



EYE TOWN COUNCIL

MINUTES FOR THE MEETING OF EYE TOWN COUNCIL held using video conferencing, on WEDNESDAY 21st October 2020 @ 7:30 pm

The Council acknowledged the sad news of Cllr John Blake's passing. John was a valued member of the Council and Deputy Mayor for Eye. Our thoughts go out to his family and his partner Judith at this terrible time. The Chair proposed a minute's silence which was held out of respect.

Present: Cllrs Walker (Chair), Berry, Brandon, Evitt, Gibbs, Gould, Henderson, Hudson, Mann, O'Mard, Potter, Smith, Turner and Town Clerk. One Member of the public and Trevor Brown (Internal auditor)

Before the meeting started the Clerk reported that the agenda included an appendix from the previous meeting. This is not part of the agenda this evening.

1.0 Apologies and Approval of Absences

Apologies received from Cllr Byles

2.0 Members Declarations of Interests and Consideration of Requests for Dispensations

None received.

3.0 Public Participation - Meeting to be opened

3.1 County Councillor Report – Cllr. Guy McGregor – Full Report in **Appendix A**

HGV issues - Pleased that SCC and Cllr Reid gave the commitment to take back the responsibility of the issues. Congratulated the working group in their achievements so far with this issue.

Chairman of NCC has raised issue of access to train station at Diss. Confirmed new access is plan.

A discussion around budget setting for 2021/22 was held and the difficult decisions to be made in agreeing these.

Cllr Gould thanked Cllr Mc Gregor for his support with the HGV issue.

Cllr Smith – raised the issue of the damaged curbstones outside antiques shop, which has resulted in at least one incident.

Cllr McGregor has identified funding to make good this repair and will be contacting the appropriate officers to put these works back on the agenda.

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Signed: Mayor

Clerk:

Dated: 18.11.2020

3.2 District Councillor Report – Cllr Peter Gould – Full Report in **Appendix B**

Paddock House – Planning condition in respect of proposals for the garden. With Cllr Henderson and Paul Abbott plus the community group this was submitted within the deadline. The proposal still has the opportunity to develop and change within the remit of the proposal.

2 Cross Street – Owned by SCC which has been on the open market for sale. Cllr Gould has entered discussions with SCC at least a year ago with a view to passing ownership to ETC or MSDC for continued civic use. The transfer would need to include the cost of bringing the building the property up to standard. The primary use for this building would be as an office for the Town Council to include meeting rooms. There currently isn't any provision of services for young people in Eye. Cross Street could offer services for young people to find employment through skills development. Cllr Gould hopes for provision in the contract for the Town Council to have an interest in the capital value of the property should it be sold. Timescale is not yet known.

Victoria Mill – Decision for appointing professional advisor to arrange for the possible options for selling of the agricultural land for development. A suitable agent has been identified and discussions are now on-going for a program of works. Part of the fees for undertaking this work would be paid by the vendor and would be paid at the point of transaction. This should reduce the need to draw on reserves as previously thought.

HGV's – Dr Dan Poulter MP, Andrew Reid SCC, SCC officers, Cllr Brandon & Cllr Gould met on 16th October regarding the issues relating to HGV's to see these for themselves. Cllr Brandon led the discussion with Cllr Andrew Reid. Outcomes from the meeting to form a working group to include Cllr Brandon, Cllr Berry, Gary Rowland, Cllr Gould and Cllr Mc Gregor. SCC asked for a list of the highest offenders of misuse of the roads in Eye. Dr Dan Poulter MP suggested an experimental traffic regulation order restricting the size of lorries coming through the town centre, as one way of assessing the impact of a TRO on the town. A further meeting will be held as a follow up. SCC will be extending the MLM survey work over a wider area to feed into the discussion.

3.3 Members of the Public – to receive questions and matters of concern from those present. None received.

Meeting to be closed for public participation. Formal Council statutory business as follows: -

4.0 The minutes of the **Town Council** meeting held on the 16th September 2020 were received and agreed.

Proposed by Cllr Smith seconded by Cllr Evitt - All in favor motion carried.

