

# **Sibton Parish Council**

**A Meeting of the Parish Council was held virtually via Zoom on Monday, May 18th 2020 at 7pm.**

## **Present:**

Cllr. A. Dale (Chair); Cllr. A. Candler (Vice-Chair); Cllr. A. Cable; Cllr. S. Lear; Cllr. R. Levett-Scrivener; Cllr. C. Nicholson and Cllr. D. Sims:

Cllr. A. Dale and Cllr. S. Lear attended by telephone for audio.

## **Also Present:**

Paul Widdowson (Clerk) and County and District Cllr. S. Burroughes:

It was agreed not to hold an Annual Meeting of the Parish Council under the new rules regarding coronavirus

### **1) Apologies:**

There were no apologies.

### **2) To receive Declarations of Interest and confirm all Members have reviewed their Declaration of Interest Forms: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting:**

Cllr. R. Levett-Scrivener declared an interest in the planning appeals in Item 13.

### **3) Requests for dispensations: Consideration of any requests for dispensation.**

There were no requests for dispensations.

### **4) To receive a report from the County and District Councillor:**

County and District Cllr. S. Burroughes reported that the County and District Councils were preoccupied with the current coronavirus crisis. He said that what can be done is being done remotely, staff such as those at the Leisure Centre were being furloughed and roads were being patched up whilst traffic levels were low.

County and District Cllr. S. Burroughes said that the technology had stood up very well with the bandwidth being doubled to help with the extra numbers of users.

Finally he said that the Green Bin Collections will begin again on June 25<sup>th</sup> 2020 and that with a million people not speaking to another person in a month, East Suffolk Council are looking to provide a laptop for those in their area to help break their isolation.

Cllr. A. Dale asked County and District Cllr. S. Burroughes about planning. He replied that the first Virtual Meeting of the planning committee was happening the next day. Cllr. A. Dale asked about the Church Lands Trust to which County and District Cllr. S. Burroughes said that he thought that this planning application had been decided upon three or four weeks ago. Cllr. R. Levett-Scrivener said that Peasenhall Parish Council was about to put in a submission as flooding and sewage were issues.

**5) Public Session: Members of the public have fifteen minutes to ask questions on topics on the agenda.**

There were no members of the public at the meeting.

**6) To confirm the Minutes of the Parish Council Meeting held on January 27th 2020.**

The Minutes were approved of the Parish Council Meeting held on January 27th 2020:

Proposer: Cllr. A. Cable:                      Second: Cllr. S. Lear:

**7) Highways and Speeding:**

Cllr. A. Cable said that Westcotec offered a Sign Indicator Device (SID) for £2625 plus VAT. He said that two additional brackets were needed at £100 plus VAT which brought the total to £2725 plus VAT. County and District Cllr. S. Burroughes said that he could contribute £2000 towards the cost from his Suffolk County Council Locality Budget.

It was asked if a Data Collection Unit should also be bought so that the SID results could be recorded which would be useful if the Council wanted evidence for any future campaign. It was decided that this was not needed.

It was agreed by a majority that the Parish Council bought the Sign Indicator Device and two additional brackets.

Proposer: Cllr. A. Cable:                      Second: Cllr. R. Levett-Scrivener

**8) Village Sign:**

Cllr. S. Lear reported that she had made little progress but would refurbish the sign once the lockdown had ended.

**9) Sibton Future:**

It was agreed to defer the discussion of this item to the next Parish Council Meeting.

**10) Defibrillator:**

It was agreed to defer the discussion of this item to the next Parish Council Meeting.

**11) Section 106 Money:**

It was agreed to defer the discussion of this item to the next Parish Council Meeting.

**12) Projector:**

The Clerk said that Spexhall Parish Council had purchased a projector and may allow Sibton Parish Council to use it.

It was agreed to ask Spexhall Parish Council if Sibton Parish Council could have permission to use it for their meetings, pay half of the cost for joint ownership or if this was not feasible – for Sibton Parish Council to buy the same projector.

Proposer: Cllr. C. Nicholson:                      Seconder: Cllr. R. Levett-Scrivener:

**13) Planning Matters:**

*Proposal: Erection of 4m x 7m single storey extension to rear of property. With 6m bi-folding doors to garden. Large roof light/roof lantern & materials to match existing.  
Address: Primrose Cottage, Yoxford Road, Sibton, Saxmundham, Suffolk. IP17 2RT  
Ref: DC/20/1566/FUL*

The Parish Council did not object to this planning application.

Proposer: Cllr. D. Sims:                      Seconder: Cllr. A. Cable:

The Clerk also brought to the attention of Councillors that he had received the results of two appeals at Laundry Cottage and at 14/15 Pouy Street. He said that both had been dismissed.

