

**GREAT CORNARD PARISH COUNCIL**

Minutes of the Meeting of **GREAT CORNARD PARISH COUNCIL**

held at The Stevenson Centre at 7:00pm on Monday 11th September 2023

**PRESENT** Councillors Cllr Tom Keane **Chairperson**

Cllr Marjorie Bark Cllr Tony Bavington Cllr Sharon Bowman Cllr Kevin Graham Cllr Stewart Sheridan Cllr Pamela White

Cllr Judith Wilson Cllr Colin Wright Cllr David Young

District Cllr Ruth Hendry

Council Manager Mrs N Tamlyn

Council Administrator Mrs S Kubat

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Melanie Keane, Jane Brooker, Jane Wakeman and

Tim Hurst.

1. **CHAIRPERSON’S ADDRESS**

Cllr Keane advised Members that Doris Rowland had recently passed away. Mrs Rowland was a founder member of Cornard News and the Great Cornard Community Association and had also worked with the Townland Charity. She was very active in the wider community and will be a great loss to the village.

There have been Travelers on the recreation ground again this year. Although the Police were given CCTV footage showing someone cutting down the bollards with a chainsaw the Police had been unable to act.

The Chair announced that he would be adding an additional item before Item 21 to discuss last week’s Community Warden incident. **AGREED**

1. **To consider Declarations of Interests and Councillor Requests for Dispensations relating to items on the Agenda**

**NONE**

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE**

1. **To confirm the Minutes of the FULL COUNCIL Meeting held on monday 10TH JULY 2023**

**AGREED** that the Minutes of the Full Council meeting held on Monday 10th July 2023 are confirmed and signed as a correct record.

1. **POLICE MATTERS**

The Council Manager advised Members that graffiti has been sprayed on several pieces of street furniture around the village. The Police have been notified and the Community Wardens have removed the paint.

Members **NOTED** that there is the opportunity to attend a meeting in Bury St Edmunds on 21st September, hosted by the Police and Crime Commissioner and the Chief Constable, to discuss the plans for a new policing model with local communities.

The Council Manager reported that the local Police have been able to get the owner of the ambulance, which has been parked on the corner of Stannard Way for some time, to move it away from the corner so that it causes less of a hazard. The Police have been informed that the ambulance will shortly be moved into storage.

**7.** **TO RECEIVE DISTRICT AND COUNTY COUNCILLOR’S REPORTS**

District Councillor Hendry submitted the following report for consideration:

BDC Leader Cllr Busby has been diagnosed with cancer and will require an operation and ongoing treatment. While he is out of action Cllr John Ward will act as leader and Cllr Deborah Saw as deputy.

BMSDC are launching three new grant schemes using the government’s Rural England Prosperity Fund to provide capital grants to small businesses, visitor economy organisations and community groups in the district’s rural areas:

Rural Business Growth Fund

Rural Culture & Creativity Fund

Rural Communities Fund

Grants of between £5,000 - £10,000 are available per application, but businesses must be able to match any funding that they are applying for with their own funds. Payments will be made at the end of the process, so projects need to be fully funded before any reimbursements are made. See the website for eligibility criteria.

BMSDC are working together with MENTA to offer start-up businesses free support and guidance. It’s free to enrol on and includes a range of workshops, 1 to 1 sessions, seminars and more; it will be open until the end of March 2025.

BDC Cabinet met & approved the new toilet block project at Belle Vue park on 5/9/23. The proposal now needs the approval of the Full Council on 19/9/23. Assuming it is given the go-ahead, the next step will be the planning process.

If the Planning Application is approved, work can begin but the schedule will be very tight – the project needs to be moving by March in order to be eligible for the full £45,000 Changing Places grant.