5.0 To receive and confirm the minutes from the **Town Hall Committee** held on 24th September 2020.

Council to note repairs agreed for the treatment of water penetration below the high-level brick cornice. The interim repair to be left until a more permanent fix is required. Then to proceed with the proposal supplied by Paul Durrant and Son. Ring fence existing reserves against the balance of funds from the

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Signed: Mayor



Clerk:



Dated: 18.11.2020

refurbishment of the Town Hall for the sum of £8400.00 until needed. Leaving £8820.00 as uncommitted reserves against this balance.

The Clerk reported that this would need a vote from Full Council as it changed the earmarked reserves previously reported.

Proposed by Cllr Evitt seconded by Cllr Brandon - All in favor motion carried.

Cllr O'Mard reported that the large Kerrison portrait replica has now been moved downstairs on the stage awaiting its final resting place.

The Clerk reported that concerns had been raised regarding health and safety as we will shortly have a booking which requires the stage.

The Fire Risk Assessment has been booked as part of the application for the Wedding Licence Renewal.

6.0 To receive and comment on planning applications and appeals as follows (and consideration of late applications)

6.1	DC/20/03957	Roy Humphrey Group, Ipswich Rd, Eye	Erection of 2 signs within Eye Airfield Complex
The response date for this application is before the Full Council meeting. Planning Committee consulted, no objections so a nil response will be shown on the portal no extension required.			
6.2	DC/20/03696	34 Lambseth Street, Eye	Erection of rear extension
The response date for this application is before the Full Council meeting. Planning Committee consulted, no objections so a nil response will be shown on the portal no extension required.			
6.3	DC/20/03697	34 Lambseth Street, Eye	Listed building consent
The response date for this application is before the Full Council meeting. Planning Committee consulted, no objections so a nil response will be shown on the portal no extension required.			
6.4	DC/20/04033	41-43 Church St, Eye	Erection of a single storey dwelling (following demolition of outbuilding)
Cllr Berry thanked those Cllrs who made site visit for this scheme particularly new Cllrs who took a lead. This is an example of how local knowledge can help the planning authority in making a decision. The yard surrounding this application offers off street parking for 8 cars and if this facility was terminated this would increase pressure for parking on Church St. It was felt that this was a good quality application from a heritage perspective and enhances the conservation area.			
The Council supports the application for the reasons listed in the planning minutes			
Proposed by Cllr Berry seconded by Cllr Hudson - All in favor motion carried.			
6.5	DC/20/04237	37 Church St, Eye	Listed building consent
The committee felt that this was a well-considered application which improved this part of the town's conservation area.			
6.6	DC/20/04493	37 Church St, Eye	Erection of rear extension

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The Town Council supports this application. Should BMSDC be minded to approve the application, consideration should be given to the provision of a simple traffic management plan to control traffic and removal of demolition debris. This would be particularly relevant if this project coincides with works to Paddock House.

6.5 & 6.6 taken together. Propose that the Council supports this application.

Proposed by Cllr Berry seconded by Cllr Turner - All in favor motion carried.

6.7	DC/20/04530	Former Paddock House Care Home	Application for discharge of conditions
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Pleased to see that progress was being made on Paddock House. Thanks to Cllr Henderson. Commends all those involved. The solution is not set in stone and could be subject to change.

Supports the application for condition 15 of the Paddock House application.

Proposed by Cllr Berry seconded by Cllr Gould - All in favor motion carried.

7.0 To receive and note Mid Suffolk DC planning decisions and appeals received since the last meeting.

7.1	DC/20/03297	2 Castle Street, Eye	Discharge of conditions for application DC/20/02230
7.2	DC/20/03401	11 Victoria Hill, Eye	Planning permission granted.
7.3	DC/20/02309	Chestnuts Farm, Langton Green, Eye	Discharge of conditions approved with the exception of no 23 which was refused.

Decisions noted by Council.

Other Planning Matters.

