

HARGRAVE PARISH COUNCIL
Minutes of the Meeting held on Thursday 12th November 2020
at 7.30pm using the Teams platform.

PRESENT

David Taylor (DT)
Peter Reddick (PRed)
Colin Painter (CP)
Paul Rogers (PR)
Sue Hammond (SH)
Antonia King (AK) - Clerk
Mike Chester (MC)
Mary Evans (ME)

1. WELCOME AND INTRODUCTIONS

1.1.	DT welcomed everyone to the meeting.	
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2. APOLOGIES FOR ABSENCE

2.1.	SC sent her apologies	
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3. DECLARATION OF INTERESTS

3.1.	None declared	
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4. MINUTES OF THE LAST MEETING

4.1.	The minutes of the last meeting (10.09.2020) were approved by all present and to be signed by DT.	
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5. PUBLIC FORUM

5.1.	No members of the public were present.	
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6. MATTERS ARISING FROM MINUTES OF THE LAST MEETING

6.1.	Rewilding of verges – DT confirmed he had been contacted by Holly Emmens, the conversation is on going.	
6.2.	Village Hall bench – AK has the contact details for John Crysell and will contact him regarding the revarnishing and maintenance of the bench.	AK
6.3.	Play Area hedges – DT has received 2 quotes, the most competitive was from Jamie Bull for £800. A works date is yet to be confirmed.	DT
6.4.	Woodland Trust trees – AK confirmed they had been delivered.	

6.5.	Insurance renewal – AK confirmed this had been completed.	
6.6	Asset register review – PR confirmed this was updated on the website.	
6.7	Internal controls review – PR confirmed this was updated on the website.	
6.8	½ Yearly accounts vs budget – PR confirmed this was on the website	
6.9	Speed limits – See ME report attached	

7. ITEMS FOR DISCUSSION

7.1. CO-OPTION OF NEW COUNCILLOR

7.1.1	Following the resignation of Ron Ambridge, DT welcomed CP into the Parish Council following his successful co-option.	AK
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7.2. CASUAL VACANCY

7.2.1.	Due to increased work pressures, JP felt that he could no longer offer the commitment needed to the PC and tendered his resignation on November 6 th , a notice of vacancy has been displayed, with the closing date being 26 th November.	

7.3. WOODLAND TRUST

7.3.1.	AK confirmed that the trees had now been delivered. Due to COVID restrictions, planting is not planned until February/March 2021. The area for planting is to be mapped out into grid reference squares, these squares will then be allocated to the families planting the trees and recorded by the Heritage group. As 100% survival is not expected it was felt that numerous trees should be planted in each grid square. Martin Gilbert has offered his expertise with regards to spacing, planting and care.	
7.3.2	The cost of 420 tubes and stakes required for protection from deer and other wildlife will be £1125.00, AK confirmed that the PC had received £475.00 towards this cost from the district council locality budget. AK to order these in the new year.	AK
7.3.3	AK to write an article for the newsletter to update the village.	AK

7.4. HERITAGE PROJECT

7.4.1.	PRed reported the Hargrave Heritage had gone online and was going well. Plenty of past residents as well as present have given their memories of Hargrave.	
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7.5. VILLAGE HALL PROJECT

7.5.1.	CP reported that the Village Hall committee were in receipt of 3 architects drawings and costings as well as a Prefab solution. It was felt that the committee were at the point where the village now needs to be involved. A presentation and talk would be the most appropriate, but COVID restrictions means this is currently not possible.	
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7.6. 2021 MEETING DATES

7.6.1.	The meeting dates for 2021 were agreed and AK to display on village notice board and Facebook page, PR to update website.	AK/PR
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7.7. LOCAL PLAN

7.7.1.	<p>PRed reported back from the consultation:</p> <ul style="list-style-type: none">• The local plan has highlighted a need for a minimum housing requirement of 2600 dwellings. There are 3 options to be considered: (i)Build in existing towns, (ii)Create a new settlement or (iii)Dispersal throughout the county.• Plans are being proposed for development in Wickhambrook, Chedburgh and Barrow.• Local Plan will have precedence over earlier plans including our Neighbourhood Plan, so the Hargrave Neighbourhood Plan needs to be reviewed and possibly updated to keep it relevant.• Comments must be submitted by 22nd December• Sept 2021 the council will decide on what options they want to progress with before a final plan is put forward for government approval.	
7.7.2.	Issues that will be important to Hargrave include the increase in traffic, the knock-on effect of the traffic on the conditions of our rural roads, the strain on already overburdened amenities such as doctors surgeries and schools.	
7.7.3.	PRed to gather all comments on the issues that will affect Hargrave should development plans go ahead in our surrounding villages. All comments to be submitted to PRed by November 22 nd .	PRed
7.7.4.	The Neighbourhood Plan needs to be reviewed as soon as possible to bring it in line with the Local Plan, CP, PRed and PR were all on the original team, DT offered his involvement if needed, CP to contact Ian Poole the consultant used for the original plan.	CP

