



# REDGRAVE PARISH COUNCIL

Locum Clerk: David Lines  
P: 07485 151248  
E: locumparishclerk@outlook.com

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## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held at 7.30pm on September 1<sup>st</sup> 2022 at the All Saints Church, Redgrave.

**Present:** Cllrs. Brian Andrews, Mike Denmark and John Giddings, MSDC Cllr. Jessica Fleming (during Item 9) and the Locum Clerk. There was one member of the public.

1. **Chairman's introduction and welcome.** The Vice-Chairman, Cllr. Denmark, welcomed all to the meeting
2. **RECEIVED and ACCEPTED** - apologies for absence from Cllrs. Elaine Brown, Frank Gillett, Ann Preston, Jason Walker and Andy Warnes (RPC Chairman).

**Declarations of Interest – NONE**

**Delegated Declaration of Interest Dispensation decisions or dispensation requests where required - NONE.**

### 3. Public Forum

The Chairman to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the agenda or on a general matter - **NONE**.

### 4. Minutes of the last meeting

**APPROVED** - the Minutes of the Extraordinary Meeting of the Council held on **August 3<sup>rd</sup> 2022** (previously circulated), signed as a true and accurate record.

### 5. County and District Councillor's Report

**RECEIVED and NOTED** - a written report from **Cllr. Jessica Fleming** (Suffolk County Council and Mid-Suffolk District Council). Cllr. Fleming arrived during and left after Item 9, and expanded on Refugee Hosting and the Solar Panel Scheme in her report, answering questions in the process. She kindly undertook to follow up on the Lorry Route Review and Norfolk County Council's stance on HGV traffic using the B1113 into Redgrave.

### 6. Planning

The following planning applications were received by the Council for comment.

- **DC/22/03620** – HSE Felix House, Half Moon Lane, Redgrave. Replacement of 13 No windows, fascias and front door – **NO OBJECTION**.
- **DC/22/03888** - Pink Cottage, 2 The Street. Notification of Works to Trees in a Conservation Area - Fell 1No. Fir (T1) – **NO OBJECTION**

**NOTED** - Planning Decisions received.

DC/22/03045—Springfield, 1 The Green— **APPROVED**

DC/22/02183 - Well Cottage, Half Moon Lane—**APPROVED**

### 7. Parish Clerk's Report - NOTED

- A new 'traffic light' format was introduced and approved
- Ongoing Items – Chairman to discuss with SCC Highways measures to control traffic through the village – "GREEN" (completed status).

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## 8. Recreation Ground

To **RECEIVE** an update and **RESOLVE** on matters relating to the proposed new Recreation Ground – **NONE** in addition to Item 17 below

## 9. Responsible Financial Officer Report

- **NOTED** - the Bank Reconciliation at 30<sup>th</sup> June 2022, supported by the bank statement and record of accounts.
- **APPROVED** – Payments to Mr D. Lines (£748.00 – locum fees and travel expenses) and Tramar (£60.00 - grass cutting).
- To **RECEIVE** the report of the External Auditor and **APPROVE** publication of the Notice of Conclusion of Audit for the Financial Year ending 31<sup>st</sup> March 2022 – **DEFERRED**
- To **APPROVE** the renewal of the Council's Insurance Policy – **DEFERRED** (pending receipt of new quotation).
- To **CONSIDER** the opening of an on-line current account with Unity Trust Bank – **DEFERRED** (to involve absent councillors in the decision)

## 10. Review of the Parish Council's Policies

**REVIEWED** and **APPROVED**

- Environmental Policy
- Safeguarding Policy
- Equal Opportunities Policy

## 11. Remembrance Day Arrangements (including wreath-laying) for Remembrance Sunday, 13<sup>th</sup> November 2022.

**RESOLVED** - The Locum Clerk to research the cost of the wreath / The Chairman, Cllr Warnes, will be the Council's representative to lay the wreath.

## 12. To **NOTE** correspondence received, if any – **NONE** (other than via the Play Area consultation).

## 13. Agenda Items proposed for the next meeting - **NONE**

## 14. Date of the next meeting – **AGREED** as 6<sup>th</sup> October 2022

## 15. Exclusion of the Public and the Press

In accordance with the **Public Bodies (Admissions to Meetings) Act 1960**, it was **RESOLVED** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceeding such as confidential, specialist, financial or legal advice) in the remainder of this agenda can be discussed and decided.

## 16. Staffing and Administrative Matters.

- **RESOLVED** - to **CONFIRM** and formally **APPROVE** the terms and conditions relating to the contract for the services of the Locum Clerk, Mr. David Lines (From August 1<sup>st</sup>, 2022, for 9 weeks x 7 hours pw @£25 p.h. plus travel expenses, with an option to extend for shorter periods).
- **RESOLVED** – to **APPOINT** Alison Spouncer to the permanent post of Redgrave Parish Clerk and Responsible Financial Officer from September 1<sup>st</sup> 2022 and **APPROVE** the terms and conditions of her

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**(16. Staffing and Administrative Matters – continued)**

employment (NALC/NJC Pay Scale 27 for 7 hours per week, plus SCC Pension Fund contributions, other T&C's per the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services (the 'Green Book') and the relevant UK employment legislation).

- 17. RESOLVED** - to **APPROVE**, in principle only, the draft version 4 of the Proposal for Provision of a Recreation Ground/New Children's Playground (*circulated separately*), subject to completion and open discussion of the final document.

**The Vice-Chairman closed the meeting at 8.08 pm**

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