Planning White Paper Consultation (Planning for the Future)

There is an area of this publication which merits a response from ETC. This area is Proposal 9 within the White Paper which is regarding Neighbourhood Planning. The consultation return should aim to protect the integrity of the Eye Neighbourhood Plan.

It was proposed by the Planning Committee to delegate response to be made by Cllr Berry with advice from Andy Robinson and Cllr Gould. Anyone who would like to contribute please contact Cllr Berry.

Thorndon Neighbourhood Plan has been through inspection and the Planning Committee wished Thorndon well in the next stage.

Update on the Queens Head application. Paul Abbott is agent for this application. Ongoing dialogue between the applicant and the planning authority. The applicant has agreed an extension to the response date on planning matters which is now the 16th November. The Town Council has made its comments to the original response date and those comments stand.




8.0 To receive and confirm the minutes and recommendations of the **Environment Committee** meeting held on 6th October 2020.

No questions raised on the minutes.

Concerned that there may be a further Covid lockdown which will require the skate park to be closed. Cllr Smith has been advised by the police that fencing would make the area more secure should this be required so accessed can not be gained by individuals.

8.1 Proposal to Full Council to agree a virement from the 192 Street Light Replacement cost code to the 196 Skate Park Improvement cost code for £900.00 in order to make the purchase fencing for the skate park.

Proposed by Cllr Smith seconded by Cllr Mann - All in favor motion carried.

Cllr Gould has taken the ASB issue at the skatepark with the Police Crime Commissioner, who is taking advice as to what can be done to resolve the issues.

Cllr Potter – asked if the fencing will be locked. Cllr Smith responded that the street cleaner will have a key to clean and one will be held by the Town Clerk.

Cllr Berry – was pleased to see that work has started on the play area for replacement with the new equipment. Congratulations to Cllr Potter and the committee in achieving this.

8.2 Propose that Council instructs Cordelia Hall of Winkworth Sherwood Solicitors, to register cemetery land for legal cost and disbursements for not more than £1000.00

Proposed by Cllr Smith seconded by Cllr Gould - All in favor motion carried.

9.0 To receive and confirm the minutes and recommendations of the **Finance & Governance** Committee meeting held on 1st October 2020.

9.1 Propose that Council approves overtime up to 10 hours per month (if claimed) by the Clerk due to additional hours being worked hosting all Council meetings via zoom due to the Covid pandemic.

Proposed by Cllr Evitt seconded by Cllr Mann - All in favor motion carried.

9.2 Propose that Full Council approves Cllr Joan Mann as an approved signatory for the Council's bank accounts following John Blake's sad passing.

Proposed by Cllr Evitt seconded by Cllr Turner - All in favor motion carried.

9.3 That Full Council approves the Discipline, Capability and Managing Poor Performance at Work Policy as presented.

Proposed by Cllr Evitt seconded by Cllr Gould - All in favor motion carried.

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The Clerk thanked Mrs. June Gould for her support in drafting this policy.

9.4 Proposal to Full Council to include Councillor Training as mandatory for all new Councillors as part of their acceptance of office within a year of taking up office.

Proposed by Cllr Evitt seconded by Cllr Turner - Twelve in favor one against motion carried.

A discussion around the pros and cons of making the training mandatory before the vote was held. Positive feedback was received from those Cllrs who had recently attended the training modules. Cllr Gould said that as a long serving Councillor he would look forward to completing modules as a refresher.

10.0 To receive and confirm the minutes of the **Events** Committee held on the 12th October 2020.

10.1 Cllr Hudson gave an update on the Community Litter Pick at 10:00 am on 25th October.

10.2 Update on Remembrance Service give which will take place on the 8th November. The Mayor and Deputy Lord Lieutenant would be laying a wreath, marshals will be in place to ensure social distancing is in place.

11.0 To receive and confirm the following Financial Matters:

11.1 To receive and note the current bank balances and Balance Sheet including receipt of the second precept payment of £52551.00 from MSDC – **Appendix C**

11.2 To receive and approve invoices presented for payment on the 17th September. The Clerk reported that one late invoice had been received to the previously circulated accounts payable list this was for Mark Joy for servicing of the Town Hall Boiler for £181.20 – **Appendix D**

11.3 To approve payment of Staff Salaries for Sept 20 by bank transfer payable on the 22nd Oct 20.

The Clerk requested a proposer for the above financial matters.

