17. Date of next meeting: Thursday 21st May Annual Parish Meeting 7pm to be followed by Annual Parish Council meeting at 7.30pm 2020.