

Item 07 - Report On Matters Arising

Minutes from 30th June 2020 and 26th May 2020 were duly signed out of meeting by Chairman, returned to Clerk, and filed in minute book.

Financial papers from the 30th June 2020 requiring signing were duly signed by Cllr A Williams (as only current non-banking signatory), and returned to the Clerk for filing.

All cheques approved at the meeting were duly signed, along with the corresponding invoices/payslips.

Clerk requested a review of the Village Hall usage figures from RVHMC CoChair. These were duly received, and all engaged contractors were updated.

Clerk followed up with unrepresented cheque, and the person involved responding by saying that they are happy to forgo the money involved. The accounts were so updated.

Financial Regulations and three quotes:

FO V1.1 - 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

Clerk provided an electronic version of the “headed paper” that is used for official communications to the Chairman.

Clerk signed up Council in support of the Local Electricity Bill.

Clerk emailed MSDC to arrange two collections of the Litter Pick litter, on the Mondays after each week of the litter pick. The Clerk also requested some refuse bags from MSDC for the litter pick, these were duly given to Cllr Hitchcock. The Clerk can confirm that first lot of litter was picked up. The Clerk would note that a two piece sofa was added to the pile of litter a few days after the pile was made.

Notice above litter pick was put onto the web site.

Website is as compliant with the [WCAG 2.1 Website Accessibility Standard](#), which came into force on the 23rd September 2020, as can be made given the underlying platform it is housed on.

Item 09 - Financial

- a.
- i. see additional papers
- ii. see additional papers
- iii.

	Income	Expenditure	
Precept	£3550	CiLCA	£350
Interest	£2.17		

- iv. see additional papers
- b.

Month	Salary	Expenses	
		Details	Amount
August	£229	Home As Office	£10
September	£229	Home As Office	£10
Total	£458		£20

Item 13 - SID pole siting update

Four positions for siting of the SID have been proposed. Documentation has been completed and permission letters from the effected residents have been collected by PW.

The next step is to submit the documents to SCC for their approval. Once that is in place, then the Council can proceed with the buying of the SID.

Council should be reminded that Cllr Oakes had offered to use locality budget to pay for the SID, but this was sometime ago, and the councillor might not be now be in a position to offer the same.

Council should also consider ongoing maintenance requirements of the SID.

Item 14 b – Update on CIL bid for sewage works

All the quotes have been forwarded to the CIL team, along with the summary information from the report to council on the bids.

The CIL team have come back with the following:

Do the Parish Council have a preference? I [professional lead - key sites and infrastructure -ed] know that from an environmental point of view a system that treats the effluent on site would be greener and more sustainable than a pump out cess pit. There is also the question of maintenance costs.

Would it be possible to have a quick table from you with all they systems, their costs and maintenance and the views of the Parish on each?

Planning have also responded as follows:

Having looked at this following our discussion I [area planning manager - ed] consider that the works for any of the schemes would be engineering operations and would require planning permission.

My reading of this would indicate planning required for both cesspool and stw.

Note: the Clerk has used up (indeed exceeded) the currently allocation of ten hours for working on the CIL application. Any further work would therefore require further allocation of time by Council.

Item 15 - Quiet Lanes

I represent a voluntary community interest group for the development of Quiet Lanes across Suffolk and wish to seek your support to reach out across the whole county and gauge interest in possible future demand to help gain a grant from SCC to reduce the cost to Parishes wishing to implement such lanes in their locality.

Quiet Lanes are a statutory designation for single track roads, i.e. not wide enough for two-way traffic, with a low flow rate (up to 100 vehicles per day) with the purpose to encourage all forms of active and sustainable travel. Thereby indicating to motorists to 'Expect and Respect' other road users.

Thirteen Quiet Lanes were implemented in the first phase back in 2015 around the Suffolk Coast & Heaths AONB (refer to previous [project successes](#)). We are now seeking funds of up to £100k to help deliver another 70 or so lanes across the county and so need to justify the demand is there. We feel there will be ample demand based on the organic expressions of interest already captured on our [Quiet Lanes map](#) covering mostly East Suffolk and Babergh districts.

The benefits of Quiet Lanes are multi-fold but primary purposes are: to preserve the rural nature of our countryside; encourage active and sustainable travel; for residents as well as tourists; change driver behaviour to create a safer journey for everyone.

We'd therefore like to seek additional expressions of interest from any parish in the county, all subject to public consultation and formal reviews.

Registration is via the online [Expressions of Interest form](#), or parishes can email me if they require further details.

Any assistance you can provide to spread this message to all the county Parishes would be gratefully appreciated.

Item 18 - To agree on the replacement of Google as the Council's email system

- 1) It is only the Chairman that is having issues with gmail, the Clerk is currently OK with it and would prefer not to change away.
- 2) The Clerk email address is registered with a significant number of outside agencies
- 3) It is not the underlying email transport system that stacks emails, but the client. The web based gmail client can stack in order-of-receipt rather than by-conversation. The Clerk refers the Chairman to the email the Clerk sent to him regarding this - Subject: "gmail usage" dated 29/06/2020
- 4) One can use a PC based client to access the emails held on the gmail server - again the Clerk refers to the same email. Such clients could order emails however the client is setup.
- 5) Most Councillors use a personal or work email address. The Clerk has stated before that they find this dubious, but have been quiet on this subject since then. As the Chairman noted, most communications is internal Council matters and rarely about a named external individual and the Councillors' private email ids are (generally) not in the public domain, so there is some level OKness about this. However, as the ICO document the Chairman referred to states, there should be policy in place to define how these private email accounts should be used for Council business. The Clerk would advise that, if Council is to formally move (i.e. record in the minutes) from a Council owned email account to a privately owned one, then this policy should also be in place to bring Council in line with the ICO advice, or at least a decision is made to implement such a policy.

Item 23 - To consider the operating parameters under which the Clerk can seek advise from SALC

Whenever there has been disagreement between a Council member and the Clerk on matters regarding operation of the Council, Council members or the Clerk, the Clerk has generally sought advise from SALC on the matter (and from the SLCC). SALC is now requiring confirmation that such advise seeking is being done on behalf of the Council, and not purely by an employee of the Council. The Clerk therefore seeks clarification on the approach Council would like to adopt. Possible operating parameters are:

- Council must approve all approaches for advise
- The Clerk and the Chairman jointly approve all approaches for advice
- The Clerk is authorised to make all approaches for advice when they feel advice is required