

Minutes of the Meeting of Old Hurst Parish Council
held by Zoom conferencing on Wednesday 20th May 2020.

Councillors present: Mr. G. Bull, Mrs. C. Bussetil, Mrs. J. Mackenzie, Mr. D. Mallard, Mr. I. Martin, Mrs. L. Sawyer and Mrs. E. Taylor.

Also present: Mrs. D. Benham (Parish Clerk) and 1 parishioner.

Under the COVID-19 Pandemic (Temporary Regulations in force from 4th April 2020 expiring 7th May 2021) The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) regulations 2020, S78, this meeting was held using Zoom conferencing.

Public participation: The parishioner attending the meeting advised that the footway on Warboys Road had become narrow due to the encroaching grass verge. The Clerk will ask Highways for the footway to be sided out.

1. **Apologies for absence:** County Cllr. Criswell (personal) and District Cllr. J. Taverner (attending another meeting).
2. **Election of Chairman and Vice-Chairman:** Cllr. Bull proposed Cllr. Martin for Chairman. Seconded by Cllr. Bussetil and unanimously agreed. There being no other nominations, Cllr. Martin was duly elected Chairman and will sign a Declaration of Acceptance of Office in due course. Cllr. Martin proposed Cllr. Mackenzie for Vice-Chairman. Seconded by Cllr. Bull and unanimously agreed. There being no other nominations, Cllr. Mackenzie was duly elected Vice-Chairman.
3. **To receive declarations of interest:** Cllr. Sawyer declared an interest in item 11d payment (1), and in item 12a ref. 20/00561/FUL and 20/00679/FUL, being a neighbour of the site.
4. **To review Standing Orders:** Councillors agreed that no amendments were necessary.
5. **To review Financial Regulations:** Councillors agreed that no amendments were necessary.
6. **To review the Parish Council's insurance arrangements:** The Parish Council has a Parish Protect policy via Community Action Suffolk, underwritten by Royal & Sun Alliance Insurance Group. The Parish Council has a 3-year undertaking till October 2022. All assets are listed and insured and the Employer's Liability Insurance certificate is held by the Clerk.
7. **Minutes of the previous meeting held on 15th January 2020 and to ratify interim decisions made by email due to the COVID-19 lockdown:** Approval of the minutes of 15th January 2020 were proposed by Cllr. Taylor, seconded by Cllr. Bussetil and unanimously agreed. Ratification of the The Parish Council's response to planning applications 20/00357/TREE and 20/00561/FUL were proposed by Cllr. Mackenzie, seconded by Cllr. Bussetil and unanimously agreed.
8. **Matters arising from the minutes:**
 - a) Roads and footpaths –
The double yellow lines on Church Street have been repainted and the invoice for the Parish Council's contribution towards the scheme has been paid
The Clerk met with the Highways Supervisor, Brian Murdoch, on 10th March to discuss the state of the grass verges in and around Wellington Close. Mr. Murdoch has confirmed that the verges

belong to Highways and he has written to all residents living in the vicinity, asking them not to park on the verges and advising that if remedial work is required, owners of the vehicles involved will be counter-charged. Advice has also been given regarding installation of dropped kerbs so that residents can park within their own property where possible. Mr. Murdoch has also given information regarding the Local Highways Improvement Scheme, should residents wish to apply for funding to convert the grass verge on The Lane into parking spaces.

The Clerk also discussed the footway on The Lane that has subsided and Mr. Murdoch confirmed that he has applied for funding to replace it and also to replace the steps by Wellington Close with a ramp. Mr. Murdoch will also write to a resident at the Village Hall end of the footpath who appears to have created an unofficial driveway across the existing footway. This needs to be formalised and properly constructed before the new footway can be installed.

Various potholes have been reported and repaired. A blocked road drain opposite The Grove and a damaged give way sign at the junction of St. Ives Road and Woodhurst Road have been reported to Highways.

b) Speedwatch – The Clerk had forwarded the results of the last 3 sessions carried out by Speedwatch that show 2-5% of vehicles travelling in excess of the speed limit. Sessions are now suspended due to COVID-19.

c) Wheatsheaf Crossroads – Cllr. Criswell had advised that a traffic light scheme was being designed and funding options explored, but this had been put on hold due to Anglian Water works and the COVID-19 pandemic, both of which had affected the normal traffic flow. If the traffic light scheme is not achievable, the second option is a staggered junction.

9. **Local Highways Improvement Scheme 2020/21:** Councillors agreed that no application would be made this year.

10. **COVID-19 update:** Parish Council meetings cannot take place in the usual manner but under new temporary regulations, the Parish Council are allowed to hold remote meetings until 7th May 2021 if necessary. Services in St. Peter's Church are suspended. Johnsons of Old Hurst has remained open and a new delivery service is available. A note of thanks to Nicola Jarmaine, John Clark and Cllr. Iain Martin, who have been supporting residents in Old Hurst requiring help with shopping etc. via their team of volunteers. Thanks also to Linda Sawyer and her fellow crafters, who have been sponsored to sew scrubs for the NHS, raising funds for St. Peter's Church. Information from HDC, CCC and the Combined Authority have been forwarded to councillors on a regular basis.

11. **Finance.**

a) Result of the internal audit.

Completed by Evolve Tax & Accountancy LLP on 13th May 2020 with no issues raised.

b) To approve and sign the accounts for year ending 31st March 2020.