The park may need to be fully or partially closed for safety while the demolition of the old toilet block takes place. The new design is modular so ought to be quick to erect. **NOTED**

1. **TO CONSIDER THE ITEMS BROUGHT FORWARD LIST – FOR NOTING**

The Items Brought Forward list was **NOTED**

1. **CORRESPONDENCE**
2. **District Councillor Ruth Hendry: Ward Walk**

Members reviewed correspondence from District Cllr Hendry regarding the Ward Walk which will take place on Friday 22nd September – between 1.30 and 5, attending The Stevenson Centre in the afternoon for refreshments. District Cllr Hendry has arranged for two members of the BDC leadership team to attend and would like two or three Parish Councillors to attend if possible.

Members discussed which areas they would like the BDC team to see, notably parts of the North Ward including the parking issues around Chelsworth Avenue.

Cllr Sheridan asked about the grass cutting schedule for the village as areas around Queensway are not cut often. District Cllr Hendry explained that BDC have not issued a cutting schedule although she is pushing for one to be issued. Public Realm are currently under pressure and are doing the best they can to keep up with demand.

District Cllr Hendry advised that a member from the Grants team would also be present on the Ward Walk and suggested visiting the Village Hall and any other projects the Parish Council is seeking funding for. Cllr Bavington confirmed that, if the meeting included discussions about funding, he would be able to attend from 2:45pm onwards.

1. **1st Great Cornard Scout Group: Annual Firework Display**

Cllr Sheridan declared a non-pecuniary interest in this item as he is Chairman of 1st Great Cornard Scout Group.

Members reviewed correspondence from the Scouts seeking permission to increase the entrance fee from £2.00 to £3.00 from this year’s display. Unfortunately, the Scouts have not had fundraising opportunities this year due to the closure of St Peters Church so funds for the bonfire party are limited.

Members **AGREED** to put the entrance fee up to £3.00 as this will be the first increase in many years.

1. **Suffolk County Council: Suffolk Climate Change Partnership Networking Days**

Members reviewed and **NOTED** correspondence received from Suffolk Climate Change Partnership regarding the networking day taking place in Bury St Edmunds on Wednesday 8th November 2023. Cllr Bark confirmed she will be attending.

Cllrs Bowman and Wright will speak to the Cornard Environment and Wildlife Group to ascertain whether a representative would like to attend.

1. **The Pageantmaster: Suffolk & D Day 80 – 6th June 2024**

Members **NOTED** the correspondence received from the Pageantmaster regarding the beacon lighting to celebrate the 80th anniversary of D Day.

Members **AGREED** for the Council Manager to write to Sudbury Town Council regarding a joint beacon lighting ceremony.

1. **FIFTEEN MINUTES FOR THE PUBLIC TO ASK QUESTIONS**

**At 7:40pm the Council invited electors of Great Cornard Parish Council to put questions to the Council.**

**The business of the meeting resumed at 7:40pm.**

1. **DEVELOPMENT AND PLANNING COMMITTEE**
2. **Confirmation and adoption of the Minutes of the meetings held on 10th July and 24th July 2023**

**AGREED** that the Minutes of the Development and Planning meetings held on Monday 10th July and 24th July 2023 are confirmed as a correct record subject to the following amendment:

**10th JULY 2023 PAGE 1 HEADING**

**FROM:** Minutes of the Meeting of the **DEVELOPMENT & PLANNING COMMITTEE** held at The Stevenson Centre at 6.45pm on Monday 12th July 2023.

**TO:** Minutes of the Meeting of the **DEVELOPMENT & PLANNING COMMITTEE** held at The Stevenson Centre at 6.45pm on Monday 10th July 2023.

1. **Questions to Committee Chairperson**

**NONE**

1. **Ratification of Recommended Items**
2. **24th JULY 2023 PAGE 2 ITEM 6 TO CONSIDER REQUESTS FROM LOCAL RESIDENTS FOR TWO NEW LITTER BINS**

To **RECOMMEND** to Full Council that it purchases two new Community Litter Bins from Glasdon at a cost of £480.26 plus VAT, one to be located on the grass verge opposite the new bus shelter on Highbury Way and the other on the grass verge on Carsons Drive near the junction with Lionel Hurst Close.

Members **AGREED** to purchase two new bins at a cost of £480.26 plus VAT.

Funds to be allocated from the Recreation Budget.

