

Minutes of a Cavendish Parish Council meeting held remotely via Zoom (due to Coronavirus)  
Meeting held on Wednesday 13<sup>th</sup> May. Commenced at 19.35.

Those attending-via Zoom: Chair, Malcolm Halliday, Parish Councillors Shannon Craig, Annette Williamott, Edward Gittins, Trish Rudd and Danny Rowe. County councillor Mary Evans, District Councillor Jim Meikle, one parishioner and clerk, Chris Turner.

Apologies PC Rosemary Silver-Unwell

This meeting was the Annual Meeting and a Chair needed to be elected. The outgoing Chair was happy to stand for another year, nobody else wished to stand and the Chair, Malcolm Halliday was re-elected unanimously.

The committees and responsibilities remained as before with the following:

Finance Committee- Councillors Halliday, Craig and Williamott together with clerk (RFO)

Planning Committee- Councillors Halliday and Gittins. All Councillors to see planning applications for comment if appropriate.

Responsibilities: Only one change with Cllr Rowe taking over footpaths and he also deals with Allotments and Cemetery. Cllr Williamott to deal with Cemetery and Emergency Plan as well as misc. items. Cllr. Rudd will continue with Highways. Cllr Craig deals with village green, incl. playarea, and misc. items re maintenance etc.

Parishioners comments: An e mail had kindly been provided to the Council prior to the meeting in order to save time. The bench by The Columbines had not been taped off, accepted it was a mistake and we will tape it if needed again. The broken 30MPH speed sign near The Columbines has been reported to Highways. The Memorial Hall notice board is not the Parish Council's and we have no key. Its being used currently by the Village Covid 19 group to post information. It was accepted that our Notice Board needed clearing, the notice of the meeting had been posted on top of the previous minutes that had been there for 4 weeks+, it can also be seen on the village website. Mary Evans will look into the road markings etc at Pentlow Bridge. The water on the highway at the bottom of Skates Hill, Glemsford is likely to lay there for some time yet, hopefully will be cleared by the winter.

Reports by County and District Councillors: These were provided prior to the meeting and circulated. No questions raised. Reports held with minutes.

Meeting closed for Parish Council Meeting:

1. The minutes of the meeting of 11<sup>th</sup> March were accepted as being in order and duly signed by the Chair.
2. Clerk mentioned 2 points arising. The Pamela Matthews Trust were due to meet this month to discuss our request for funding assistance to Car Park. Secondly, due to the slump in the value of units the money that could have been paid to the Sports Club hadn't been raised, and in fact as the Sports Club had received a grant, this was not needed for the work being carried out. The Trustees, Parish Councillors decided to withdraw retrospectively the agreement at the last meeting. A further request for the current year will be made by the Sports Club.
3. Financial:
  - a) The financial reports for March and April had been circulated prior to the meeting. These were accepted and duly signed by the Chair.
  - b) The full accounts showing income and outgoings had been analysed and had been circulated. There was one change in the account and had then been accepted by all and signed off by the Chair.
  - c) Copies of the AGAR pages 4 and 5 had been circulated. These were accepted and agreed, and the Chair once again signed his copies of the document (these were all posted to the clerk).

4. There had been 4 planning applications to report on. Councillors Halliday and Gittins have commented on these case Nos: DC/20/0413/FUL, DC/20/0472/FUL, DC/200672/FUL and DC/20/0688/FUL. Details attached to the minutes.

5. A grant has been awarded to us by The Suffolk Community Foundation, totalling £2,500. This is for the village COVID19 group. To enable the grant to be paid to us we need to adopt two additional policies relating to Safeguarding vulnerable children and Safeguarding vulnerable adults. Drafts had been provided for all. These are not essential for the PC as we do not deal with this issue locally, and it was agreed we would keep the policies in draft format on the website for the time being.

6. Reports by Councillors on ongoing matters relating to their responsibilities:

Cllr. Rudd gave a report with Cllr Gittins on the wildflower area which will be at the right-hand side of the steps leading to Peacocks Close. People in the village have shown willingness to help as well as the Dedham Vale volunteers. This has had to be postponed currently but hopeful that start can be made in the Autumn.

Cllr. Williamott has been unable to buy the tree for the Cemetery but will do so later, again in the Autumn.