A copy of the accounts, receipts and payments and bank reconciliation had been sent to councillors prior to the meeting. Cllr. Bussetil proposed that Old Hurst Parish Council accept the accounts. Seconded by Cllr. Taylor and unanimously agreed.

c) To complete and sign the Exemption Certificate and the Annual Governance Statement and Accounting Statement on the Annual Return for 2019/20.

Cllr. Mallard proposed that Chairman and Clerk should sign the Exemption Certificate, Annual Governance Statement and Accounting Statement. Seconded by Cllr. Bull and unanimously agreed.

d) Payment of outstanding debts.

Cllr. Bussetil proposed retrospective approval of payments (1) to (12) and approval of payments (13) to (15). Seconded by Cllr. Mackenzie and unanimously agreed. Cllr. Sawyer did not take part in the vote having declared an interest in payment (1).

- (1) Cq. No. 000637 - £20.23, Mrs. L. Sawyer, reimbursement for purchase of spring bulbs.
- (2) Cq. No. 000638- £189.45, Mrs. D. Benham, wages & expenses of Parish Clerk for January.
- (3) Cq. No. 000639 – £25.64, K & M Lighting Services Ltd., quarterly street lighting maintenance charge.
- (4) Cq. No. 000640 - £231.46, Mrs. D. Benham, wages & expenses of Parish Clerk for February.
- (5) Cq. No. 000641 - £60.00, SR Howell & Co., payroll provision 1/10/19 – 31/3/20.
- (6) Cq. No. 000642 - £237.14, CCC, contribution to Church Street LHI Scheme.
- (7) Cq. No. 000643 - £50.00, St. Peter’s Church, donation for use of church for Parish Council meetings.
- (8) Cq. No. 000644 - £293.05, Mrs. D. Benham, wages & expenses of Parish Clerk for March.
- (9) Cq. No. 000645 - £240.66, CAPALC, annual affiliation fees and Data Protection Officer scheme.
- (10) Cq. No. 000646 - £150.00, Mr. A. Abbs, grass verge cutting 1st instalment.
- (11) Cq. No. 000647 - £454.43, E.ON, annual electricity charge for Parish Council owned street lights.
- (12) Cq. No. 000648 - £185.85, Mrs. D. Benham, wages of Parish Clerk for April.
- (13) Cq. No. 000649 - £150.00, Mr. A. Abbs, grass verge cutting 2nd instalment.
- (14) Cq. No. 000650 - £25.64, K & M Lighting Services Ltd., quarterly street lighting maintenance charge.
- (15) Cq. No. 000651 – £90.00, Evolve Tax & Accountancy LLP, internal audit fee.

e) Current position.

A copy of the receipts and payments and bank reconciliation had been sent to all councillors prior to the meeting. Cllr. Bull had also received a copy of the latest bank statement and confirmed that the reconciliation was in order.

f) Renewal of Street lighting maintenance contract.

Cllr. Mallard proposed that the Parish Council should take out a 3 year contract with K & M Lighting Services Ltd., who will charge £22.95 plus VAT per quarter to maintain the 12 Parish Council owned street lights. Contract to start 1st August 2020. Seconded by Cllr. Taylor and unanimously agreed.

g) Annual Risk Assessment.

Completed by the Clerk and copied to all councillors.

12. **Planning.**

a) New applications.

20/00357/TREE – Tree works, Oak Trees, Warboys Road, Old Hurst, PE28 3AA

Previously circulated by email and returned recommending approval. Work now complete.

20/00561/FUL – Retrospective approval for ramp access to Crocodile House for the use of the general public. Church Farm, Church Street, Old Hurst, PE28 3AF. Previously circulated and returned recommending approval.

20/00679/FUL – Proposed change of use from agricultural to café (Class A3). Church Farm, Church Street, Old Hurst, PE28 3AF. Cllr. Bussetil proposed that Old Hurst recommend approval. Seconded by Cllr. Mackenzie and unanimously agreed.

Cllr. Sawyer did not take part in discussions or voting on applications 20/00561/FUL or 20/00679/FUL having declared an interest.

b) Update on previous applications.

19/01836/FUL – RAF Wyton. Application withdrawn.

13. Police matters.

The police website shows no reported crime in Old Hurst for December 2019 and January 2020. The police website no longer provides village specific information. Any concerns regarding crime in the village will in future be raised under “reports from councillors”.

14. Correspondence.

Forwarded to councillors:

- a) Rural Bulletins.
- b) Roadworks and Events reports.
- c) Highway Events Diary.
- d) Rural Funding Digests.
- e) IHMC Incident reports.
- f) Information on COVID-19 from CCC, HDC, Combined Authority, ACRE, CAPALC and other organisations.

15. Reports from councillors.

Councillor Bussetil advised that the phone box needs repainting. Quotes to be arranged.

Cllr. Mallard had noted that tree works had been carried out on the bend between the junction of St. Ives Road/The Lane and Lancaster Close. Cllr. Mallard felt that the canopies had been reduced possibly unnecessarily, whilst there were still overhanging branches and debris left behind. Clerk to investigate.

Cllr. Martin wished to record his thanks to Councillors and the Clerk for their support over the past year and looked forward to the next year working together.

16. Date of the next meeting: Wednesday 15th July 2020 starting at 7.30pm by Zoom conferencing. Joining details to be published on the next agenda.

Signed.....

Date.....