

**GREAT CORNARD PARISH COUNCIL**

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

held at The Stevenson Centre at 7:00pm on Monday 12th September 2022

**PRESENT** Councillors Mr T J Keane **Chairman**

Mrs C J Baker Mrs M Bark Mr A C Bavington Mrs S Bowman Mr K Graham Mr M D Newman Mr S M Sheridan Mr T M Welsh Mrs T E A Welsh Mrs P White Mrs J Wilson Mr C G Wright

Mr D Young

Council Manager Mrs N Tamlyn

Council Administrator Miss S Kent

The Council Chairman asked Members to observe a two minute silence to mark the death of the Queen.

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

1. **CHAIRMAN’S ADDRESS**

The Chairman welcomed Mrs Bowman onto the Council and invited her to introduce herself. She explained that she has been a resident of Great Cornard for 50 years and has now taken early retirement. She is looking forward to taking on a role in the Community.

The Chairman advised Members that he had been called to the Centre by a member of the public who had been locked inside the building by accident. The lady exited via a fire door after being given directions.

On Sunday 7th August the Parish Council were notified that Travellers had set up their camp on the Recreation Ground, having been evicted from a site in Sudbury. Following a Stakeholders case conference, the decision was taken to allow them to stay until the following weekend due to the extremely high temperatures and it was agreed to serve an Eviction Notice for Monday 15th August 2022. The Chairman praised Council Staff and the Community Wardens for their handling of the situation. Unfortunately, the Travellers then moved on to the Country Park. Another Eviction Notice was issued which ensured they moved on after one night.

Robust measures need to be considered to prevent further incursions and the Chairman suggested a Working Party be set up to investigate this. Councillors Mrs White, Bavington, Newman, Graham and Young all volunteered. The Council Manager to arrange a meeting as a matter of urgency and the Working Party to report back to the relevant Committees.

On 3rd September the Chairman attended an art exhibition at Mill Tye Gallery.

Following a complaint about parking the Chairman, acting as an individual, met with the Chairman of the Sudbury Rugby Club. It was understood that the Club are now playing a higher level of rugby and the problem was therefore likely to continue.

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

Councillor Bavington declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he volunteers at the School and a family member is employed by the Trust.

Councillor Young declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he and a family member are employed by the Trust.

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE**

1. **To confirm the Minutes of the FULL Council Meeting held on monday 4th JULY 2022**

**AGREED** that the Minutes of the Council meeting held on Monday 4th July 2022 are confirmed and signed as a correct record.

**6.** **POLICE MATTERS**

Members reviewed and **NOTED** the latest SNT newsletter which highlighted a Community Engagement exercise with Thomas Gainsborough School.

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

Councillor Newman had nothing to report.

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

The Items Brought Forward list was **NOTED.**

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

**At 7:27pm the Council invited electors of Great Cornard Parish Council to put questions to the Council.**

**As no electors were present the business of the meeting resumed at 7:27pm.**

1. **CORRESPONDENCE**
2. **National Grid: Bramford to Twinstead**

Members reviewed the letter received from National Grid and **AGREED** to refer the matter to the Development and Planning Committee to complete the Targeted Consultation Response Form by 7th October 2022 and to maintain the Parish Council’s position that any new cables should be underground.

1. **Porch Project: Recycling Posters on Bins**

Members reviewed correspondence received from Porch Project regarding the recent poster competition and **AGREED** to have 20 a4 size weatherproof vinyl stickers of the winning posters on Parish Council owned bins.

1. **Babergh District Council: Adoption of Little Cornard Neighbourhood Development Plan 2020 – 2037**

The Council Manager highlighted that the Plan specifically mentions the Great Cornard Country Park and that it is one of the best wildlife habitats in the locality and that the Plan states that Little Cornard and Great Cornard Parish Councils will work closely together to support the protection and enhancement of the Park.

The Plan also highlights potential wildlife corridors between the Mere and the Country Park and the importance of allowing these two areas to thrive together.

Members reviewed and **NOTED** the Little Cornard Neighbourhood Plan. Councillor Bavington suggested investigating the possible purchase of land between Cornard Mere and the Country Park, it was **AGREED** to refer this matter to the Policy and Resources Committee.