Cllr Craig mentioned the extra bottle bank now available opposite the church. The steps replacement is in hand.

Cllr Rowe was pleased with how the allotments were looking. We have leased the allotment nearest the bottom gate and it just leaves two that are not being worked on. The clerk has written to the people concerned and awaiting replies.

7. The Chair gave his report which included the Covid 19 village group on which he represents the Parish Council. We have received a grant for the Covid 19 group, (See 5) these funds will be specifically earmarked for work undertaken and a separate internal account will be kept for that. A grant of £10,000 has been received for loss of income etc from the Memorial Hall lettings, as we are not charging pre-school rent and our other regular users, whilst not being able to attend. Costs remain and repairs/re-decoration are required both internally and externally. We need to re-decorate internally; we have two quotes but require another.

8. Memorial Hall Car Park. Re-laying the car park at the front and side is required. We have a number of quotes on 2 different specifications. These had been circulated amongst all Councillors. It was agreed that we preferred Option 2, lowest price, and after discussion would appoint AJ Smith to do the work. He has worked for us previously and we were satisfied with this. Following the discussion, it was proposed by Cllr. Williamott and seconded by Cllr Craig that we should appoint him but also see whether he could reduce his price if possible. (Subsequent to the meeting, a price reduction was not obtained, but an assurance was made that this was the maximum price – work to begin in early June)

Cllr Craig asked for a vote of thanks to go to the Chair Cllr Halliday and for this to be minuted.

District Councillor Jim Meikle also wished to thank the Chair for his work on the Covid 19 working committee.

Next meeting to be 8<sup>th</sup> July 2020, place yet to be determined.

Meeting finished 8.40.

C R Turner-Clerk

<b>BANK ACCOUNT PAYMENTS</b>			
DATE	TO WHOM	Chq No.	AMT
11/03/20	D Kirkman Inv 17/18	828	226.00
ditto	HMRC re PAYE to 31/3/20	829	329.00
17/03/20	Havenpower re hall	d/d	253.58
ditto	Wave Water re allotments	832	11.10
ditto	Clerks Wages March	833	456.50
ditto	Zurich Ins. Co re Parish Ins	834	2188.93
ditto	D Kirkman Inv 19/20	830	226.00
ditto	E Gittins re O/S maps	831	72.00
ditto	MJ Maynard re Hall Electrics	835	146.40
ditto	Wave Water re Hall	836	193.92
ditto	Village Comm Shop Advance	837	300.00
26/03/20	Chubb re hall	d/d	19.74
28/03/2020+ Q223A209: Q237A209: P294	M Halliday re misc. items	838	94.48
ditto	S Curran Hall Porch-Repairs	839	240.00
ditto	ditto Porch re-decorating	839	310.00
ditto	Office Supplies Ink/Paper	840	81.23
	Total		5148.48
	b/fwd		43315.55
	Total at year end 31/3/20		48464.03

3/4/20	J Murcott Hall Cleaner	841	75.25
ditto	SALC Annual Sub	842	405.17
18/4/20	Chubb re Hall	d/d	19.74
ditto	Haven Power re hall elec.	d/d	259.69
ditto	Waste Collection-Allotment	d/d	23.43
ditto	Waste Collection- Hall/Village	d/d	0.00
	D Kirkman Inv 21-22	843	226.00
14/4/20	ditto Inv 23	844	113.00
20/4/20	Cavendish Magazine	845	500.00
ditto	C Turner Pay-April	846	458.30
	Total		2080.58

## **Response by Cavendish Parish Council to West Suffolk Council Planning Applications – May 2020**

### **Application DC/20/0413/FUL – Planning Application, Houghton Hall, Cavendish**

We register an objection to the application which involves the replacement of a Class Q dwelling, on the following grounds:

1. The Application is not accompanied by an adequate Heritage Assessment addressing the contribution of the existing buildings to the character of the area and setting of the building group.
2. There is no detailed justification provided on the structural condition of the buildings to be demolished. Whilst these are dilapidated, it is not claimed they are beyond repair and they appear to be traditional weatherboard and pantile outbuildings which give context and contribute to the group.
3. Their conversion will be more in keeping than any replica replacement building used as a dwelling which will inevitably have a more domestic character.
4. It is not accepted that the demolition of the Class Q outbuilding justifies the provision of a “new build” dwelling in the countryside.
5. The proposed new dwelling is not claimed to be essential or falling within any of the exceptions which apply to new dwellings in the countryside.