**14) Clerk's Report, Correspondence and Donations:**

The Clerk reported that he had received a report that the Rendham Road Verge and ditch needed reflective bollards. It was agreed to report this to Suffolk Highways. The Clerk also said that he had received the East Suffolk Council Authority Monitoring Report.

The Clerk said that the Suffolk Association of Local Councils (SALC) Subscription for 2020-2021 had been received for £140-53. It was agreed to pay the subscription.

Proposer: Cllr. R. Levett-Scrivener:                      Seconder: Cllr. C. Nicholson:

The Clerk said that he had received two requests for donations from the Citizens Advice Bureau and the Disability Advice Service (East Suffolk). It was agreed not to make donations to these charities but to the Earl Haig, Poppies Appeal and the Air Ambulance each for £25.

Proposer: Cllr. R. Levett-Scrivener:                      Seconder: Cllr. A. Cable:

**15) Financial Report:**

a) **Balances at the Bank on May 12th 2020:**

Business Community Account	£8 414-58
Business Money Manager	£6 614-09

b) **Receipts and Cheques for payment:**

**Payments:**

Chq 101375 Clerk's Pay for January - March 2020	£224-54
Chq 101376 Clerk's Tax for January -March 2020	£56-00
Chq 101377 Clerk's Expenses for September 2019 until March 2020	£37-83
Chq 101378 SALC Payroll for September 2019 - March 2020	£21-60
Chq 101379 Hedge Cutting along the Roadside	£120-00
Chq 101380 SALC Subscription 2020-2021	£140-53

**Receipts:**

BACS	VAT Repayment	£31-80
BACS	East Suffolk First Precept Payment	£875-00

Proposer: Cllr. R. Levett-Scrivener:                      Second: Cllr. C. Nicholson:

**16) To buy Fido Bins for Pouy Street:**

It was agreed to defer the discussion of this item to the next Parish Council Meeting.

**17) To agree Council Asset Register:**

The Council Asset Register was reviewed and agreed.

Proposer: Cllr. D. Sims:                                      Second: Cllr. A. Cable:

**18) To agree Internal Control Statement and Reports:**

The Council Internal Control Statement and Reports by Cllr. S. Lear were agreed.

Proposer: Cllr. R. Levett-Scrivener:                      Second: Cllr. D. Sims

**19) Accounts year ending March 31<sup>st</sup> 2020:**

a) **To approve Section 1 of the Annual Return and sign declaration:**

The Council approved and signed Section 1 of the Annual Return.

Proposer: Cllr. D. Sims:                                      Second: Cllr. R. Levett-Scrivener:

**b) To approve Section 2 of the Annual Return and sign declaration:**

The Council approved and signed Section 2 of the Annual Return.

Proposer: Cllr. R. Levett-Scrivener:                      Second: Cllr. A. Candler:

**c) To agree the accounts for the year ending 31<sup>st</sup> March 2020:**

The Council agreed the accounts for the year ending 31<sup>st</sup> March 2019.

Proposer: Cllr. R. Levett-Scrivener:                      Second: Cllr. A. Candler:

**d) Acceptance of financial report and year end accounts:**

The Clerk reported that last year (2018-2019), the Receipts were the Precept Income of £1750-00 which including the carry forward of £15 559-21 from 2017-2018 and other income of £8-78 equalled £1 758-78. With payments of £2 362-53, this left a carry forward of £14 955-56 to next year.

The Clerk reported that this year (2019-2020), the Receipts were the Precept Income of £1650-00 which including the carry forward of £14 955-56 from 2018-2019 and other income of £45-22 equalled £16 650-78. With payments of £2497-11, this left a carry forward of £14 153-67 to next year.

At the end of March 2020 the Community Account held £7999-55 in it and the Savings Account had £6 614-09 totalling £14 613-64. However with five cheques outstanding which total £459-97, the reconciled amount in the Bank Account is £14 153-67. This means that the Parish Council's assets have fallen by £801-89 in the last year. However the Council has some plans to help cut speeding, increase spending on the maintenance of village infrastructure and to replace the Village Sign which would soon reduce Parish Council reserves.

Proposer: Cllr. A. Dale:    Second: Cllr. R. Levett-Scrivener

**e) To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**

It was agreed to complete a 'Certificate of Exemption' Form.

Proposer: Cllr. A. Dale:    Second: Cllr. A. Cable:

**20) To receive information and agenda items for the next Parish Council Meeting on July 27<sup>th</sup> 2020:**

It was agreed to put the Future of Sibton, the Defibrillator, Section 106 Money and Fido Bins on the agenda for the next Parish Council Meeting on July 27<sup>th</sup> 2020.

**The Meeting ended at 8-25pm**