1. **Suffolk County Council: Wildlife Friendly Village Councillor Tour**

Members reviewed correspondence received from the Countryside Projects Officer, Suffolk County Council which invited Councillors to visit Flatford Wildlife Garden for an introductory tour. Councillors Mrs Bowman and Wright will attend on Wednesday 28th September 2022.

1. **Sudbury & District Royal British Legion: Remembrance Sunday Parade**

Members reviewed the letter received from the Chairman of Sudbury & District Royal British Legion and **AGREED** that, as in previous years, the Chairman will take the Salute and the Parish Council will provide refreshments at The Stevenson Centre after the Parade.

1. **TO RECEIVE A REPORT ON THE REMEMBRANCE DAY PARADE**

Members reviewed Report F03 **(see Appendix A)** and **AGREED** to use Sudbury Town Councils Community Wardens for the road closure at the quoted price of £472.94 plus VAT on the proviso that the cost for 2023 does not increase by more than the rate of inflation.

It was suggested that in the long term an alternative site could be used for the parade which would not incur road closure fees.

1. **TO CONSIDER A MOTION TO INSTALL A BEACON ON THE RECREATION GROUND**

Members **AGREED** to refer this matter to the Art, Sport and Leisure Committee and Policy and Resources Committee to decide on whether to install a beacon and how it will be funded.

1. **TO CONSIDER A GRANT APPLICATION FOR PORCH PROJECT**

Members reviewed the grant application received from the Porch Project and **AGREED** to grant aid the sum of £1000.

1. **TO RECEIVE A VERBAL PROGRESS REPORT ON THE APPLICATION TO GAIN PERMISSION TO DESILT A SECTION OF THE BLACK BROOK**

The Council Manager and Councillor Mrs Bark have been working on the bespoke application to the Environment Agency for permission, as riparian owners, for the Parish Council to desilt the Black Brook running along the front of the Country Park car park. Neither Mrs Tamlyn nor Councillor Bark feel they have the expertise or information to complete this task and suggest that a consultant be employed to carry out the work on the Parish Council’s behalf. Persimmon Homes have given the name of the consultant who carried out similar work on their behalf and the Council Manager has been in contact with them. They suggested the cost would be approximately £2,500, the cost of jetting and traffic management would be in addition to this.

Members **AGREED** to instruct a formal quotation from the Consultant with the cost being considered as part of the virement of the FY21-22 underspend.

1. **DEVELOPMENT AND PLANNING COMMITTEE**
2. **Confirmation and adoption of the Minutes of the meeting held on**

**4th July 2022**

**AGREED** that the Minutes of the Development and Planning meeting held on Monday 4th July 2022 are confirmed and signed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

1. **FINANCIAL MATTERS**
2. **To note the list of payments approved under delegated powers**

**(Appendix B)**

Members reviewed and **NOTED** the list of payments approved under delegated powers.

1. **To approve the latest list of payments (Appendix C)**

Members reviewed and **NOTED** the latest list of payments.

1. **To consider the latest Financial Management Report (Appendix D)**

Members reviewed and **NOTED** the latest Financial Management Report.

1. **To approve actions out of meeting**
2. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 04/2022-23 to instruct emergency tree works to a large oak tree at the Country Park on health and safety grounds at a cost of £865 excluding VAT.

Funds to be allocated from the Recreation Budget.

1. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 05/2022-23 to accept a quotation from Eastern Landscaping Services at a cost of £981.00 plus VAT for biannual tree inspections on land belonging to the Parish Council.

Funds to be allocated from the various cost centres relating to each site.

1. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 06/2022-23 to purchase two new benches at an estimated cost of £500 to replace the two benches in the picnic area in the Country Park which were vandalised.

Funds to be allocated from the Recreation Ground Budget.

1. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 07/2022-23 to carry out urgent remedial works on the Cornard United Clubhouse water system as recommended by Jordan Environmental following the outcome of a Legionella Risk Assesment at a cost of £1365.50 plus VAT.

Funds to be allocated from the Blackhouse Lane Budget.

1. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 08/2022-23 to suggest to Babergh District Council that the new development at Five Bells Inn, 63 Bures Road, Great Cornard be named ‘Cooper Close’ in recognition of the Cooper family who managed the Five Bells Inn for a number of years in the last century.

1. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 09/2022-23 to agree to a rise in the cost of materials required by the contractor to carry out works to the rear of the Village Hall of £1000.

Funds to be allocated from the Village Hall Improvement Fund and the proceeds of a legal agreement relating to the Village Hall.

1. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 10/2022-23 to instruct the purchase of graffiti remover to the value of £260.25 plus VAT to enable the Community Wardens to remove graffiti in Great Cornard only.

Funds to be allocated from the Recreation Budget.

1. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 011/2022-23 to instruct the services of Bryan Lecoche Limited to issue a Common Law Trespass Notice to the travelling community on behalf of the Parish Council on two separate occasions (the Recreation Ground and the Country Park) and to provide standby bailiff services at cost of no more than £1909.80 plus VAT per eviction.

Funds to be allocated from the Professional Fees Budget or Unallocated General Reserves for FY21/22 if necessary.

1. **NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 12/2022-23 to instruct AJP Logistics Ltd to deliver and install 8 temporary concrete bollards to protect the Recreation Ground from unlawful entry by the travelling community for an initial period of 4 weeks at a cost of £778.00 plus VAT.

Funds to be allocated from the Recreation Budget or Unallocated General Reserves for FY21/22 if necessary.

1. **To receive a verbal report from Councillor T M Welsh on quarterly reconciliations of all income/expenditure**

Councillor Welsh advised Members that he had completed reconciliations on the two Great Cornard Parish Council bank accounts and The Stevenson Centre Charitable Trust bank account, covering the period February 2022 to July 2022 and had found no anomalies.

Councillor Welsh also checked salary payments from February to July, checking that the gross amount matched the bank account and again, found no anomalies.

The petty cash records and VAT implications were checked and found to be accurate. **NOTED**

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. **TO RECEIVE AN UPDATE ON A LEGAL MATTER REGARDING THE VILLAGE HALL**

Councillor Sheridan declared a non-pecuniary interest in this matter.

Members reviewed Confidential Report F02 and **AGREED** to proceed with whatever

works were required to complete the project and on the understanding the Council may not recoup its costs. **NOTED**

1. **TO REVIEW THE TENDER SUBMISSIONS TO REDESIGN AND REFURBISH THE ALLOTMENT CARPARK**

Members reviewed the three bids received and **AGREED** to award the Contract to Contractor 2 for the refurbishment of the allotment carpark subject to the outcome of the Parish Councils CIL bid application to Babergh District Council.

**Meeting closed at 8:36pm**

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

**Chairman Cllr T J Keane**

**APPENDIX A**

**Report no: F03**

**Full Council meeting September 2022**

**To consider the cost of the Remembrance Day Parade and the possibility of the Parish Council taking over the traffic management.**

In September 2021, the Council agreed to accept Sudbury Town Council’s quotation to provide 3 members of staff to coordinate road closures on Remembrance Sunday at a cost of £505.95 plus VAT. The Council also instructed the Council Manager to look at alternative options due to the escalation in costs.

Suffolk County Council’s Special Events Order requires the Traffic Management to be done by someone with a Chapter 8 accreditation which must be refreshed every 5 years.

Operatives would need to be trained to deal with road closures, diversions, safety of pedestrians etc. and three prices have been obtained for this training.

1. **Gkology – One day Traffic Management for Community Events (TMCE) course**

Cost per delegate = £125.00 plus VAT

Cost per Skills Card and Certificate from Lantra = £30 plus VAT

1. **WS Training – One day Signing, Lighting & Guarding Course (chapter 8 qualification)**

Cost per delegate = £305.00 plus VAT

1. **Central England Training – Signing, Lighting & Guarding Course (chapter 8 qualification)**

Cost per delegate = £210.00 plus VAT (based on 8 delegates attending on the same day)

Miscellaneous Costs which the Parish Council would need to consider in addition to training personnel. Some approximate costings have been obtained and shown below:-

Traffic Cones x 10 £80.00

Red crash barriers x 5 £200-£300 including sandbags

Road closed signs x 5 £300 including stands

Sandbags x 5 £145 Inc. VAT and delivery for 70 x 15kg (buy in bulk only)

Long hi-viz vest £2.00 each (hivis.co.uk)

Safety trousers £20 per Pair

Additional Insurance Costs TBC

Body cameras and radios should also be a consideration, and storage for the above items would also need to be considered.