### **Application DC/20/0472/FUL – Planning Application, 19 Peacocks Road, Cavendish**

No objection in principle but concern is registered arising from the proposed insertion of dormer windows in the north facing elevation which will adversely affect the amenity and privacy of the nearest occupiers of dwellings in Orchard Close as a result of overlooking into habitable rooms.

### **Application DC/20/0672/FUL – Planning Application, 7 Pentlow Drive, Cavendish**

No Objection.

### **Application DC/20/0688/FUL – Planning Application, Ducks Hall Lane, Cavendish**

We object to this application on the following grounds.

1. It is not accepted that an existing Class Q permission for the conversion of an existing rural building warrants granting permission for two new dwellings in the countryside - contrary to national and local policy.
2. The limitations imposed on Class Q permissions restrict the impact and extent of residential curtilages whilst the current Application involves a much larger change of use of land.
3. The proposed dwellings and their domestic curtilages will have a harmful effect on the amenity of attractive countryside and be visually intrusive in the landscape.
4. The proposals conflict with Core Strategy Policy CS2 (D): Sustainable Development and Policy CS3: Design and Local Distinctiveness.

## REPORT BY MARY EVANS – COUNTY COUNCILLOR

I hope you are all staying safe, well and alert!

We are living in unprecedented times and it is heartening and reassuring to see how rural communities such as yours have rallied round. I have been sending out a daily bulletin, which I hope you have found helpful.

Do please contact me if you need further information and more particularly if I can be of help.

The total scale of financial implications of the Covid19 crisis for Suffolk County Council is in the region of £75m with £32.5m made up of “response” costs and £43m attributed to “recovery” at this stage.

So far, the Government has pledged more than £3.2bn to local government to cope with the Covid19 crisis. In the second tranche, announced a couple of weeks ago there is nearly £2m for West Suffolk Council. WSC like other district councils has taken a big financial hit as revenue from car parking fees has fallen dramatically while the costs of housing the homeless and vulnerable people, who maybe previously were sofa surfing, have soared. to the council,

A new Suffolk-focused community service was set up on 24 March to support people who need help during the COVID-19 pandemic. Called ‘Home, But Not Alone’, the service has been launched to help connect people who want to volunteer in their communities with neighbours who are most in need. The free-phone number for people to call if they are in urgent need and have no-one to help is taking about 1,300 calls a week. Often the callers have multiples and complex problems but the staff handling the calls – from district and county councils are getting help to where it is needed. A “postcard” has been sent to every home in Suffolk giving the Home Not Alone number and other key contact numbers to report domestic abuse and for those who are struggling with poor mental health. This has led to an increase in calls to the help lines so we believe it is was a really worthwhile exercise, For some people, new urgent needs have developed during the lockdown as maybe the family member, who was able to go out shopping has fallen sick etc. The Government has again revised the shielding list of residents – those it advises directly to self-isolate because of their health. There are now 34,000 Suffolk residents on the shielding list.

Please share the following phone numbers

- If you are home alone and need shopping or medication and urgently need help, call 0800 876 6926
- If you are the victim of domestic abuse and need help but speaking puts you in danger, call 999 and press 55 The police will know it’s an emergency.
- If you are worried a child or adult is suffering abuse call 0808 800 4005

Food banks across Suffolk were given initial funding of £60,000 by the county council to keep their supplies well stocked We have since under written the 42 foodbanks to the tune of a further £250,00. We continue to work closely with them. Last week FareShare continued to ramp up its deliveries, with another 13 x 100kg loads of food distributed.

A testing station has been set up at the Copdock Park and Ride site on the edge of Ipswich. Initially it was used for testing frontline health staff and their family members, but this has now been extended. The other national testing site is at Stansted airport. We now have mobile units, run by the military around the county.

