

# PEASENHALL PARISH COUNCIL

Minutes of the Peasehall Parish Council virtual meeting  
held via Zoom Meetings on Wednesday 24<sup>th</sup> February 2021 at 7:00 pm.

## 2021/21 Attendance and Apologies

### Attendees:

Cllr. Steve Pewsey - Chair  
Cllr. Frank Potter – Vice-Chair  
Cllr. Roger Benstead  
Cllr. Nick Levett-Scrivener  
Cllr. Stephanie Liston  
Cllr. Ric Earle  
Cllr. Peter Dance

### Apologies for absence:

County and District Cllr. Stephen Burroughes

### In attendance:

2 members of the public

## 2021/22 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Levett-Scrivener declared an interest in agenda items 6 and 9.

## 2021/23 Public Forum

There were no comments from members of the public. The District and County Council reports provided by Cllr Burroughes were presented.

## 2021/24 Minutes

The Council approved as accurate the minutes of the meetings held on 27<sup>th</sup> January 2021, subject to minor amendments to items 2021/10c, proposed by Cllr Earle, and 2021/11c and 2021/15 proposed by Cllr Pewsey.

## 2021/25 Matters Arising

- a) Cllr Pewsey reported that he had written to Peasehall and Sibton Bowls and Lawn Tennis clubs with the Councils support for their application for funding from ESC.
- b) Cllr Earle said he had been asked by two members of the public to ask Cllr Potter why he was so keen for the Church Lands Trust land (site 12.60) to be developed. Cllr Potter replied that he was not, and never had been, in favour of developing the site. Indeed, he has consistently voted against inclusion of the site in the local plan. He had, however, consistently voted against the Councils Stage 1 and Stage 2 complaints to ESC over inclusion of the site in the local plan as he believed the complaints to be without merit and the stated basis for the complaint to be invalid.

## 2021/26 Vacancy for Parish Clerk and Casual Vacancies

Cllr Pewsey reported that the vacancy for the position of Parish Clerk had now been advertised. 2 local Clerks had been approached to ask whether they would be able to act as Clerk in the interim, but both had declined. Cllr Pewsey reported that he had received another notification of interest from someone to become a Parish Councillor. They, and other interested persons, would be invited to a future meeting of the Council.

## 2021/27 Adverse Weather Issues

- a) Cllr Pewsey proposed that a vote of thanks be recorded to the Levett-Scrivener family for their efforts in clearing the side roads in the village of snow. This was unanimously endorsed by the Council.
- b) Cllr Pewsey stated that, during the cold snap, he had been approached by a member of the public suggesting that the Council should purchase and store a number of snow shovels which could then be handed out to volunteers to clear snow from the footpaths in the village. It was concluded that this was not a viable suggestion, primarily because of liability issues and the availability of volunteers.

c) There was a discussion on the grit bins in the village. Only 1 was listed in the Councils asset register, but there were at least 5 of them, and all are owned by the Council. It was agreed that all grit bins would be included on the register. It was noted that one of the bins in Russell Close had been padlocked by persons unknown. It was agreed that the Council would remove the padlock. Cllr Pewsey stated that he had been in touch with ESC and the grit bins would soon all be refilled.

d) Cllr Levett-Scrivener explained that the recent snow clearance on the village roads had been done using a standard tractor bucket as his estate does not own a snow plough. He suggested that Peasenhall Parish Council, Sibton Parish Council and the estate could jointly purchase a snow plough for use by the estate to improve the efficiency of future snow clearing operations. The Council were in favour of this proposal in principle, but would need to understand whether Sibton Parish Council would contribute, and for what proportion of the cost, and what the insurance implications would be.

**ACTION: Cllr Levett-Scrivener to report back on the Sibton Parish Council view and on the insurance implications.**

## **2021/28 Cemetery Management**

a) Cllr Pewsey reported that the contract for grass cutting in the cemetery, and other areas of the village, would soon expire and so will need to be put out to tender. The current contractor has indicated that they are not willing to continue doing the grass cutting work. The Council agreed that the contract should be put out to tender.

b) There was a discussion on how we might go about renewing the Council notice boards in the cemetery and also on the Causeway. The Council agreed to identify suitable potential suppliers.

c) The water tap at the top entrance to the cemetery has not worked for some time. There was a discussion on whether this was due to defective pipework or the cost of having a water supply, or both. The discussion was inconclusive. Therefore, the Council authorised the Chair to contact one or more water companies or plumbers to inspect the water supply for defects.

