

**GREAT CORNARD PARISH COUNCIL**

Minutes of the Meeting of the **POLICY & RESOURCES COMMITTEE**

held in The Stevenson Centre at 8:08pm on Monday 26th September 2022

**PRESENT** Councillors A C Bavington **Chairman**

Mrs S Bowman K Graham M D Newman S M Sheridan

Mrs P White C G Wright

 Council Manager Mrs N Tamlyn

Council Administrator Miss E Skuce

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors T J Keane, T M Welsh and Mrs J Wilson.

1. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

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.

The Chairman informed Members that after the Item 12, he would like to propose to exclude the press and public and add a confidential Item 13 in relation to an update on the Village Hall right of way. **AGREED.**

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE.**

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

Members reviewed and **NOTED** the Items Brought Forward list.

1. **CORRESPONDENCE**
2. **Smaller Authorities Audit Appointments: Option to opt out of the external auditor appointment arrangements**

Members reviewed correspondence from SAAA (Smaller Authorities’ Audit Appointments) which advised of the option to opt out of the next round of 5 year audit appointments. Members noted the correspondence and **AGREED** to stay opted in for the next 5 year period.

1. **Resident request for a new bus stop at Shawlands Avenue**

The Chairman advised that this matter had already been considered by the Development and Planning Committee in their meeting earlier in the evening. The Item had been added to the Policy and Resources Committee because there were potential future capital and ongoing revenue implications.

It was **AGREED** that the Development and Planning Committee will continue to consider the matter and will report any financial considerations to the Policy and Resources Committee once potential costs were known.

1. **TO CONSIDER LOCATIONS FOR NEW BENCHES THROUGHOUT THE VILLAGE TO COMMEMORATE THE QUEEN’S PLATINUM JUBILEE**

Over the Summer, Councillors had been asked to consider suitable locations for new benches throughout the village. Members reviewed a list of suggested locations and agreed that the main arterial roads throughout Great Cornard would be good locations to start with as they are longer routes and the benches would provide rest stops for walkers. Additional locations were added to the suggested list which is attached at **Appendix A.**

It was **NOTED** that the matter would be brought back to the Development and Planning Committee for Members to prioritise locations and to progress the matter further. Any financial implications will be reported to the Policy and Resources Committee in due course.

1. **TO CONSIDER A MEMBER’S MOTION TO INSTALL A BEACON ON THE RECREATION GROUND (REFERRED FROM FULL COUNCIL MEETING ON 12TH SEPTEMBER 2022**

Members **NOTED** the discussions of the Art, Sports and Leisure Committee who had already considered the Motion to install a Beacon on the recreation ground and agreed to **RECOMMEND** to Full Council to not support the Motion for the time being.

1. **TO RECEIVE THE NOTES OF THE SECURITY IMPROVEMENT WORKING PARTY MEETING**

Members **NOTED** that the Art, Sports and Leisure Committee had already considered this matter in their meeting earlier in the evening and that the Policy and Resources Committee needed to consider the financial implications of the working party’s recommendations.

Members discussed the recommendations of the Security Improvement Working Party in relation to the recreation ground:-

1. To permanently remove the entrance by the old Diary Stores;
2. To replace the old wooden posts with taller thicker oak posts along the entire length of the approach road;
3. To install a substantial metal gate at the entrance adjacent to The Stevenson Centre.
4. Upgrade the camera on the corner of the Centre and ensure it covers the entrance to the Recreation Ground and the entire approach road;

Members **AGREED** with the Art, Sports and Leisure Committee to support options 1, 3 and 4 above but in relation to option 2, any existing posts that could be refurbished, should be re-used in place of new ones and that an established tree sapling should be planted where the existing drop down bollards currently are.

Councillor Newman advised that the project may qualify for funding from the District Councillor’s Locality Budget and he would contact Councillors Beer and Barrett to gain their support. **NOTED**.

1. **TO RECEIVE A REPORT ON A PROPOSAL TO INSTALL A RECYCLING BIN IN THE PARISH COUNCIL OFFICE**

Members reviewed a report on the installation of a recycling bin in the lobby of the Parish Council Office. The bin could be used by staff to recycle non confidential paper, cardboard and toilet rolls etc.

The bin would cost £276 per annum for Babergh District Council to empty. The cost of the bin itself is included in that figure.

The Council Manager advised that one of the Council Administrator’s performance targets was to investigate recycling options in the building. The Chairman was in favour of the new bin and said it would also support a member of staff in achieving a performance target.

Members agreed to **RECOMMEND** to Full Council to install the recycling bin with emptying costs of £276 per annum.

1. **TO CONSIDER A QUOTATION TO CARRY OUT AN INSURANCE COST ASSESSMENT ON ALL COUNCIL OWNED PROPERTY**

At a meeting of the Policy and Resources Committee on 28th March 2022, Members considered correspondence from Zurich regarding Council owned building valuations. At that meeting, it was agreed for the Council Manager to arrange quotations for the insurance reinstatements to be carried out as soon as possible.