7.8. SUNNICA ENERGY PLANT

7.8.1.	<p>It has been identified that the proposal put forward by Sunnica is lacking detail and further clarification is needed. However, the principal idea has not been dismissed, which is concerning.</p> <p>The consultation period has been extended to 18th Dec and webinars are scheduled to give local communities a chance to ask questions.</p>	
7.8.2.	AK confirmed she had been in contact with Lidgate and Ousden regarding their views on the farm but is yet to hear the outcome of their PC meeting. AK to chase the Clerk for feedback.	AK
7.8.3.	DT to contact MC to see what the district council's position is.	DT

8. FINANCIAL REPORT FROM THE RESPONSIBLE FINANCE OFFICER

8.1. FINANCE REPORT

8.1.	The RFO had circulated all the reports in advance of the meeting. The summary is provided, and the reports attached: <ul style="list-style-type: none">• Cashbook – payments,• Cashbook – receipts,• Spend vs Budget – 8mth review,• Bank reconciliation for September and October – savings account• Bank reconciliation for September and October – treasurers account.	
8.1.1.	DT confirmed he had signed the bank statements for September and October as a true representation of the bank reconciliations.	
8.1.2.	AK reported on the money expected to go out and money expected to be received as per the report summary below. AK reported on payments as per the bank reconciliations AK reported on income received this month as per bank reconciliations.	

8.2. 8MTH ACCOUNTS VS BUDGET REVIEW

8.2.1.	AK confirmed these to be in line with expectations. The discrepancy with the grass cutting budget was caused by the £600 hedge cutting expense.	
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8.3. PRECEPT 2021

8.3.1.	No extra budget costs were anticipated for the coming year, AK advised that the precept should remain at £5000 for 2021. Precept to be signed at the next meeting in January 2021	AK
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8.4. ONLINE BANKING

8.4.1.	To bring the council in line with more up to date banking practices, AK suggested that the PC should change to online banking. She confirmed that she was in contact with SALC and the RFO in Great Barton (who is also our auditor) to ensure that all financial controls remain in place. There were no objections and AK to continue investigating.	AK
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8.5. NEW SIGNATORY

8.5.1	Due to JP resignation, a new signatory is required for payment authorisation. CP volunteered. AK to sort out the paperwork to be signed.	CP/AK
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9. REPRESENTATION COMMENTS

9.1. DISTRICT COUNCIL

9.1.1.	MC attended the meeting, his report is attached.	
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9.2. COUNTY COUNCIL

9.2.1.	ME attended the meeting, her report is attached.	
9.2.2.	ME reported that although the speed safety team do not agree with the speed limit extension, an argument for it could be made and supported as it has been allowed elsewhere in West Suffolk. The general feeling was that it is worth trying.	
9.2.3.	ME advised that the land ownership in front of the village hall is unknown. Highways have no record, CP suggested it would be possible to apply for ownership because of these findings.	

9.3. POLICE

9.3.1.	The Police did not attend the meeting and had not submitted a report.	
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10. PLANNING APPLICATIONS

10.1	None	
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11. NEIGHBOURHOOD WATCH

11.1	PR reported that the Police had made several arrests of suspected hare coursers.	
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12. CORRESPONDENCE

12.1	All correspondence received had previously been circulated by AK.	
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13. ANY OTHER BUSINESS

13.1.	AK reported that Cat Williams had contacted her regarding rewilding the verge in front of her property that the building work had damaged. AK confirmed that she had advised her to speak with Martin Gilbert who has rewilded part of his garden. It was agreed that a little more detail regarding how much of the verge and the type of flowers were needed, but in principal it should be encouraged.	AK/DT
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14. DATE OF NEXT MEETINGS

The next parish meeting will be on **Thursday 14th January 2021, 7.30pm, via Teams platform.**

Signed (Chairman) Date.....

APPENDIX A – County Councillor Report

Locally I took back your concerns to David Chenery re the speed limit change. His professional judgement is that the short section of national speed limit should be left but he came up with the pragmatic proposal that we ask his team to prepare a report asking for the changes you want – and argue our case. I have asked him to progress the other works you agreed at your last meeting

I think we are all worried and saddened to find ourselves going in a new lockdown. It is different from the spring: childcare centres and nurseries, schools, colleges and universities and libraries will stay open. The household waste recycling centres will stay open too – but do remember you need to book your visit. Outdoor playgrounds will stay open as well.