**ACTION: Cllr Pewsey to arrange for an inspection of the water supply to the cemetery.**

d) The schedule of burial fees for the cemetery was reviewed, noting that it is 12 years since the prices were last amended. Cllr Levett-Scrivener proposed that the fees should remain unchanged, except for child burials for residents, which should be amended to be free for all children under the age of 16. The current residents child fees are free for children under the age of 1, £100 for children under the age of 12 and £200 for children under the age of 16. The Council unanimously agreed that the schedule of burial fees should be amended such that burial of residents children under the age of 16 shall be free.

## **2021/29 Forward Planning**

a) The Council debated the arrangements for the Annual Meeting and the Annual Parish Meeting. Current legislation allowing remote meetings of the Council expires on 7<sup>th</sup> May 2021. Current Covid regulations do not permit a face to face meeting until after 21<sup>st</sup> June 2021. It is a legal requirement to hold an Annual Meeting in May, so the only option for this is to hold it remotely between the 1<sup>st</sup> and 7<sup>th</sup> of May 2021. It is not a legal requirement to hold an Annual Parish Meeting, but it is good practice. The Annual Parish Meeting could therefore be held remotely in the first week of May or in person after 21<sup>st</sup> June. It was agreed that the Annual Parish Meeting should be held, but there was some discussion about whether it was preferable to hold it remotely on the same day as the Annual Meeting, or wait until later in the year and hold it in person. The Council felt that on balance there would be better attendance and engagement in a face to face meeting.

The Council agreed to hold the Annual Meeting on 5<sup>th</sup> May 2021 via Zoom and to hold the Annual Parish Meeting later in the year when Covid restrictions permit a face to face meeting with residents.

b) There has been no response yet from Sibton Parish Council on the suggestion of exploring areas in which the two Councils can co-operate.

c) There was a discussion on whether an organising committee should be formed to support the arrangements for the social event at Sibton Abbey in August proposed by Cllr Levett-Scrivener at the last

meeting. Cllr Levett-Scrivener felt it was too early at the moment to know whether a committee would be required.

**ACTION:** Cllr Levett-Scrivener to report back to the next meeting on whether an organising committee is required to support the proposed Sibton Abbey social event.

d) It was reported that the Village Guide had not been updated since it was first produced in 2016. The Council agreed that it should be brought up to date and re-printed (approx. 600 copies).

**ACTION:** Cllr Pewsey to determine the cost of having an updated guide re-printed.

### **2021/30 Highways**

The Council noted that there is no date yet for the refurbishment of the phone box and it was now likely to be after Easter. Cllr Pewsey reported that he had been contacted by an individual from Badingham suggesting that we should be providing monthly status reports to the supplier of the defibrillator in the phone box. No Councillors had any knowledge of this requirement.

**ACTION:** Cllr Pewsey to determine whether there is a requirement to provide monthly defibrillator status updates.

### **2021/31 Asset Register**

The Councils Asset Register was reviewed and approved, subject to some minor changes to the location of some equipment and the addition of a number of grit bins.

### **2021/32 Risk Register**

The Councils Risk Register was reviewed and approved, subject to the risk on use of cheques being extended to include bank transfers and an updating of the risk relating to the footbridges reflecting the fact that the mitigation against injury from falling from a bridge has now been implemented.

### **2021/33 Finance**

Cllr Potter reported the current bank balances, on 23/02/21, as £1964.32 in the Community Account and £33,134.03 in the Business Premium Account.

### **2021/34 Correspondence**

There was no correspondence of any significance to report.

### **2021/35 Questions to the Chair/Items for the Next Agenda**

Cllr Pewsey asked for the following matters to be added to the next agenda – the Orwell Housing development proposal in Mill Road and the annual village litter pick. Cllr Liston suggested that we should consider changing the day of Parish Council meeting (currently Wednesday) to a day which may allow more regular attendance from Cllr Burroughes. It was agreed that this should be explored.

### **2021/36 Date and Time of Next Meeting**

The Council confirmed the date and time of the next virtual meeting of the Council which is scheduled for 31<sup>st</sup> March 2021 at 7:00 pm.

The meeting closed at 8:30 pm.