Proposed by Cllr Evitt seconded by Cllr Hudson - All in favor motion carried.

11.4 To note the external auditors report for the Annual Governance and Accounting Statement for 2019/20.

The Clerk explained that an error had been made on Section 1, question 2 which had been ticked as No instead of Yes. This had not impacted on the outcome of the External Auditors report that the AGAR is in accordance with Proper Practices and no matters have come to their attention to cause concern and that all relevant legislation and regulatory requirements have been met. A note from the Internal Auditor will be posted on the website with the final accounts.

12.0 To note the attached items of correspondence.

CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED	
<i>Details of Correspondence</i>	<i>Actions Taken/Required</i>



East Suffolk and North Essex NHS Foundation – elections for ESNEFT governors	Passed to Councillors for information
Email from Anne Beckett-Allen from Rosedale Funeral home who purchased the Dream-on hare Nutbrown. She would like Nutbrown to stay in Eye and asked for suggestions where it could be located.	Discussed at Finance and Governance Committee who suggested the area where the Pouzage sign is situated as a safe area which would allow it to be seen by the maximum number of people.

Cllr Hudson mentioned that a sheep had already been donated to Eye but this has been delayed due to Covid.

Cllr Potter asked about the location and whether it might be vandalised. Cllr Evitt explained that the statue is behind railings so is as secure as it can be.

Clerk to ask if the hare was to be donated to the Town in order for it to be added to the asset register and to the Council's insurance.

Cllr Mann worried about trimming weeds etc. Cllr Evitt confirmed that the land is Maintained by the Twinning Association

15.0 Date of next meeting Wednesday 18th November 2020.

Meeting closes.

Exclusion of Press and Public

(LGA 1972, Part 1, Schedule 12A, Section 100A(4). To consider whether under Section 100A(4) of the Local Government Act 1972, the press and public should be excluded from the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972 and indicated against each item marked***

Signed: Mayor



Clerk:



Dated: 18.11.2020

Appendix A
County Councillors Report – Cllr Guy Mc Gregor

Eye Town Council 21 October 2020

I have been circulating the Town Clerk with the latest information from the Suffolk Director of Public Health in respect of Covid 19- I hope this is helpful.

I have also sent out the information from SCC as to financial help available to residents in these challenging times.

I do think that the Local Authorities in Suffolk have performed well especially in the support for Care Homes, Financial Support and sourcing PPE.

There is a debate going on out next year's Budget for SCC. It is likely that the Covid 19 will have a big impact. Expenses are obviously up but what will be a serious impact will be the reduction in the amounts collected via the Council Tax. The awarding of Universal Credit will cause particular problems. In the past the Collections Amount always exceeded the predictions at the start of the Budget Process. However, for next year the Collections will be less than in previous year.

Finally, at long last Andrew Reid made the journey to Eye to see what all the fuss was. We did not have a meeting, but Cllr Reid agreed to remove the subject of the concerns in Eye re HGV movements from the County Wide Review (now postponed until May 2021!) and take back responsibility. Cllr Reid is due to report back with a view for a Zoom Meeting very soon.

At the photo Op. at Broome on Friday I was able to have a word with the Chairman of Norfolk CC to discuss bus access at Diss Railway Station and was pleased to learn of Norfolk's plans for a new access road. The roundabout constructions have been held up and it is likely that completion will be slightly delayed. This is a Suffolk County Council scheme. SCC is the scheme funder and carries the risk. Contributions to the cost also come from MSDC, The Greater Anglia LEP, and finally from Daft. This should improve traffic flows and road safety.

Appendix B
District Councillor Report – Cllr Peter Gould - October 2020

Covid update

For the last seven months we have rallied together to support our residents, our communities, our economy and each other through the impact of Covid-19.

While our districts have been fortunate enough to have some of the lowest infection rates in the country, the financial impact of Covid-19 remains.