Before the new lockdown started, our Suffolk Director of Public Health were advised that the increasing infection rates in west Suffolk had indicated that without lockdown we would have been heading into a higher Covid Control Tier.

Our aim now is to work at keeping people safe and well throughout the next 4 weeks so that when lockdown is lifted, Suffolk stays in the lowest control tier so we can get our businesses back on track.

Support during lockdown for residents in need:

The Suffolk Support and Advice Line has been set up to help people struggling financially. It can help with debt advice, budgeting, mortgage, rent or credit card problems and employment queries. The number is 0800 068 3131 and is manned Monday to Friday 9am to 5pm. People can also go to: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolk-advice-and-support-service/>

Through this advice line, residents can be helped financially by our Local Welfare Assistance Scheme that funds supermarket, food and fuel vouchers; school uniforms; essential furniture items; white goods; and oil heating refills.

We have also re-established the Home But Not Alone phone number for the most vulnerable needing help with food and prescriptions etc - **0800 068 3131** and open from 9am to 5pm Monday to Friday.

Councils in Suffolk are helping administer a Government scheme to provide financial help to those on low incomes and benefits who must self-isolate. Details about the Test and Trace Support Payments, and how to apply, can be found on District and Borough Council websites.

If you have been contacted by NHS Test and Trace and told to self-isolate, you are under a legal obligation to do so, and could be eligible for a £500 Test and Trace Support Payment.

Those who are eligible will need to meet all the following criteria:

- Told to self-isolate by NHS Test and Trace.
- Employed or self-employed.
- Cannot work from home and will lose income as a result.
- Currently receiving at least one of the following benefits: Universal Credit; Working Tax Credit; income-based Employment and Support Allowance; income-based Jobseeker's Allowance; Income Support; Housing Benefit; and/or Pension Credit.

Applications are made for one person only and any further applications within the same household must be made by each individual. Payments are subject to tax but not National

Insurance. People must make the application within 14 days of the last day of their NHS test and trace self-isolation period.

Applicants should ensure that they have the below information available before starting the application:

- NI number
- 8-digit test and trace ID number
- Recent bank statement, proof of self-employment, or wage slips.

Testing

If asked to do so by Test and Trace, you must self-isolate by law. Failure to do so will mean you are no longer eligible for the payment and steps will be made to recover the funds.

Please visit the [NHS Test and Trace](#) website for more details of the NHS Test and Trace self-isolation requirements for those:

- Testing [positive](#)
- Those who have been in [contact with someone](#) who has tested positive and now has been told to self-isolate by NHS Test and Trace.

Visit our District Council websites for details on how to apply for the £500 Test and Trace Support Payment:

- West Suffolk Council www.westsuffolk.gov.uk

Staying active

A rallying cry for people to remain active during the latest national restrictions has been issued by Cllr Graham Newman, the new Chairman of Suffolk County Council, in his first public statement as civic head for the organisation. “I know people are, understandably, concerned and anxious at the prospect of more national restrictions and with the onset of colder weather and darker nights the idea of being active can be daunting.”

“However, I would encourage everyone, if they can, to be as active as possible over the autumn and winter months. Being active is good for both your physical and mental health and can be a great antidote to the way we’re all feeling, at the moment.” Cllr Newman is particularly keen to highlight the resources available through the Keep Moving Suffolk campaign as an important source of information and advice.

The Keep Moving Suffolk campaign can be found at www.keepmovingsuffolk.com and includes details and links to the Love to Ride initiative.

Suffolk’s natural environment is getting an investment for tree-planting, restoring hedgerows, and improving roadside verges for wildlife. £228,000 from the Suffolk 2020 Fund will enable Suffolk County Council to enhance its work to protect and encourage biodiversity in the county. The authority will do this through a number of new schemes, as well as building on existing work.

Working with The Woodland Trust, Suffolk Tree Wardens, landowners, and county farm tenants, the funding will support the planting of around 100,000 trees, including replanting hedgerows in suitable locations across Suffolk over the next 18 months. It will also help establish around 10 community tree nurseries, which will support more planting in years to

come. Local volunteers will be supported to collect seeds, set up nursery beds and grow trees in their communities.

The funding will also be used to trial better ways to manage roadside verges for wildlife. This includes exploring the use of new technology and cutting techniques, as well as developing new partnerships with parishes and landowners. The funding will help expand the existing Roadside Nature Reserve network managed by the council with the help of volunteers, seeing a 25% increase in the overall length of verges managed for wildlife.

