

**GREAT CORNARD PARISH COUNCIL**

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

held at The Stevenson Centre at 7pm on Monday 13th March 2023

**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

1. **APOLOGIES FOR ABSENCE**

**NONE**

1. **CHAIRMAN’S ADDRESS**

The Chairman advised that he had given his apologies to a member of staff on 13th February but that the message had not been passed on to the Council. The Chairman was happy that the matter has been settled.

The allotment car park is looking good although the extra cost of installing yellow lines to prevent cars being driven into the French drain has been quite high.

Sudbury Town Council are due to hold their Picnic in the Park on 7th May 2023 and the Chairman asked whether there were any plans to hold an event in Great Cornard for the Coronation, this to be discussed at Item 9e.

A member of the public has expressed concerns to the Chairman about weedkillers which could damage the bee population and the lack of wildflower areas in Great Cornard. The Chairman enquired whether the Parish Council has areas set aside for wildflowers and bees etc. The Council Manager confirmed there are two wildflower meadows in the Country Park which are managed by Sudbury Common Land Charity.

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 matter relating to Thomas Gainsborough School as he volunteers at the School and a family member is employed by the Trust and also advised that he would leave the meeting for item 9d.

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

Councillor Mrs Welsh declared a non-pecuniary interest in any matter relating to Thomas Gainsborough School as she is on the Board of Governors.

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE**

1. **To confirm the Minutes of the FULL COUNCIL Meeting held on monday 13TH FEBRUARY 2023**

Members **NOTED** that Councillor Keane had given his apologies prior to the meeting and **AGREED** that the Minutes of the Full Council meeting held on Monday 13th February 2023 are confirmed and signed as a correct record.

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

**NONE**

The Council Manager confirmed that the Police had visited the office regarding motorbikes at Shawlands LNR and discussed the need for signage to be erected. Signage has now been erected. **NOTED**

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

District Councillor Barrett reported that he has visited the allotment car park and is very happy with the work completed to install 35 parking spaces and 2 disabled spaces, although he could see the issue which has been raised regarding vehicles driving over the boundary into the drain.

Babergh District Council have been asked to contribute £6million towards the cost of relocating the waste depot to Great Blakenham. Councillor Barrett felt the detail would have to be looked at closely as this is another asset and facility which will be lost from the District.

BDC Cabinet will be deciding what will happen to Belle Vue House next week once all the tender bids are received.

BDC Full Council will be discussing the Chief Executives salary in comparison with those of other Authorities.

Councillor Barrett advised Members that this would be his last meeting as a District Councillor for Great Cornard as he will not be standing in the May elections.

The Chairman thanked Councillor Barrett for all his work in Great Cornard.

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

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

1. **CORRESPONDENCE**
2. **Porch Project: Merger between The Porch Project and Inspire Suffolk**

Members reviewed correspondence received from The Porch Project which advised the merger between Inspire Suffolk and The Porch Project, whereby Inspire will assume control but the activities of The Porch Project will continue as a separate, identifiable project within Inspire.

Funds transferred from The Porch Project will be ringfenced so that they can continue their work in the local area.

The Council Manager advised that the Council had received a Novation letter from The Porch Project to formalise the transfer of funds for Youth Worker salaries to Inspire Suffolk, which required the Council’s authorisation.

Members **AGREED** to seek reassurance from Inspire on when and where the youth work would take place prior to agreeing to the terms of the Novation letter.

1. **Suffolk County Council: Greenest County Communities Network**

Members reviewed and **NOTED** correspondence received from Suffolk County Council’s Community Support Officer (Renewable Energy) for the Suffolk Climate Change Partnership. Their role is to, primarily, support communities and community groups in their efforts to tackle climate change, supporting them to strive towards the County’s aspirations of reaching Net Zero by 2030, particularly around renewable energy.

Members **AGREED** to sign up to the newsletter giving information regarding upcoming events of interest.

1. **Suffolk County Council: Wilder Together in the Stour Valley – update and events**

Members reviewed and **NOTED** correspondence received from the Countryside Projects Officer giving an update on the Wildlife Friendly Village project in the Dedham Vale AONB and Stour Valley, which is an initiative to work with Parish and Town Councils and their communities for wildlife.

Councillors Wright and Bowman have been involved with this project and are in contact with the Countryside Project Officer about joining the “How to Connect to Your Community for Wildlife” webinar on 5th April 2023, 6.30 – 7.30pm.

1. **Unity Schools Partnership: Consultation to expand the Sixth Form at Thomas Gainsborough School**

**At 7:24 Councillor Bavington left the meeting**

Members reviewed correspondence received from the Director of Operations at Unity Schools Partnership regarding the increase in places in the sixth form and the parking

implications. It has been suggested that the Parish Councils input would be sought when the Partnership put together a Travel Plan. **NOTED**

**At 7:26 Councillor Bavington re-joined the meeting**

1. **SALC: The King’s Coronation**

Members discussed the correspondence from SALC which confirms that there will be no charge for street parties and other local authority led public events in celebration of the Coronation. Despite this Members feel that they would be unable to organise an event as the date is so close to the local elections.