Emptying costs of £39.73 per bin, per annum to Babergh District Council to come from the Litter and Dog Bin Budget.

1. **24th JULY 2023 PAGE 3 ITEM 8 TO RECEIVE A REPORT ON THE CONDITION OF THE GRIT BINS IN THE VILLAGE**

To **RECOMMEND** to Full Council that it purchases two replacement grit bins for Prospect Hill and Canhams Road at an approximate cost of £200 plus VAT and delivery.

Members **AGREED** to purchase two new grit bins at a cost of £200 plus VAT and delivery.

The recommendation to purchase a new grit bin for Abbas Walk would be deferred until the next meeting as there was some confusion over the location.

Funds to be allocated from the Recreation Budget. Suffolk County Council to cover the cost of filling the bins.

1. **ART, SPORTS AND LEISURE COMMITTEE**
2. **Confirmation and adoption of Minutes of the meeting held on 24th July 2023**

**AGREED** that the Minutes of the Art, Sports and Leisure Committee meeting held on 24th July 2023 are confirmed as a correct record.

1. **Questions to Committee Chairperson**

**NONE**

1. **POLICY AND RESOURCES COMMITTEE**
2. **Confirmation and adoption of Minutes of the meeting held on 24th July 2023**

**AGREED** that the Minutes of the Policy and Resources Committee meeting held on 24th July 2023 are confirmed as a correct record.

1. **Questions to Committee Chairperson**

**NONE**

1. **Ratification of Recommended Items**
2. **PAGE 4. ITEM 9. TO CONSIDER A QUOTATION FOR THE CCTV SERVICE CONTRACT AT THE BLACKHOUSE LANE PAVILION**

To **RECOMMEND** to Full Council that it accepts the quotation from STC Solutions for the annual CCTV service contract at Blackhouse Lane Pavilion at a cost of £380 plus VAT.

Members **AGREED** to accept the quotation from STC Solutions for the annual CCTV service at a cost of £380 plus VAT.

Funds to be allocated from the Blackhouse Lane Budget.

1. **PAGE 5. ITEM 10. FINANCIAL MATTERS iii) TO CONSIDER THE FY2022/23 VIREMENT REPORT**

To **RECOMMEND** that Full Council accepts the findings of the Report and its recommendations to:-

**Virement of remaining Earmarked Funds from Completed Projects**

1. Vire remaining Village Gateway Fund of £50.00 to the Commemorative Bench Fund;
2. Vire remaining Allotment Knotweed Fund of £414.60 to the Country Park Sign Fund;
3. Vire remaining Recreation Ground Fund of £5,004.84 to the SC Car Park and Surface Water Drainage Improvement Fund. **AGREED**

**Virement of FY22/23 Unallocated General Reserves**

1. The sum of £2,350.00 for the Great Cornard Swimming Pool Grant;
2. The sum of £745.40 to enable both Country Park signs to be ordered at the same time; and
3. The sum of £4,532.74 to be allocated to a General Building Fund and made available for security improvements, if required. AGREED

**Neighbourhood CIL Funds**

1. To allocate remaining CIL funds of £18,924.15 to the Streetlight Improvement Fund giving a total of £29,941.15. **AGREED**
2. **TO CONSIDER THE CALENDAR OF MEETINGS FOR 2024**

Members reviewed and **AGREED** the 2024 Calendar of Meetings **(Appendix A)**.

1. **TO CONSIDER A PROPOSED CHANGE TO THE TABLE LAYOUT FOR FUTURE COUNCIL MEETINGS**

Members **AGREED** to revert to the table layout used for Council Meetings before the COVID pandemic and to review the matter should it become necessary in the future.

1. **TO CONSIDER A QUOTATION FROM THE COMMUNITY WARDENS FOR TRAFFIC MANAGEMENT ON REMEMBRANCE SUNDAY**

Members reviewed the quotation of £606.62 including VAT from Sudbury Town Council to provide road closures on 12th November for Remembrance Sunday. This is an increase of 7% on 2022. The Council Manager advised that the Council had previously looked into the costs involved in having volunteers complete the training course to enable them to carry out traffic management but the Council had decided that this option was cost prohibitive.