It is estimated that the number of people claiming Universal Credit in Suffolk has increased by 75% (approx. 24,000) since March and there has been a 238% increase in the amount of food handed out to single adults and families from Suffolk's foodbanks. There are also 104,000 people still furloughed from their jobs.

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Signed: Mayor



Clerk:



Dated: 18.11.2020

In response to this, the Suffolk Resilience Forum has recently launched a phonenumber to help residents access information or support relating to debt, benefits, housing or employment from the Citizens Advice Suffolk Alliance.

Calls can be made free of charge to the phonenumber on 0800 068 3131, from 9am to 5pm Monday to Friday.

You can also find details below of how officers are preparing to administer the new Test and Trace support payments for low income earners in our districts. Look out for more information on this soon.

As always, we're keeping an eye on case numbers in our districts:

Zone	Cumulative cases	Rate per 100,000 residents
Babergh	305	331.4 per 100,000 residents
East Suffolk	983	394.0 per 100,000 residents
Ipswich	775	566.1 per 100,000 residents
Mid Suffolk	384	369.6 per 100,000 residents
West Suffolk	634	354.1 per 100,000 residents
Suffolk	3,081	404.7 per 100,000 residents
East of England	31,051	497.9 per 100,000 residents
England	388,342	689.9 per 100,000 residents

Support for low-income earners told to self-isolate

Residents in Babergh and Mid Suffolk on low incomes and unable to work because they have been told by NHS Test and Trace that they have to self-isolate will soon be able to apply for a £500 payment to compensate for loss of earnings.

Residents will be entitled to the support payment if they meet all of the following requirements:

- They comply with the NHS Test and Trace notification to self-isolate
- are employed or self-employed
- are unable to work from home and will lose income as a result
- AND in receipt of one of the following benefits:
 - o Universal Credit
 - o Working Tax Credit
 - o Income-based Employment and Support Allowance
 - o Income-based Job Seeker's Allowance
 - o Income Support
 - o Housing Benefit
 - o Pension Credit

Officers are working hard behind the scenes to introduce and promote a fast and simple application process to allow payments to start to be made by mid-October.

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Signed: Mayor



Clerk:



Dated: 18.11.2020

Claims must be made within 14 days of a period of self-isolation ending. This can be backdated for anyone meeting the criteria told to isolate on or after Monday 28 September. Further information about how to apply will be available on our website soon, and promoted through our local media, social media channels and our community partners.

Communities

Remembrance Day Events

Guidance has been produced highlighting the principles to consider for organisers of Remembrance Day events. It is important to note that even if guidance is adhered to, Suffolk County Council could still impose restrictions on the event if it's felt there is a significant risk to public health should the event goes ahead.

Guidance for the safe use of multi-purpose community facilities

On Thursday 1 October, the Government updated guidance for those managing community centres, village halls and other community facilities to reflect changes in legislation to track and trace. Read the updated guidance.

Suffolk Action Week

In the face of coronavirus, charities are needed more than ever - for the essential support they provide in crisis and beyond, and how they shape our society for the better. Suffolk Action Week starts on Monday 5 October, with the aim of attracting and inspiring volunteers in our county.

Health and Safety Executive (HSE) spot checks

From week commencing 12 October HSE will be contacting some of the businesses in our district, by phone, to check whether they have taken necessary steps to make themselves Covid-secure.

Our food and safety team have put forward 200 hospitality businesses across the districts for HSE to initially focus on, as this is the sector causing the most complaints.

We'll be including some information about this on our social media channels, which you are welcome to share in any local community groups you're part of.

Find out more about the spot checks and advice for businesses on the HSE website.