Councillor Graham attended the recent SALC area forum meeting and reported that there had not been a lot of interest from other parishes regarding the organisation of Coronation events, possibly because the date was so close to the Queen’s passing. **NOTED**

1. **TO REVIEW THE ANNUAL GROUNDS MAINTENANCE AGREEMENT WITH COUNTRYWIDE FOR FY2023/24**

Members reviewed the annual grounds maintenance agreement which has increased by approximately 4% from last year. The Council Manager advised that the increase was lower than expected due to Countrywide also having the Thomas Gainsborough School grass cutting contract which reduces their travel costs.

Members **AGREED** to accept Countrywide’s increase of 4% with a total contract value of £5,370.00 plus VAT for FY23/24.

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

**13th February and 27th February 2023**

**AGREED** that the Minutes of the Development and Planning meetings held on Monday 13th February and 27th February 2023 are confirmed as a correct record.

1. **Questions to Committee Chairman 13th February 2023**

**PAGE 1. ITEM 4. TO CONSIDER NEW PLANNING APPLICATIONS**

**a) DC/23/00415 – Village Hall, Bures Road, Great Cornard**

Councillor Baker asked the Council Manager whether she had heard from the Village Hall architects regarding pre-consultation with Babergh District Council and the question of solar panels.

The architects have confirmed that solar panels can be dealt with at a later date as a material amendment and there had been no need to pre-consult as the plans were not too drastic.

The Council Manager advised that there have been two objections to the height and pitch of the roof and Concertus will contact the Planning Department to ascertain whether any amendments need to be made to the design. **NOTED**

1. **Ratification of Recommended Item 27th February 2023**

**PAGE 3. ITEM 5. TO CONSIDER AND PRIORITISE LOCATIONS FOR COMMEMORATIVE BENCHES**

To **RECOMMEND** to Full Council to progress the options at:

* Grass verge at the junction of Wells Hall Road and Canhams Road,
* Hill at entrance to Shawlands Local Nature Reserve (opposite Kersey Avenue),
* Grass verge on Stannard Way for bus stop (Glenside),
* Abbas Walk, off Carsons Drive,
* Replacement of the bench currently situated next to the boundary sign at the bottom of Kings Hill (Sudbury Town Council’s suggestion).

and for the Council Manager to investigate land ownership and costings and report back to a future meeting. **AGREED**

Funds to be allocated from the Commemorative Bench Budget. .

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

**27th February 2023**

**AGREED** that the Minutes of the Art, Sports and Leisure Committee meeting held on 27th February 2023 are confirmed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

1. **Ratification of Recommended Item**

**PAGE 3. ITEM 8. TO RECEIVE A VERBAL REPORT ON THE ALLOTMENT CAR PARK FOLLOWING A MEETING WITH THE CONTRACTOR ON WEDNESDAY 22ND FEBRUARY 2023**

To **RECOMMEND** to Full Council to install a thick yellow line marking along the length of the boundary line as a warning to drivers and arrange for signs to be installed advising users that the car park is in the ownership of the Parish Council and that vehicles are left in the car park at the owners risk. **AGREED**

The Council Manager referred to Item 15ii) and the Action Out of Meeting for the installation of a thick yellow line at a cost of £635 plus VAT and advised that she had a meeting the next day with the contractor for the two disclaimer signs.

1. **POLICY AND RESOURCES COMMITTEE**
2. **Confirmation and adoption of Minutes of the meeting held on 27th February 2023**

**AGREED** that the Minutes of the Policy and Resources Committee meeting held on 27th February 2023 are confirmed as a correct record.

1. **Questions to Committee Chairman**

A Member asked whether the developer of the new houses on Bures Road had named the estate. The Council Manager confirmed there was no estate name on the developer’s website. The Member requested that the developer be approached with a view to naming the new estate “The Meadows”.

Members **AGREED** for the Council Manager to contact the District Council to request that the estate be named “The Meadows”.