Members **AGREED** to accept the quotation of £606.62 including VAT from Sudbury Town Council to provide traffic management for Remembrance Sunday and to ask the Policy and Resources Committee to review the current Community Warden Service Level Agreement.

Funds to be allocated from the Community Warden Budget.

1. **TO REVIEW THE RESPONSE FROM THE POLICE AND CRIME COMMISSIONER REGARDING THE TRAVELLER INCURSION ON THE RECREATION GROUND**

Members reviewed and **NOTED** the correspondence received from the Suffolk Police and Crime Commissioner. In general, Members were disappointed with the response as they felt it was confused and some of the wording was inaccurate. Members **AGREED** to accept the Police and Crime Commissioners offer to attend a future Full Council meeting.

The Council Manager advised that the local MP had responded to the Council and offered to arrange a meeting with a representative from the Police and Local Authority to specifically

discuss anti-social behaviour, such as the recent traveller incursion. A date for the meeting has yet to be agreed. **NOTED**

1. **TO RECEIVE THE NOTES OF THE SECURITY IMPROVEMENT WORKING PARTY MEETING HELD ON 27TH JULY 2023**

Members reviewed and **NOTED** the report from the Security Improvement Working Party meeting **(See Appendix B).**

Members discussed the gate onto the Recreation Ground which will need to be removed for 2 to 3 days for reinforcement work to be carried out. In the meantime there will be a need to block the access point with something temporary, the Council Manager to investigate options.

Members discussed whether it would be possible to install a centrally positioned post as opposed to a gate at the entrance to the allotment car park to prevent access by any large vehicles. Members **AGREED** for the Council Manager to arrange a site meeting with Cllrs Bavington and Wright to work out whether this was feasible.

1. **FINANCIAL MATTERS**
2. **To note the lists of payments made under delegated powers**

Members reviewed and **NOTED** the lists of payments made under delegated powers **(see Appendix C).**

1. **To approve the latest list of payments**

Members reviewed and **NOTED** the latest list of payments **(see Appendix D).**

1. **To receive AGAR Section 3 – External Auditor Report and Certificate FY22/23**

The Council Manager reported that the external auditors had agreed the Council’s AGAR and the 2022/23 Audit Certificate had been signed with no issues **(see Appendix E).** **NOTED.**

1. **To approve Actions out of Meeting**
2. **NOTED** the Council Chairperson authorised an “Action Out of Meeting” No. 04/2023-24 to engage the NCC Stronger Communities Officer at a cost of £300 plus VAT to provide support an advice and carry out the Welfare Assessment and Stakeholder Case Conference following the traveller incursion.

To engage Bryan Lecoche Limited to instruct 2 Enforcement Agents to serve Eviction Notices at a cost of £752.10 plus VAT (includes standby fee to carry out possible eviction on Friday 20th July 2023).

Funds to be allocated from the Professional Fees Budget.

1. **NOTED** the Council Chairperson authorised an “Action out of Meeting” No. 05/2023-24 to instruct urgent plumbing repairs to the urinals and replace a faulty basin tap in the Cornard Dynamos Pavilion at a maximum cost of £326.60 excluding VAT.

Funds to be allocated from the Blackhouse Lane Budget.

1. **NOTED** the Council Chairperson authorised an “Action out of Meeting” No. 06/2023-24 to accept Evergreen Landscapes and Fencings quotation to carry out works at a cost of £4,820 plus VAT to secure the Recreation Ground following the traveller incursion on Monday 17th July 2023. Works to include removing the gate to add a new steel bar, to install 3 x steel box section posts in gap where the wooden bollards were removed and to install 20 x box section steel posts filled with concrete and rebar to the base for extra strength in the gap between every 3 to 4 wooden posts.

Funds to be allocated from the General Building Fund and the Recreation Ground Budget.