This will continue to be of high profile and high importance as we move into Test, Track and Trace. Below is a link to the webpage run by the Testing Cell which gives the latest position with testing. You will see this is a fluid situation but gives you the best information available about testing in Suffolk. The SCC C19 testing web page <https://www.suffolk.gov.uk/testing>

We are very grateful to Suffolk businesses who responded to our appeal for PPE with donations of stock they are not using during lockdown. It is helping maintain vital services for Suffolk's most vulnerable. Of course, there is always the need for more. If businesses have any unused: Fluid repellent face masks, Nitrile non powdered disposable gloves, Disposable aprons, Disposable eye protection/splash goggles and Sanitiser gel, please email [PPE@Suffolk.gov.uk](mailto:PPE@Suffolk.gov.uk). Equally, if people need PPE to work safely, they can contact us via that email address. We are keeping on top of demand but at times the demand is very high – 6,000 masks a day and 12,000 pairs of gloves.

Coronavirus cases within care homes has become a serious concern for all of us especially those of us with relatives living or working in residential care homes. From now on, SCC will be reporting weekly on the number of suspected or confirmed cases within Suffolk care homes, of which the county council has been made aware.

The county council is working with all care home managers to support them with allocations of PPE etc regardless of whether we have a contract with the home or SCC funded residents in the home. We are in regular contact with all homes, giving advice and support.

To date, none of the staff or children in the SCC own children's homes have symptoms of Covid19

West Suffolk Hospital publishes a weekly update.

According to the provisional figures released on 11 May there were that to date  
187 patients testing positive for Covid 19 had been admitted for treatment  
79 patients recovered well enough to be discharged home  
Very sadly 52 patients have died at the hospital

Suffolk Safeguarding Partnership has set up a new website to promote of the protection of vulnerable children and adults. We now cases of violence in the home have increased during lockdown and we want to ensure that people know how to get help if they need it and that people know how to recognise and report abuse if they see it or hear it.



Suffolk County Council announced yesterday that we are reopening the household waste recycling centres on Thursday. We had been waiting on Government guidance. To minimise the risk of traffic queues building up and to protect staff and visitors to the centres a booking system has been set up – which opened this afternoon. If you turn up without an appointment you will be turned away. Slots can be booked on a "rolling week." To make a booking, **please visit [www.suffolk.gov.uk/recyclingcentres](http://www.suffolk.gov.uk/recyclingcentres) or call 0345 606 6067.**



Suffolk County Council has joined forces with Norfolk and East Suffolk councils to fund call4fish a scheme to get the East coast fish markets open again so we can support the inshore fishing boats.

The council are now working on recovery plans looking at how we can support communities and commerce to re-build. The SCC Chief Executive Nicola Beech is leading the recovery group made up of public and private sector organisations across the county.

The Local Government Boundary Commission was due shortly to publish its proposals for Suffolk County Council and then consult on them for new divisional boundaries to be put in place for next year's elections. This is being put on hold and the existing divisions will be retained for the 2021 elections – if indeed they take place. There have been very strong hints from Government that it wants to move to unitary local government.

*Report to Cavendish Parish Council.*

<b>Council</b>	Cavendish Parish	<b>Date:</b>	12 <sup>th</sup> May 2020
<b>Councillor</b>	<b>Jim Meikle, Independent, Clare, Hundon &amp; Kedington Ward.</b>		
<b>1</b>	<div data-bbox="1141 645 1305 801" style="float: right;">  </div> <p><b>Covid – 19 Steering Group:</b></p> <p>I would like to pay tribute to the Covid -19 Steering Group, Malcolm Halliday, Mark Freeman, Victoria Tolchard and Michael Gratton who have excelled in organising and delivering the guidance and support that our community needed at the outset of this pandemic. Services and support were put in place weeks before the lock down and official guidance. The quality of the work undertaken is outstanding. I consider myself privileged to have been able to support that effort and provide some financial support.</p> <p>I know from our meetings that the group for this next transient period are maintaining their levels of available support in case the ‘R’ factor increases. Whilst adapting the current guidance to suit the needs of the village. Details will be provided through the parish magazine and leaflets to be delivered to every home.</p> <p>I would also like to acknowledge the support and aid provided by the Community Council and the services provided for the village from the two pubs and other businesses. Cavendish can be justifiably proud.</p>		
<b>2</b>	<p><b>Community Shop:</b></p> <p>I would also like to pay tribute to the Community Shop Committee and in particular to, Michael Gratton, Lucy Fry &amp; Liz Graham without whom we would not have had the superb support facility of our shop. With need for most of the volunteers to ‘Shield’ the shop was in jeopardy initially. But with funds from the parish council, my locality fund and the determination of the three above, the shop has grown in stature as the staff volunteers have strived to provide almost everything we have needed.</p>		
<b>3</b>	<p><b>Home but not Alone</b></p> <div data-bbox="1118 1995 1273 2056" style="float: right;">  </div>		