We are looking to establish healing woods in memory of people who died in the pandemic – there is a survey asking residents their views on how the woods should be developed – do please have your say:

The survey will run online until 25 November. The council will then collate and publish the results with a plan for the next steps.

[Visit the website here to take part in the survey.](#)

14 October marked the launch of Adopt East, a regional adoption agency which has been established to recruit adopters across the East of England.

Adopt East will work across local authorities in Southend, Thurrock, Essex, Suffolk, Norfolk, Hertfordshire, Bedford and Luton to find families for children who are waiting to find their forever home. Adoptionplus, Barnardo's, and Adoption UK are also part of the partnership.

The Adopt East alliance will deliver the highest quality adoption service to children and families throughout the region by bringing together the expertise and skills of all its partners. The scale of the organisation means that adopters will have access to a larger number of children waiting for adoption. This will help partners to match children with the right family for them, at the earliest opportunity.

Adopt East is committed to providing good quality adoption support services to support all

families with their adoption journey. To find out more about the Adopt East Alliance

[visit the Adopt East website.](#)

Yours with kind regards

Mary

Mary Evans

Deputy Leader & Cabinet Member for Children's Services, Education & Skills
Suffolk County Council,
Old Village Hall, Lower Street, Stansfield, Suffolk CO10 8LP
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November 2020 District Councillor report

for Hargrave Parish Council

Local Issues

WSDC Local Plan consultation, I have a brief shared screen presentation available if required. (Also sent as an attachment).

From WSDC- Comments from Council Leader John Griffiths

I hope you are all well. As you know the country is about to enter a period of new national COVID restrictions from Thursday. Our priority remains to support our communities and businesses while reducing the spread of COVID-19; and I want to reassure you that, while we have the capacity, we will continue to run services. I continue to be in close contact with the Chief Executive to ensure this though, as ever, we will continue to be guided by national guidance.

Some things we already have guidance on and are doing in line with the new Government rules, such as closures of museums. On other issues, we are asking for further clarification or awaiting new regulations. Portfolio Holders have also been meeting with officers as a matter of urgency to make sure we are giving the right advice to our businesses and communities as well as taking the correct decisions around our own services.

As during the previous lockdown, I expect we will need to be flexible and that rules or guidance may change. I am also confident that, as always, we will continue to meet any challenges as swiftly and effectively as possible. The Council has already planned for the current eventuality and looked at redeployment possibilities but, of course, this depends on what extra capacity we can create.

I thought it would be helpful to outline some of the issues we are currently managing (with the caveat that some are awaiting further Government guidance).

Services:

Our aim is to continue all of our services where capacity and Government guidance allows but will obviously need to keep this under review. This means that our bins service continues and our parks and play areas as well as our cemeteries in Bury St Edmunds and Haverhill remain open. We also aim to keep public toilets open at this time but under the new Government rules facilities such as leisure centres, cultural venues and museums, such as Moyses's Hall and West Stow centre will be closed to the public. Where we are able to keep facilities open, the current COVID-19 restrictions to reduce infection still apply.

Markets - Markets will remain open selling essential goods as set out by Government. Clarification on what are essential goods is still being updated nationally but we already know this will include items such as food and this is likely to be added to. This means our regular and farmers markets will remain open during this time and we are already talking to traders about arrangements. Those permanent stalls not trading will not have to pay for their pitch during November. To protect market traders and others, customers are asked to follow Government advice and apply social distancing and hand washing.

Car Parking - As England enters a new national restriction this Thursday, we are putting in extra support in place to help residents stay at home. As earlier in the year, we expect more people will park at, or near, their homes during the days and understand this may cause issues in some streets.

To help alleviate this we will be making the car parks available, at no extra cost, for those residents that have paid for Resident Parking Scheme Permits in Bury St Edmunds and Haverhill (permits must be displayed). This will be in place until 2 December or longer if the new national restrictions are extended. Currently, there is no similar parking permit scheme in Newmarket but we recognise the same issue also exists there. To help with this, residents are being encouraged to take up a significantly discounted season ticket for the duration of lockdown. We will now offer the option to purchase the permit on a monthly basis which can be purchased through our website. Residents can buy a monthly ticket for All Saints Car Park for £12.50 or for all long stay car parks in Newmarket for £20. This is a temporary measure and will only apply during the period of the national restrictions. We will also continue our free permit schemes for key workers, such as NHS, and volunteers working in their communities tackling COVID-19. The Council will continue its Civil Parking Enforcement to ensure against dangerous and wrongful parking so that fire engines, bin lorries and other vehicles are not impeded.

