

# RAYDON PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON TUESDAY 9 FEBRUARY 2021 VIA ZOOM

**Present:** Stephen Coe (SC)  
Jane Cryer - Clerk (JC)  
Keith Lovering (KL)  
Jim Lowe (JL)  
Sue Newton - Chairman (SN)  
Amanda Pyall - Vice Chairman (AP)  
Trevor Sayer (TS)  
Jayne Tann (JT)

**In attendance:** Gordon Jones - Suffolk CC (GJ)  
7 Parishioners

**Apologies:** Faith Backhouse  
Sigi Steer  
John Ward - Babergh DC

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### 21.2.1 APOLOGIES

See above. Apologies were accepted from FB and SS.

### 21.2.2 DECLARATIONS OF INTEREST

None

### 21.2.3 PUBLIC FORUM

In response to a question from Chris Chambers concerning Neighbourhood Plans, SN said the PC had considered this on two occasions in the past but had not been convinced that the parish would benefit, apart from the increased percentage in CIL payments. Producing a Neighbourhood Plan could take up to five years and involved considerable expenditure; however, SN did not rule out a further discussion at a future meeting. CC asked whether the PC had received a thank-you letter from Brantham Football Club following the resurfacing of the KGF car park; SN said BFC was not the only user of the playing field, and anyway had not been able to use the field since before the work took place due to the pandemic. The main advantage of the resurfacing and creation of additional parking places was to stop vehicles parking on the road.

### 21.2.4 MINUTES FOR APPROVAL

#### 21.2.4.1 PC meeting held on Tuesday 12 January 2021

It was proposed by KL, seconded by JL and agreed unanimously that the minutes of the meeting held on Tuesday 12 January 2021 should be accepted as an accurate record, and signed accordingly.

### 21.2.5 ACTIONS FROM THE LAST MEETING

Most of the actions were either ongoing, or were on the agenda; there were updates on the following:

#### 21.2.5.1 Speeding

At the last meeting councillors had agreed that Raydon should participate in SCC's two-year ANPR trial and JC had submitted proposed locations for the cameras; GJ would keep the PC informed of progress.

## **21.2.6 REPORTS FROM OUTSIDE BODIES**

### **21.2.6.1 Babergh DC**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes.

### **21.2.6.2 Suffolk CC**

A written report had been circulated prior to the meeting, a copy of which is filed with these minutes. The draft budget would go to full Council on 11 February. GJ commented on the new proposals for pylons - the Twinstead line would be upgraded; he would keep the PC updated. In response to a question from JL about the travel policy for schools and whether there would be more buses for the general public in the area, GJ said this was unlikely due to lack of demand. The travel policy for schoolchildren was reviewed annually; it was noted that provision of travel for over-16s was not statutory. In response to a question from SN, GJ said the HGV network review would go ahead once the pandemic was over; he would keep the PC informed.

## **21.2.7 FINANCIAL MATTERS**

### **21.2.7.1 RFO's report**

It was proposed by SN, seconded by TS and agreed unanimously that the finance report for 9 February 2021 should be approved; payments of £678.70 were authorised, together with direct debits of £403.82 to E.ON and Anglian Water.

### **21.2.7.2 Update on recommendations in internal audit report**

JC's update was noted. She would bring a draft GDPR policy to the March meeting.

## **21.2.8 COUNCILLORS' REPORTS**

### **21.2.8.1.1 Quiet Lanes Suffolk**

The report from the working group was noted. The lanes identified as being suitable for submission were Sulleys Hill from Fox Farm to Snowdown; Higham Hill from parish boundary with Higham through Lower Raydon on the C473 to Higham Road junction with bridleway 051; from close to Shelley Bridge C727 to C473 encircling '10-acre field'. In response to a question from KL, JT said Wades Lane crossed the B1070 and the working group had thought it sensible to keep the submission simple; it might be possible to add more lanes in the future. With regard to funding, each participating parish would receive £600 from SCC towards the cost of signage; the cost to RPC was likely to be in the region of £345. However, it was noted that this was indicative only and dependent upon whether new posts were required for some of the signs. A letter would be distributed to all households with the next issue of Quartet as the first step in the public consultation process. The next stage would be to hold a public meeting (via Zoom) - it was agreed that this should take place at 6pm on Monday 8 March. It was proposed by SN, seconded by KL and agreed unanimously to approve the action being taken.

