

Additional Materials

30th March 2021

Agenda Item	Report
01 a	Apologies Apologies received from Cllr H Williams, and Cllr A Williams - funeral attendance.
06	Clerk's Report on Matters Arising Emergency Decisions The Clerk took the emergency decision to agree on Council's behalf to the Hitchcock family paying and organising the required fence around the newly installed STW. The Clerk felt that the current situation compromised safety both of the unit and the members of the public, and that a swift remedy was required. In agreeing the Clerk did stipulate that any installed fence must comply with all pertinent legislation and health and safety requirements. RPC/RVHC Responsibilities Document The Clerk is having ongoing discussion with RVHMC with respect to the responsibilities agreement document. There are just two issues to resolve - hall ownership, and trees and hedges. So far there has been no input from the Hitchcock family regarding the hedges aspect. Street lights Cllr Last informed the Clerk that the light near the school is out, and the Clerk reported this to SCC. SCC indicated that there was also another light out, further down Lower Farm Road. Neither of these units is fixable, and so require upgrading to LED units. The Clerk is currently waiting on feedback from SCC on the use of amber lighting in the upgrades. This may or may not have financial implications.
07 a/i	Financial Receipts and payments Receipts 3/3/21 Refund from HMRC PAYE- £159.89 8/3/21 Banking interest - £0.46

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Payments

28/01/21 Clerk's Salary - £564.48
28/01/21 Building Control MSDC - £96
11/03/21 Building Control MSDC - £300

a/ii See BankingReconciliationOverview-30-03-2021
a/iii See BudgetToActual-30-3-2021

The Clerk has corrected a mistake where figures were listed in gross terms on the budget to actual, and not on nett (of VAT) terms, where VAT is recoverable. For most items this makes an insignificant alteration to the figures.

a/iv Better VAT recording is required to be added into the financial spreadsheet that the Clerk has designed.
b See CIL-30-3-2021
Payments to be authorised

Street lighting - £413.74
Clerk's Salary Feb and Mar- £470.40
Working from home allowance - Feb/Mar21 - £20
SALC Payroll services - £54

c RVHMC Donation request

RVHMC has submitted a donation request to RPC, which states that RVHMC is very grateful for the continued financial support that RPC affords it. It further notes that it would be difficult to pay for the running costs of the hall, which is the only amenity in the village, without such funding.

As a matter of transparency, RVHMC actually requested a grant, but the Clerk believes they meant donation, and so has adjusted the submission accordingly.

No figure was given in the letter.

£1000 was budgeted for in this years accounts as a donation to RVHMC

RPC has granted £1000 towards the goal post/basket ball hoop structure in this financial year.

d Marie Curie Donation

Marie Curie has requested a donation of £3 - to be given as coins.

08

Street Lighting upgrades

No new figures has been forthcoming from SCC for the upgrades, so the Clerk is assuming the figures given last year still hold. However, as mentioned above, the Clerk is still waiting information from SCC on

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the use of amber lighting, which might adjust the cost somewhat.

Last years figures are:

Unit 1 Lower Farm Rd – For The Sum Of; £1,304.55 + VAT

Unit 2 Lower Farm Rd – For The Sum Of; £1,304.55 + VAT

Unit 3 Lower Farm Rd – For The Sum Of; £1,304.55 + VAT

Unit 4 Offton Rd – For The Sum Of; £334.48 + VAT

Unit 5 Stowmarket Rd – For The Sum Of £744.34 + VAT

10 Policy Documents

These policies are required by the Communities Grants team at MSDC, and must be signed off within six months of the draw down.

12 Village Hall Sewage Plant Project

- a The installation was completed on the 5th March, and the STW was operational. The operational manual has been given to RVHMC.

Pre-installation work consisted of the landowner pumping out all water in the current pipework, at no cost to RPC.

A site survey was carried out by the installation contractor, and that amounted to 12 man hours of work @ £36p/h, which was not in the original quote.

- b The Clerk has submitted the contractor's invoice and supporting documentation to MSDC Infrastructure and Community Grants teams, and they have approved full payment.

- c The Hitchcock family (a member of which is the landlord of the site) offered to install a fence around the STW, at no cost to the parish. As mentioned in the Clerk's report, the Clerk agreed on Council's behalf to this on safety grounds. The Clerk did specify that any installed fence should comply with all applicable legislation, and health and safety requirements.

Cllr Hitchcock to update on the progress of this fence.

- d As part of the planning application approval RPC is required to make good the grass around the installation.