Businesses: All councils are awaiting further detailed Government guidance on support grants for businesses asked to close but as soon as we have this we will be publicising how we can help companies and traders (and have already alerted businesses to this). As soon as we have this clarification, I will make sure you also know, and how businesses can access help. (**Updated details below**). We are also urging residents to support local businesses where possible, but also to play their part in helping to reduce infection rates. The Council will naturally continue to provide advice on what emerging national guidance says and how measures can be implemented.

Communities: This is of course a worrying time for many, and I think we all know from last time the impact, both physical and mental, on our residents. That is why we have relaunched the Home But Not Alone Service to help the most vulnerable make sure they can access food, medicine and support. This is a Suffolk wide initiative and has gone live again today, Tuesday. We are again still waiting on Government guidance on the detail of support to the Clinically Extremely Vulnerable (CEV) so will evolve the Home But Not Alone service offer as more information is provided. Residents who are CEV will also receive a letter from the Government later this week which sets out what restrictions are in place how they can register for support if needed. The advice will differ from the shielding guidance which was in place during the first lockdown.

The Home But Not Alone service telephone number is freephone **0800 876 6926** and will be staffed from 9am to 5pm Monday to Friday. This phonenumber was absolutely vital during the first lockdown and it is only right that the same support is on offer as we head into the next one. It helped thousands of people, who often didn't have a network of family or friends to call upon, access emergency support such as food and medicine deliveries and befriending schemes. The success of the service relied on the amazing local networks that sprung up across towns and villages in Suffolk and really helped look after those most in need. This Home, But Not Alone phonenumber compliments The Suffolk Advice and Support Service phonenumber (**0800 068 3131**) which helps those with debt, benefits employment or housing worries. This phonenumber, supported by Suffolk Public Leaders is staffed by the Citizens Advice Suffolk Alliance, which includes the eight Citizens Advice Bureaus across Suffolk, and Anglia Care Trust and Ipswich Housing Action Group. Call handlers use resources and information from across many Suffolk organisations and specialist providers, which can be tailored to individual needs.

Last time the Government ran an 'Everyone In' policy around people who were homeless. So far they have not repeated this but, as you would expect, we are not only already carrying on our good work to reduce homelessness but also gearing up to be ready for any extra regulations Government may bring in.

Business Grants: As part of its national restriction measures, the Government has announced grant funding to be paid out by councils to businesses that have, as a result, been told to close: <https://www.gov.uk/guidance/new-national-restrictions-from-5-november?priority-taxon=09944b84-02ba-4742-a696-9e562fc9b29d#businesses-and-venues>
These will be paid as one-off grants to cover a 28-day period.

West Suffolk Council has been given an allocation of £2.9m and the eligibility for these grants has been set by Government. The grants are different to last time as they are being targeted at businesses that have had to close to comply with the national restrictions – it will not be enough for a business that is still open to show that it has been impacted by the restrictions.

Businesses that have, as a result, set up a click and collect service, and restaurants providing a takeaway service, will still be able to claim.

The amounts that closed businesses can claim are the following:

- Businesses with a rateable value of £15,000 or under and who are eligible can claim for a grant of £1,334.
- Businesses with a rateable value of £15,001 to £50,999 and who are eligible can claim for a grant of £2,000.
- Businesses with a rateable value of £51,000 and above and who are eligible can claim for a grant of £3,000.

Our approach

We have uploaded an online form for businesses to claim their grant. This is live on our website at <https://www.westsuffolk.gov.uk/coronavirus/business-support/localrestrictionsbusinesssupportgrant.cfm>

We have already put out messages via the media and social media directing businesses to keep an eye on our www.westsuffolk.gov.uk/c19business webpage for updates on the Government grants and anticipate that once live, businesses will start putting in their claims. We will email stakeholders to get messages out to their businesses encouraging them to apply. As well as Councillors, these stakeholders include, our staff, BIDs, Menta, the Suffolk Chamber of Commerce, town and parish councils, DMOs and our MPs.

Then next week we will begin a three-pronged targeted campaign to reach eligible business to include: An email mail out to all businesses we paid under the previous grants to say they may be eligible, see our webpage.

- Phone calls to businesses identified by Anglia Revenues Partnership as likely to be eligible, having not received a previous grant.
- A media and social media campaign to reach other businesses who may be eligible but unfortunately we don't hold enough business information in our Business Rates system to assess.

This will run alongside our work with many of the stakeholders above.

Mike Chester

District Councillor Chedburgh and Chevington Ward