Members reviewed a quotation from Harcourt-Powell Chartered Surveyors for £995 plus VAT to carry out inspections on the five Council owned properties. The cost included taking measurements and photographs in order to calculate the Reinstatement Cost Assessments and preparing a Report to the Parish Council.

The Chairman stated that it was important to ensure that no Parish Council owned building was under-insured and it was agreed to **RECOMMEND** to Full Council that it accepts the quotation of £995 plus VAT from Harcourt Powell to carry out Insurance Cost Assessments on five, Council owned properties providing that the work is carried out in a timely manner.

1. **TO CONSIDER FORMING A VILLAGE HALL EXTENSION WORKING PARTY**

The Chairman stated the need to form a working party to progress the Council’s plans to extend the Village Hall. The working party would assess the options and make recommendations with the aim of having a planning application approved before the next election. It was **AGREED** for Councillors Bavington, Newman, Sheridan and Mrs White to form the working party and to **RECOMMEND** to Full Council that any recommendations the group make should be referred straight to Full Council.

The Council Manager to arrange the first meeting as soon as possible.

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments**

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

**At 8:32pm the Chairman proposed that the Press and Public be excluded 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.**

1. **TO RECEIVE A VERBAL UPDATE ON MATTERS RELATING TO THE RIGHT OF WAY AT THE VILLAGE HALL**

The Chairman confirmed that he and the Council Manager had met with the owner of the property at the rear of the Village Hall and an agreement had been reached on the removal of the stones on the right of Way. The Council’s Solicitor will be updated with regards to the outcome of the meeting and the settlement of the final account.

The Chairman also advised that the Council’s contractor had started the groundworks to the rear of the Village Hall and that the job should be completed by the end of the week.

A sign to the bungalow had been hung on the Village Hall gate which Members agreed was not appropriate. It was agreed to **RECOMMEND** to Full Council to install a sign on the boundary wall leading to the bungalow and as a gesture of good will, the sign could include the name of the property with an arrow leading down to it.

**Meeting closed at 8:45pm**

**APPENDIX A**

**List of suggested locations for commemorative benches**

Main arterial roads

* Bures Road
* Shawlands Avenue
* Canhams Road
* Head Lane
* Newton Road
* Maldon Court leading to Cats Lane via Maldon Grey PH
* Pot Kiln Road
* Cats Lane (either side)
* Green by play equipment at Maldon Court (owned by SCC/BDC)
* Village Green away from the play area – perhaps by the Village sign
* Green on Queensway (Pot Kiln Road end) (owned by SCC/BDC)
* Green opposite the shops at Poplar Road (near bus stop) (owned by SCC/BDC)
* By the river at Dove House Meadow (in private ownership)
* Land north east of Shawlands Avenue (highest point of the Great Cornard Walk)
* Green adj to Kings Head PH (owned by SCC/BDC)

APPENDIX B

**Great Cornard Parish Council income and expenditure up to 26th September 2022**

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| --- | --- | --- | --- |
| **INCOME UPTO** |  |  |  |
| **26.09.22** | **Source** | **Amount** | **Details** |
|  | Cemetery | £88.00 |  |
|  | Mrs E Baldwin | £800.00 | Reimburse Village Hall Expenses |
|  | TOTAL | **£888.00** |  |
| **EXPENDITURE** |  |  |
| **Direct Debits** | **Company** | **Amount** | **Details** |
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| **BACS** | **Company** |  | **Details** |
|  | Salaries | £4,365.09 |  |
|  | HMRC | £1,215.72 | Tax and NI Payover |
|  | SCC Pension Fund | £1,594.93 | Pension Payover |
|  | 3IT | £7.79 | MS 365 Mailbox Backup - Cllr Bowman |
|  | 3IT | £20.40 | Email Domain Renewal |
|  | Community Action Suffolk | £60.00 | 1 YR Website Hosting Fee |
|  | UGLY Studios Limited | £556.20 | Replacement Interpretation Board - G. Trail |
|  | AJP Logisitics | £65.66 | Bal. Recreation Ground concrete blocks hire |
|  | Mrs N Tamlyn (Nisbets) | £23.17 | Reimburse Queen's Condolence items |
|  | Mrs N Tamlyn (Amazon) | £32.95 | Reimburse Queen's Condolence Book |
|  | SALC | £36.00 | Contract & Procurement Training - CM |
|  | S Kent | £7.80 | Travel Expenses |
|  | E Skuce | £11.70 | Travel Expenses |
|  | N Tamlyn | £60.78 | Travel Expenses |
|  | Dynamic Fireworks | £3,864.60 | GC Firework Display |
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|  | **TOTAL** | **£11,922.79** |  |
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