The Hitchcock family has offered to pay for this remedial work, and the Clerk is assuming also organise it.

- e The CIL and Community Grant funds should be in the Business Premium Account by the end of the week.

The Clerk has not yet done the full calculations, but Council might have to wait until the first half of the precept has been paid before it has sufficient funds to pay the invoice. Whilst there is enough money per se in the account, a vast proportion of that is Neighbourhood CIL and so should not be used to non NCIL related purposes.

g Additional hours spent on installation project.

As the Clerk has stated before, and the Personnel committee agreed, there are too few hours allocated for business as usual work at the moment. Therefore, any work which is non-core involves additional hours.

In handling the installation of the STW and all its related requirements, and post submission of draw down requests the Clerk has accumulated 13 hours and 56 minutes of additional time to date. It should be noted that there is some more work to be done on post installation issues.

The Clerk submits their time sheet spreadsheet as an indicator of how this time has been spent. This includes a record of all time spent on normal business (NB) and on the CIL/CG bid. See timesheet-2020-2021
14 As of 23/03/2021 nothing reported to the Clerk for consideration at the meeting.

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17 **RAF Wattisham Liaison**

a Emails from resident (redacted for GDPR purposes)

Email 1 - Dated 24/02/2021

I would like to follow up regarding excessive noise from the helicopters at Wattisham base. I chased up following Jo Churchill MP's visit to the base in the summer. Her research assistant stated :

The Station Commander still felt that local community engagement was good. Jo has suggested that if the Chair of the Parish Council would like to contact our office she would be able to broker a meeting between them and the Air Base.

I think this is a very welcome suggestion and hope the PC can follow this up. To re-cap, and with respect for the hard work and training they do, and the long history of the base in the local community, since a small number of properties are significantly impacted by helicopter noise, we would like to have regular dialogue with the base, via our Parish Council, and work together to aim to minimise the impact of their activity.

The aim of such a group could be set out, for instance :

1. Improved understanding

- As a newcomer to the area it would be really interesting to be able to find

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more about the work at the base.

- I would happily invite someone from the base to my home to experience the Apaches passing over or hovering nearby.

2. Mitigating impact

- To set out what we think is reasonable and aim to establish a routine, for example, finishing at 6pm in the summer and 10pm in the winter, and at any other times being limited and notifying us in advance.

- To be notified of changes to the routine eg, the 3 week stoppage at Easter 2020 which was then followed by markedly increased activity.

- To ask that routes be more varied, because after living here over a year it is now clear they follow the same route every time they leave the runway (directly across my house despite it being surrounded by fields).

I hope these suggestions are helpful.

Email 2 - Dated 19/03/2021

I kept a log last year but when it basically amounted to low-flying countless times each hour, over my property from 9am till 2am Mon-Thurs and 6pm on Friday, I stopped counting. I have resumed again in the past 3 weeks.

Andy Warburton, Airfield Manager called yesterday to apologise for the 4am and 7.30am activity last week which, he said, was a one-off. He reminded me their flying hours were 8.30am to 1.00am Mon-Thurs and 8.30am to 6pm on Friday, but they could fly outside these times in principle. He also said lockdown meant more flying close by, so once lifted they could go further a-field resulting in less local disruption.

I again raised the idea of a regular communication so we might know what to expect from one week to the next, but he remained resistant.

I also queried the often-made assertion that they regularly change routes and on this point he confirmed that our property was just 'unlucky' in it's location and that for various technical reasons they were unable to alter the flying routes at all.

A meeting with the PC and Airfield representative co-ordinated by our MP could be very helpful. Unfortunately I will be unable to make the meeting on March 30th but hopefully someone will be there who can take this further, or perhaps we are best leaving it until we can be present?

Victory In Europe day

See email from RBLI, regarding their products.

24 b Next meeting location

The current situation is that the legislation that specifically allows virtual meetings to be held will lapse at the beginning of May. This seems to imply that any meetings subsequent to that should be held in person. This seems to be contrary to the COVID Return to Normality Step in operation at the time.

The governing act for meetings is the LGA 1972, which was written before the internet provided the ability to meet virtually. As such, whilst the probable intention of the act was to be in person meetings, this is not actually specified. Therefore there is scope for interpreting the act to mean that Councillors just need to meet, and that such a meeting could be virtual.

The Clerk, therefore, recommends that Council should hold the May AGM via Zoom, as a virtual meeting, with the option of it being a hybrid meeting.