1. **Ratification of Recommended Items**

**PAGE 2. ITEM 6. TO REVIEW THE ANNUAL GROUNDS MAINTENANCE CONTRACT WITH SUDBURY GARDEN SERVICES**

To **RECOMMEND** to Full Council that it accepts the proposed charge increases for FY23/24 and to continue the agreement with Sudbury Garden Services at an approximate annual cost of £11,115. **AGREED**

**PAGE 2. ITEM 7. TO REVIEW THE COUNCIL’S RISK MANAGEMENT POLICY AND RISK ASSESSMENT SCHEDULE FOR FY22/23**

To **RECOMMEND** to Full Council that it accepts both documents in their entirety. **AGREED**

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

**At 7:41pm the Council invited electors of Great Cornard Parish Council to put questions to the Council.**

**At 7:41pm the business of the meeting resumed.**

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments (Appendix A)**

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

1. **To consider an Action Out of Meeting: 17/2022-23**

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

No. 17/2022-23 to instruct Suffolk County Council to carry out the necessary repairs to light column No. 132 in Singleton Court at a cost of £278.00 plus VAT and to be included as part of the phase one upgrade works due to take place shortly.

Funds to be allocated from the Street Light Improvement Fund.

The Council Manager referred to the payment to Suffolk County Council of £21,600 for street light works and advised Members that 35 phase 1 lights have now been upgraded to LED. The 11 remaining lights all require traffic management measures and work will be put in hand shortly.

1. **To consider an Action Out of Meeting: 18/2022-23**

**NOTED** the Council Vice Chairman authorised an “Action Out of Meeting” No. 18/2022-23 to instruct Colne Contracts to install a thick yellow line along the 118m length of the car park at a cost of £635.00 plus VAT after two vehicles drove over the boundary and got stuck in the French drain.

Funds to be allocated from the Allotment Budget.

1. **To consider a quotation for a new CCTV camera pointing down the approach road as part of the security improvements recommended by the working party**

Members reviewed the quote received from STC Solutions to supply and install one fixed dome CCTV camera on the corner of The Stevenson Centre and connect this to the existing CCTV recorder at a cost of £441.00 plus VAT. Members **AGREED** to accept the quotation.

Funds to be allocated from CIL funds earmarked for security improvements.

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

Councillor Welsh reported that on 24th February he reconciled all accounts up to 31st January 2023, salaries and wages including pay awards, petty cash and VAT and found no anomalies. The next visit will be at the end of April to reconcile to the year end. **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.

**17. TO RECEIVE AN UPDATE ON THE VILLAGE HALL LEASE FOLLOWING A MEETING WITH THE COUNCIL’S SOLICITORS**

A meeting was held on Monday 6th March 2023 with solicitors to discuss the lease negotiations for the Village Hall. The current solicitor is leaving but is due to be replaced shortly.

The solicitor confirmed that the old Lease is not fit for purpose and will need to redrafted. The first stage will be to draw up Heads of Terms which should be available for both parties to review before the May elections. A final bill for work completed on the legal matter regarding the Right of Way was obtained to be paid within the current financial year. **NOTED**

**Meeting closed at 7:55pm**

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

**Chairman Cllr T J Keane**

**APPENDIX A**

**Summary of Income and Payments for**

**Great Cornard Parish Council up to 13th March 2023**

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| --- | --- | --- | --- |
| **INCOME UPTO** |   |   |   |
| **27/02/2023** | **Source** | **Amount** | **Details** |
|   | Allotments  | £77.50 |   |
|   | Cemetery  | £69.00 |   |
|  | Cornard Dynamos  | £1,100.00 |   |
|  | Cornard United  | £175.00 | Rent |
|  | Cornard United  | £61.88 | Insurance Reimbursement  |
|   | TOTAL  | **£1,483.38** |   |
| **EXPENDITURE** |   |   |
| **Direct Debits**  | **Company** |  | **Details** |
|  |  |  |  |
| **01/03/2023** | Talk Talk  | £37.25 | Internet Provision  |
| **BACS**  | **Company** |  | **Details** |
| **13/03/2023** | S & K News  | £8.00 | Supply of Suffolk Free Press  |
|  | Concertus Design & Property Consultants  | £696.00 | RIBA Stage 3 - Spatial Coordination - VH |
|  | Countrywide  | £497.00 | Grounds Maint. Contract - BHL |
|  | 3IT | £295.24 | IT Support  |
|  | Sudbury Print Group  | £852.00 | Printing Costs - Cornard News  |
|  | Evergreen Landscapes & Fencing  | £1,140.00 | Tree Works following Tree Inspections Sept 2023 |
|  | Suffolk Coastal Norse Ltd | £212.40 | Bus Shelter Removal - Highbury Way |
|  | ICCM  | £324.00 | Memorial Inspection Training  |
|  | Herts County Council  | £101.53 | Stationery/BHL Cleaning Supplies  |
|   | Babergh District Council  | £5,989.41 | By-Election Cost - 25/08/22 |
|   | Suffolk County Council  | £21,600.00 | Phase One LED Streetlight Upgrades  |
|  | Holmes & Hills LLP Solicitors | £7,500.00 | Legal Fees - Village Hall RoW |
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|   | **TOTAL** | **£39,252.83** |   |
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