Eye Town Council

Bank Reconciliation at 30/09/2020

	Cash in Hand 01/04/2020	148,591.20
	ADD	
	Receipts 01/04/2020 - 30/09/2020	136,866.72
		285,457.92
	SUBTRACT	
	Payments 01/04/2020 - 30/09/2020	88,542.92
A	Cash in Hand 30/09/2020	196,915.00
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Cash 30/09/2020	128.69
	1. Barclays Current Account 30/09/2020	116,782.02
	Barclays Business Account 30/09/2020	49,251.39
	Barclaycard 30/09/2020	0.00
	National savings investment acc 30/09/2020	31,016.90
		197,179.00
	Less unrepresented payments	264.00
		196,915.00
	Plus unrepresented receipts	0.00
B	Adjusted Bank Balance	196,915.00

A = B Checks out OK

Signed: Mayor



Clerk:



Dated: 18.11.2020

Appendix D

Signed: Mayor

A handwritten signature in cursive script, appearing to read "J. Walker".

Clerk:

A handwritten signature in cursive script, appearing to read "W. Alcock".

Dated: 18.11.2020

EYE TOWN COUNCIL
ACCOUNTS PAYABLE to 15/10/2020

Vch	Pay Type	Code	Name	Description	Amount
209	BT	2 - Remembrance	Royal British Legion	Poppy Wreath	50.00
210	BT	189 - Housing Project Group (CLT)	Wrigleys Solicitor	Professional Services	498.00
211	BT	31 - Storage of Valuables	Manor storage	storage	494.80
212	BT	71 - Public toilet sundries, repairs & utilities	Workwear (East Anglia Ltd)	Toilet sundries	26.85
213	BT	71 - Public toilet sundries, repairs & utilities	Workwear (East Anglia Ltd)	Toilet sundries	14.68
214	BT	26 - Audit	PKF Littlejohn Ltd	External Audit	480.00
215	BT	35 - Donations Section 137	Suffolk Accident and Rescue Service	Donation box	100.00
216	DD	23 - Phone	O2	Phone	-8.00
217	CC	159 - Office Rent	Zoom	subscription	14.39
218	CC	9 - Mayor Parade	VistaPrint	Event expenses	92.38
219	BT	73 - Grass cutting Pocket Park and Skatebo	Hartleys Garden Services	Grass Cutting	200.00
220	BT	62 - Grass and hedge cutting	Mortimer Contracts Ltd	Grass Cut Contract (Cem & Chu	720.00
221	DD	23 - Phone	O2	Phone	42.22
222	CC	21 - IT equipment & Scribe Software	Echo Internet Ltd	IT support	11.99
223	CC	85 - Cleaning and other materials	Amazon EU S.a.r.l	supplies	15.20
224	DD	186 - Bank Charges	Barclays	Bank fee	9.77
225	CC	71 - Public toilet sundries, repairs & utilities	Amazon EU S.a.r.l	Cleaning materials	35.98
226	CC	71 - Public toilet sundries, repairs & utilities	Safety Signs & Stickers	Equipment and Supplies	6.51
227	CC	71 - Public toilet sundries, repairs & utilities	Neon Beauty	Cleaning materials	19.99
228	DD	105 - Gas	Crown Gas & Power	Gas	28.36
229	DD	142 - Broadband	Zen	Broadband	38.40
		Staff Wages	All Staff		4,205.30
235	DD	19 - Pensions	NEST	Pension	145.64
		PAYE/NIERC payments	HMRC		1,126.87
240	CC	159 - Office Rent	Zoom	subscription	93.52
241	CC	21 - IT equipment & Scribe Software	Echo Internet Ltd	IT support	185.76
242	DD	159 - Office Rent	Zen	Broadband	38.40
243	BT	27 - Training Councillors/Mayor	Suffolk Association of Local Councils	Councillor training	60.00
244	DD	69 - Sanitary unit	PHS Group	sanitary unit	302.59
245	DD	51 - Street Light Loan repayment	Public works loan board	Public Works Loan	2,108.81
246	CC	144 - Equipment and supplies	Dell	Replacement laptop for Clerk	558.37
247	BT	89 - Clock and bell maintenance	Hayward Horological Ltd	Clock Service	250.00
248	DD	23 - Phone	O2	Loyalty credit	-8.00
249	BT	Heating Service and repair	Mark Joy	Boiler servicing	181.20
				Total	12,139.98

2502

Signed: Mayor



Clerk:



Dated: 18.11.2020