**Councillors present**: Cllr. L. Marchington, Cllr. G. Hicks, Cllr. G. Brown & Cllr. S. Boyce.

**Present:**  Clerk – Vicky Bright. Cllr. D. Dicker – WSC & Cllr. A. Drummond – SCC. Caroline Duncan – Suffolk History Group Local Recorder.

No Members of the Public were in attendance.

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| **22/11/1**  **22/11/2**  **22/11/3** | **Meeting opened at 7:30pm**  **Chair’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):**  The Chair welcomed all to the meeting.  **Apologies:** Cllr. S. Griffiths.  **Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**  Cllr. L. Marchington & Cllr. G. Hicks declared an interest in Item 7 (ii).  **Minutes of the Parish Council Meeting held on 5th September 2022 - LGA 1972, Schedule 12, para 41(2):**  **Resolved 22/11/3.01**  The minutes of the Parish Council meeting held on 5th September 2022 were adopted as a true statement and signed by the Chair (LM). |  |
| **22/11/4**  **22/11/5**  **i)**  **ii)**  **iii)** | **To Receive County, District and Community reports:**  **WSC – Cllr. Dawn Dicker;**   * The Mildenhall HUB was awarded Project of the Year by the Government Property Awards 2022, they received further recognition for bringing services together. * The deadline for submissions for the Sunnica consultation ends 11th November 2022, it will go to cabinet at SCC where it will be objected to. * Warm Homes Suffolk Scheme is now available.   **SCC – Cllr. Andy Drummond;**   * SCC have declared a Climate Emergency and have pledged to be Carbon Neutral by 2030. * Government funding is available for heating homes etc. – Local Welfare Assistance Program.   The Chair, Cllr. Marchington raised the informal proposals for call for sites by Jaynic Properties Ltd, for employment sites by Barton Mills Fiveways, with proposed crossing plans. Cllr. Drummond confirmed that this was not in the public domain and he had no information on the proposals.  **Planning Applications:**  **Update on WSC Local Plan Consultation**  The Clerk confirmed that acknowledgement and receipt of the PC’s submission had been confirmed and that responses had now been published online. No further update on the stage of the process has been received.  **DC/22/1382/LB - Application for listed building consent - rebuild part of the original roof, internal walls, linings, ceilings and floors of the second floor. Location: Manor House, The Manor, Herringswell IP28 6SH**  **Resolved 22/11/5.01**  No objections to application DC/22/1382/LB.  **Formal Resolution of comments submitted 31/10/2022 Re: DC/22/1396/HH - installation of decking area and steps leading up to existing swimming pool. Location: Heathside, Kennett Road, Herringswell IP28 6SS**  **Resolved 22/11/5.02**  Formal Resolution of No Objections submitted on 31st October 2022 for application DC/22/1396/HH. |  |
| **22/11/6**  **i)**  **ii)**  **iii)**  **22/11/7**  **i)**  **ii)**  **iii)**  **iv)**  **v)**  **22/11/8**  **i)**  **22/11/9**  **i)**  **ii)**  **iii)**  **iv)**  **v)** | **Highways/Footpaths & Trees:**  **Updates on Reports to Highways online;**   * *Missing directional sign – Tuddenham Road junction* – The sign has been ordered, but it is low priority to be installed, the Clerk advised that the PC had the option to fund the installation. It was agreed that the PC did not want to fund the installation and would wait for Highways to install. * *Flooding Issues in the Village* - It was agreed to continue monitoring the areas and photos to be sent to the Clerk if flooding occurs again during any heavy rainfall.   **Highways Investment Fund Update – Crossroads/Warren Road**  No update has been received yet, the increased speeding and volume of traffic at the crossroads was raised with Cllr. Drummond. Clerk to follow up with the HIF Team.  **A11 Red Lodge to Fiveways Safety Improvements**  The Clerk confirmed that the PC’s comments had been submitted and acknowledgement of receipt had been received. The team advised the following;  *“This was our first engagement exercise for this project, and we have received a high volume of responses. We have identified useful feedback which has been fed back into the design development process. Due to the level and detail of the comments received, we felt it was important to consider them fully, and this involved some additional investigatory work to be undertaken. We are now in a position to carry out further engagement, and this will begin with Suffolk County Council, as the Local Highway Authority, and emergency services, followed by the Parish Councils and other key stakeholders, as well as the local community. No works associated with these safety improvements are proposed to commence until these exercises have been completed.”*  **Parish Matters:**  **Update on Defibrillator and Community Awareness Session**  The Public Awareness Session has been rescheduled to Saturday 26th November 2022 at 11am, Coffee & Tea and biscuits will be available, and all are welcome. Vicky & Cllr. Boyce are to set up and stay. A leaflet drop and posters will be distributed to publicise the event.  **Update on Village Hall Management and Trusteeship**  Gloria Hicks and Liz Marchington have each signed a letter agreeing to the transfer of the Trusteeship to the PC. The other two trustees are yet to sign their letters; Cllr. Hicks is to follow this up with them. Once the letters are received the Clerk can commence the application with the Charity Commission to transfer the Trusteeship. A Smart Meter is to be installed in December. The Clerk is working on Marketing and Wi-Fi at the hall.  **Resolved 22/11/7.01**  The Clerks hours for the Village Hall Admin were approved at 4.5 hours at £12.95 per hours – Total £58.28 for the period of July-November 2022.  **Rose Trees Replacement**  The Clerk clarified details of the quote from Alan Nunn for replacement of the 4 dead trees and the one that went missing a while ago. She also presented a quote for stakes and posts and compost, to plant 3 older trees donated FOC at the Village Garden.  **Resolved 22/11/7.02**  The quote for £262 to replace the 5 Roses was agreed from Alan Nunn.  **Update on Daffodils planting in the Village**  The Clerk confirmed the quote from Alan Nunn to plant 75kg of Daffodil bulbs in the village; between the Village Sign and the Church gates, and extend the area near the roses at Church Farm and near the roses and village garden seat at the other end of the village and confirmed that. Cllr. Dawn Dicker is to give a Grant from her Locality fund to fund the Daffodil bulbs and planting, thanks were extended to Cllr. Dicker.  **Resolved 22/11/7.02**  The quote to plant the Daffodils in the village was agreed at £188, from Alan Nunn.  **Remembrance Service and Parish Council Wreath**  The Remembrance Service is to be held on 13th November 2022 at 10:30am in the Church.  **Resolved 22/11/7.03**  The cost of the Parish Council wreath was agreed under S.137 at a cost of £20.  **Correspondence:**   * Local Welfare Assistance Scheme (SCC)   The new and improved Local Welfare Assistance Scheme is available to assist towards increased costs such as: food, energy, clothing and other household costs. Members of the public can now apply directly to LWAS via the SCC website on this link: [Apply for Local Welfare Assistance - Suffolk Council](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fresidents.suffolk.gov.uk%2Flwa&data=05%7C01%7Csusannah.howard2%40nhs.net%7Ce6ff846a87684716c21208dabd87467e%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638030685942036362%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8y5RIhol%2FLLS4sNLZbX%2BeS9l7DWpiY9hVry8Sb2DTnI%3D&reserved=0)    Successful applicants will be eligible for financial support via either a BACS transfer to the applicant’s bank account or a Post Office ‘cash out’ voucher sent by email and/or text. For any queries, please contact [localwelfareassistance@suffolk.gov.uk](mailto:localwelfareassistance@suffolk.gov.uk)   * Changes to Local Council Tax Reduction Scheme Consultation – WSC   WSC is currently reviewing its Local Council Tax Reduction Scheme. This online consultation is open until 18 November 2022 and can be found at:  [Proposed changes to Local Council Tax Reduction Scheme 2023-24](2023-24)  [(westsuffolk.gov.uk)](2023-24)  The consultation is being sent to a range of stakeholders, including those who work with people in receipt of Council Tax Support. Feedback from the consultation will be considered by Cabinet on 6 December 2022 making its recommendation to Council on 13 December. If agreed, the changes would come into effect from April next year.   * Warm Homes Suffolk (WSC)   **The scheme aims to improve the energy efficiency of homes that have a low Energy Performance Certificate (EPC)  rating of D to G. Residents can check their EPC rating at**[**www.gov.uk/find-energy-certificate**](http://www.gov.uk/find-energy-certificate)**- the website contains useful information for all households on steps they can take to improve the energy efficiency of their home. I**f their property doesn’t have an EPC, one will be carried out as part of the scheme. Households need to be on an income of £30,000 or less to be eligible for this work. The scheme is open to residents who own their home or are paying a mortgage. Tenants who are in a private rented home can also qualify but their landlord would need to pay for part of the work. Housing association tenants should contact their landlord to see if they qualify for improvements. As well as helping residents stay warm and keep their heating costs as low as can be, the work also reduces carbon emissions and is part of our wider work to improve the environment and tackle climate change.  Residents can register to be considered at [**www.warmhomessuffolk.org**](https://www.warmhomessuffolk.org/)  **Finance & Policies:**  **Parish Council Bank Reconciliation from list of payments/receipts**  The Payments and receipts were scrutinised and approved. The account balance was confirmed as £10,831.99 as of 7th November 2022.  **Resolved 22/11/9.01.**  That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chair of the meeting (LM).  **Payment Schedule for signing and approval for payment of outstanding invoices**  **Resolved 22/11/9.02**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Payee** | **Details** | **Invoice number** | **Payment Option** | **Total** | **Power**  **to pay\*** | | A V NUNN | Daffodils | 052 | BACS | £188 | 5 | | A V NUNN | Roses | 053 | BACS | £175 | 5 | | V Bright | Expenses | - | BACS | £25.07 | 10 & 2 | | V Bright | VH Hours | - | BACS | £58.28 | 4 | |  |  |  | Total | £446.35 |  |   \*Power to pay   |  |  | | --- | --- | | *1.* | *Local Government Act 1972 S.112* | | *2.* | *Local Government Act 1972 s.137* | | *3.* | *Local Government Act 1972 S.111* | | *4.* | *Local Government Act 1972 S.133* | | *5.* | *Small Holdings and Allotments Act 1908 ss.23,25* | | *6.* | *Public Health Act 1875 s.164* | | *7.* | *Public Health Act 1980 ss.43, 50* | | *8.* | *Local Government Act 1972 S.142* | | *9.* | *Litter Act 1983 ss. 5,6* | | *10.* | *Post Office Act 1953, s.51;* |   **Adoption of the Suffolk Code of Conduct**  **Resolved 22/11/9.03**  It was agreed has to adopt the LGA Model Code of Conduct alongside the other principal authorities across the County. The new Suffolk code came into effect in May 2022.  **Discuss and agree Clerks Hours going forward**  **Resolved 22/11/9.04**  It was agreed to increase the Clerks hours to 8 hours per month.  **Resolved 22/11/9.05**  It was agreed to increase the Clerks hourly rate inline with the new NJC pay-scales 2022/23, agreed on 2nd November 2022.  **Approve cost of USB Memory Sticks for PC Electronic Files Back-up**  **Resolved 22/11/9.06**  It was agreed that the Clerk would purchase two USB Memory sticks, to use for the back-up of the PC’s electronic files. |  |
| **22/1/10** | **Councillor’s Reports & Items for next Agenda**   * 2023/24 Budget & Precept to be set at the January Agenda.   **Next Meeting to be held on Monday 23rd January 2023 at 7:30pm in the Davies Memorial Village Hall.**  Meetings thereafter to be held on the 1st Monday every other month at 7:30pm; (March, May, July, September, November)  Meeting closed at 8:25pm  **Signed: Date:**  **Chair, Herringswell PC** |  |
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