	<p>'Home but not Alone' is one of several national campaigns to provide support for those isolated or in need during this crisis. Anyone can contact the number above for themselves or others who may need support. West Suffolk has had 900 calls to the help desk. But unless very serious, the support needed in the parish is delivered by Cavendish Covid – 19 Steering group. A local response is organised by the Chair of the Group. Another aspect of the work that this group has and continues to undertake very successfully.</p>
<p>4</p>	<p><b>Brown Bins.</b></p>  <p>From the outset I campaigned against the changes in our waste collection and open spaces services. Within hours of the announcement of the suspension of dog bin collection, I managed to get the service reinstated on health grounds. I have since campaigned hard along with others to obtain a garden waste contingency service using large skips. This has resulted in a reversal in policy and the reinstatement of the brown bin service from June 1<sup>st</sup>. Letters confirming collection days will be sent to households.</p> <p>The controlling group in the council also announced that grass cutting services were to be suspended but staff complained and whilst undertaking additional duties, continued to cut our grass and look after our green spaces. There is evidence that the brown bin suspension was a cost saving exercise and certainly that its reinstatement involves extended rounds to 'save money' would support that opinion.</p>
<p>5</p>	<p><b>Bottle Bank.</b></p>  <p>Pre-Lock Down I secured funding to improve the step access to the bottle bank in Peacocks Road. Now that construction workers are able to resume work, I have asked the Parish Council Chair if he can expedite the work with the contractor to reduce the hazard of climbing the current steps that are in disrepair.</p>
<p>6</p>	<p><b>Post Covid:</b></p> <p>Undoubtably through the ward the pandemic is going to take its toll of business, sole traders and services. A challenging period lies ahead where efforts are going to be made to recover the financial costs of the pandemic. To try and mitigate those effects I am starting to compile a business and services risk assessment. To determine what is required to maintain our sustainability.</p> <p>Part of the ambition is for parish/town councils working together with the Economic Development Dept., of the West Suffolk Council to help sustain existing businesses and attract new ones.</p>



	<p>The other element is to try and preserve some of the good things that have emerged from the pandemic; such as reduced traffic and the improvement in air quality. I aim to try and get the support of the Climate Change Working Party in West Suffolk to promote the continuation of working from home and flexible working to help retain the very 'clear' benefits that have occurred.</p>
<p>7</p>	<p><b>The Local Plan:</b></p> <p>Public consultation upon the decisions reached by the SHELAA process for the local plan have been delayed until October 2020. But the planning inspectorate want the planning process to continue in the meantime. I and my independent colleagues on the council, who represent most of the rural areas, have concerns that the parish submissions are largely being ignored for officer led preference. There is also a distinct lack of infrastructure, business, services and employment initiatives for the rural areas. Together we have submitted our concerns to the planning team who have promised appropriate response. Therefore, we hope that the consultation plans for the parish when they emerge will reflect our unique rural environment and way of life.</p>
<p>8</p> <p>9</p>	<p><b>Planning Under Consideration:</b></p> <p><b>DC/20/0688/FUL. Ducks Hall, Cavendish.</b></p> <p>I have indicated support for this application <i>in principle</i> provided that the application satisfies all planning criteria and environmental requirements. Failure to do so would revoke my support. I have done so because my preference is to see small developments of this type in and around the village which will hopefully expand the economic base of the village in an appropriate incremental way.</p> <p><b>DC/20/0672/HH. 7 Pentlow Drive.</b></p> <p>Again, provided that the application satisfies all planning and environmental criteria I have no objection.</p> <p><b>DC20/0472/FUL 19 Peacocks Road, Adjacent.</b></p> <p>Again, an incremental infill development provided it satisfies all planning and environmental criteria I would have no objection.</p> <p>I would be interested to learn of the status and progress made to date of the plans for wildflower plantations around the village.</p>