The Council Manager has been in contact with the Sudbury RBL and their thoughts and comments on the possibility of the Council taking over the traffic management are below:

*“The main issue is identifying at least 3-5 volunteers who are willing to carry out the training and the road closures. The same volunteers would need to be retained year on year and would need to be suitable people as they may have to deal with verbal abuse from angry drivers. The responsibility and conduct of the volunteers would be down to the Parish Council, whereas the Community Wardens are the responsibility of the Town Council.*

*The Council could dispense with the parade but this would still leave the issue of laying the wreath where the congregation gather outside around the War Memorial. Due to the location of the Memorial it is impossible to contain the congregation inside the church grounds and still be able to see the laying of the wreath. Unless you remove the hedge around the memorial a road closure would still need to be in place for Church Road.*

*Sadly rising costs will put an end to many events as time moves on and once they are gone they will not be resurrected. Remembrance is a meaningful event to the people of Great Cornard as shown by the number of people who attend, it would be nice to keep it for a long as we can.”*

I have attached a copy of a letter from The Royal British Legion from 2019 which also highlights the community benefits of the Remembrance parade.

If the Council decides to train its own volunteers, it needs to be aware that there may not be sufficient time to amend the Special Events Order which states that the Community Wardens will be providing the Traffic Management at this years parade.

This year’s quotation from Sudbury Town Council is awaited at the time of writing this report.

**APPENDIX B**

**Authorised Payments under Delegated Powers for Great Cornard Parish Council from 4th July 2022 to 12th September 2022**



|  |  |  |
| --- | --- | --- |
| 3IT Limited | £219.70 | IT support |
| E-Timber Products Ltd | £469.99 | Replacement picnic tables at Country Park |
| S & K News | £9.50 | Supply of Suffolk Free Press |
| Hevey Building Supplies | £4.55 | Maintenance supplies - picnic benches |
| Ms L Fuller | £18.50 | Refund - burial plot |
| Sudbury Office Supplies | £109.36 | Stationery supplies |
| Eastern Play Services Ltd | £1,177.20 | Tree Inspections |
| Anglian Water Business | £615.49 | BHL quarterly water bill |
| Anglian Water Business | £995.40 | Allotments quarterly water bill |
| Anglian Water Business | £28.47 | Cemetery quarterly water bill |
| **TOTAL** | **£31,857.95** |  |

**APPENDIX C**

**Great Cornard Parish Council BACS Payments up to 12th September 2022**

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| --- | --- | --- | --- |
| **INCOME UPTO** |  |  |  |
|  | **Source** | **Amount** | **Details** |
|  | Cornard United | £61.88 | Insurance Reimbursement |
|  | Cornard United | £175.00 | Rent |
|  | Allotmetns | £55.00 |  |
|  | Babergh District Council | £124,240.00 | Precept (Half Year) |
|  | Interest | £98.88 |  |
|  | TOTAL | **£124,630.76** |  |
| **EXPENDITURE** | |  |  |
| **Direct Debits** | **Company** | **Amount** | **Details** |
|  | Talk Talk | £34.25 | Internet Provision |
|  | Intuit | £34.80 | Accounts Support Package |
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| **BACS** | **Company** |  | **Details** |
|  | Norfolk County Council | £384.00 | Traveller Liaison Service Provision |
|  | L J Snow Plumbing | £75.00 | Plumbing Services - C.Dyn Pavilion |
|  | Command Pest Control | £159.00 | Washroom Services |
|  | S & K News Ltd | £7.60 | Suffolk Free Press |
|  | 3IT | £219.70 | IT Support Services |
|  | Countrywide Grounds Maint. | £497.00 | Groundsworks - BHL |
|  | Ernest Doe & Sons Ltd | £50.00 | New Padlock for Country Park gate |
|  | Ernest Doe & Sons | £50.00 | 2nd New Padlock for Country Park gate |
|  | Sudbury Garden Services | £450.00 | Grounds Maintenance - Churchyard |
|  | Sudbury Garden Services | £760.00 | Grounds Maintenance - Cemetery |
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|  | **TOTAL** | **£2,721.35** |  |
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|  | **Transfer** | **£2,652.30** |  |
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**APPENDIX D**