### **21.2.8.2 Grass verges and parking**

Three potential contractors had been identified. SN said measures would need to be taken to make the site safe while the work was going on and barriers would be necessary; KL agreed. A street works licence would probably also be required and possibly traffic management. TS said that the working party had not met; the report was not, therefore, from all members. He felt there were still several issues to be resolved concerning the overall specification. Originally the working party had looked at using Gridforce, which required a certain specification not addressed in the quotes received. He proposed contacting SCC Highways and requesting their guidance; KL suggested using the SCC Self-Help Scheme. It was proposed by TS, seconded by JL and agreed unanimously that SCC Highways should be asked to look at the proposals and give their view. It was further agreed that the working party should take this forward; TS would email GJ, who would follow up with the appropriate person at SCC. In response to a comment from JT that cars would continue to drive across the verges, TS said it was important that any work was carried out at the right time of year and provision made to keep people off the verges while they settled down. KL said some residents had expressed concern about the cost, and one or two wanted to put posts outside their properties; GJ said that this was not allowed.

### **21.2.8.3 Defibrillators**

AP's update was noted. JC would liaise with her and order replacement pads as the existing ones would expire at the end of March; the cost would be in the region of £40.

### **21.2.8.4 Better Broadband**

The update from KL on the response to the leaflets about the Openreach Community Broadband initiative; as at 2 February 51 domestic and 8 business addresses had registered their interest. Openreach were currently working on the potential costs.

## **21.2.9 PLANNING**

### **21.2.9.1 SCC/0004/21B - Brett Vale Golf Club (confidential)**

A pre-application submission had been made, which was confidential. GJ had chaired a meeting with SCC Planning and invited representatives from Raydon and Holton St Mary; SN and KL had represented the Parish Council. SN said she and KL would forward their comments to SCC. In response to a question from a parishioner, GJ said this was primarily a minerals and waste application, which was why it was now with SCC rather than Babergh. Once the application was out for consultation, people would have the opportunity to submit their comments.

### **21.2.9.2 DC/21/00378 - Church Farm House, The Street**

Councillors had no objections to the application for a single storey outbuilding/studio, and pond.

### **21.2.9.3 DC/21/00378 - Land west of Pipers Went, The Gardens**

Councillors had no objections to the application for the erection of 5 dwellings with garaging, parking and access.

### **21.2.9.4 DC/21/00463 - 2,4,5 & 6 The Gardens**

Councillors noted the application for discharge of conditions relating to application DC/20/02503.

## **21.2.10 POLICIES FOR REVIEW**

### **21.2.10.1 Asset Register**

It was proposed by TS, seconded by SC and agreed unanimously to approve the Asset Register for 2020/21 with no amendments. SN would look back through her files to try to find acquisition dates of assets prior to 2012.

### **21.2.10.2 Internal Controls Statement**

It was proposed by SN, seconded by AP and agreed unanimously to approve the Internal Controls Statement for 2020/21 with no amendments.

### **21.2.10.3 Risk Assessment**

It was proposed by SN, seconded by SC and agreed unanimously to approve the Risk Assessment for 2020/21 with no amendments.

## **21.2.11 CLERK'S CORRESPONDENCE**

### **21.2.11.1 Grass verge outside Lavender House**

The owners had reported damage to the grass verge caused by vans and trucks driving over and parking on the verge to load/unload goods at the empty property next door. However, new occupants had now moved into the property; it was therefore decided not to take any action at the present time.

### **21.2.11.2 Church boundary wall**

It was noted that the church boundary wall was being pushed over due to overgrown small trees within the churchyard; this had been pointed out some time ago but no action was taken at that time due to local concerns about trees being cut back. It was agreed to discuss this further at the March meeting.

**21.2.11.3 Census 2021**

A census had been carried out every decade since 1801 (with the exception of 1941). The 2021 census would be taking place from early March onwards. All households would receive a letter with a unique access code, allowing them to complete the questionnaire online - paper questionnaires would be available on request. The results would be available within 12 months, but personal records would be locked away for 100 years.

**21.2.11.4 PCC**

A letter of thanks had been received from the PCC for the PC's contribution to the maintenance of the churchyard.

**21.2.12 CLERK'S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING**

None.

**21.2.13 DATE OF NEXT MEETING**

The next meeting would be 7.30pm on Tuesday 9 March, via Zoom.

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