1. **PROPOSAL TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH SECTION 1 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT (1960) FOR THE FOLLOWING ITEMS OF BUSINESS ON THE GROUNDS THAT THEY INVOLVE THE LIKELY DISCLOSURE OF CONFIDENTIAL AND EXEMPT INFORMATION**

**AGREED** to exclude press and public from the meeting.

1. **COMMUNITY WARDEN INCIDENT**

Members were made aware of an incident involving a Community Warden whilst delivering the Agenda packs last week. The Council Manager advised that she had contacted the Town Clerk to address the matter and requested a formal apology.

Members **AGREED** for the Policy and Resources to carry out a review of the Council’s relationship with Sudbury Town Council’s Warden service and to scrutinise the service level agreement.

1. **TO DISCUSS A STAFF RELATED MATTER**

The Chairman confirmed that he had received the Council Manager’s resignation and that she would be leaving the Council on 31st December 2023.

Members **AGREED** to add the process of appointing a new Council Manager to the next Policy and Resources Committee Agenda, as they also act as the Council’s Human Resources Committee.

**Meeting closed at 9.05pm**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman Cllr Tom Keane**

**APPENDIX A**



**APPENDIX B**



In order to act quickly, it was **AGREED** that the Council Manager would obtain a quote from Evergreen Landscapes for the works included in phase one ASAP, as they installed the existing gate and wooden posts.

It was also proposed to **RECOMMEND** to Full Council that it carries out the following actions:-

1. To continue to put pressure on the Police to take action and exercise their Powers;
2. To ensure the Council is properly insured for any damage to its property and recover the cost of removing travellers in a timely manner;
3. To ensure the Principal Authorities take traveller provision seriously;
4. To install a gate at the Allotment car park entrance.

**APPENDIX C**

**Summary of Income and Payments for Great Cornard Parish Council**

**up to 26th July 2023**



**APPENDIX C**

**Summary of Income and Expenditure Payments for Great Cornard Parish Council**

**up to 15th August 2023**



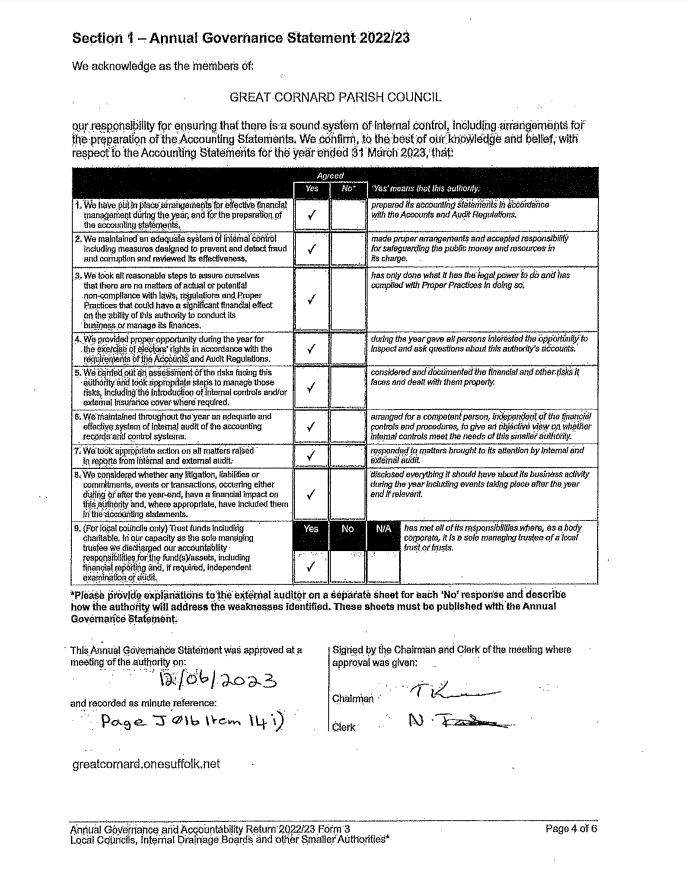
**APPENDIX D**

**Summary of Income and Expenditure Payments for Great Cornard Parish Council**

**up to 11th September 2023**



**APPENDIX E**



A black and white document with numbers and text

Description automatically generated

