

## Preston Bissett Parish Council

Parish Councillors attended the Parish Council Meeting on Thursday 15<sup>th</sup> July 2021 by Teams. The meeting commenced at 7.30pm.

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### MINUTES

- July 1521/001      Apologies were received from Jean Turner and Matt Killick
- July 1521/002      Declaration of Interests  
G Gulliver declared an interest in item no 1521/005-3 as this relates to his neighbour and 1521/006-1 as Richard Gulliver is his relation. He did not vote on either of these decisions.
- July 1521/003      Approval of Minutes from 3 June 2021 Meeting were **APPROVED**. Action-GE to sign and send to Clerk
- July 1521/004      Payments and Finances for Approval by the Parish Council
- July 1521/004-1      £162 Clerks Salary for June Payable to Mrs K Proffitt was **APPROVED**.
- July 1521/004-2      £168.60 Payable to ROSPA Playsafety Ltd for their safety inspection was **APPROVED**.
- July 1521/004-3      £21 payable to Playdale remainder of the inspection invoice. *Councillors to note that the original Playdale invoice was £126. £105 was approved and paid in April (April 0121/004-4) and the £126 which was approved in June (June 0321/004-2) was NOT paid. £21 is the remainder of the original invoice as yet unpaid. NOTED* and £21 payment **APPROVED**
- July 1521/004-4      £59.99 Payable to Nic Wheble reimbursement for Microsoft Office subscription was **APPROVED**.
- July 1521/004-5      £360.96 Payable to Community Action Suffolk for Parish Protect Insurance was **APPROVED**.
- July 1521/004-6      £480 Payable to J.V. Gulliver & Son for Grass Mowing on the REC was **APPROVED**.
- July 1521/004-7      £20.83 Payable to Mrs K Proffitt reimbursement for stamps and envelopes was **APPROVED**.
- July 1521/00408      £1266.00 payable to William Gulliver for MUGA repairs was **APPROVED**. Councillors **NOTED** that the total was lower than originally estimated as only 4 of the posts needed replacing rather than the 5 originally thought in need of replacement.

- July 1521/005  
July 1521/005-1 Planning Applications received prior to the meeting  
Oakleigh House, Main Street, Preston Bissett.  
Repair of timber frame to the front (western) elevation  
The council had **no objections**. **ACTION Clerk to log response.**
- July 1521/005-2 Single Dwelling  
Land adjacent to Well House, The Common, Preston Bissett  
Graham Gulliver has discussed this with the neighbouring homeowners, it is a substantial house but so are the surrounding properties. Councillors decided to **object** to the plans as the design is urban rather than rural, the design is not in keeping with the village and the elevation is too high.  
**ACTION Clerk to log response.**
- July 1521/005-3 Change of use from agricultural land to create a secure and enclosed dog exercise area and associated works.  
Land Off Main Street Preston Bissett  
(Graham Gulliver did not take part due to conflict of interests) Councillors discussed the safety aspect with the entrance so close to the dangerous turning. Councillors agreed they have **no objections** to the plans but do have serious safety concerns about the entrance and exit from the site. **ACTION Clerk to log response.**
- July 1521/005-4 Councillors **NOTED** that the application to remove two horse chestnut trees-fell to ground level & replant with suitable hardwood nearby-from May (1321/006-2) has had consent granted.
- July 1521/006 Yearly Planner Actions for July and c/f prior meetings
- July 1521/006-1 ROSPA Report  
Graham Ellis has reviewed the ROSPA report and the Playdale report (including repairs required). He met with Pat Webb and Richard Gulliver on site on Sunday 11 July 2021 to review the repairs in person and formulate an action plan.
- Playground:  
The ROSPA safety report contained a limited number of actions which were assessed as a minor or low level of risk except for the big posts also identified in the Playdale report for having gaps in of more than 8mm. This is considered a finger trap for children. The posts are also starting to splinter due to their age. The rotting platform was also identified.

Playdale quoted to replace the big posts however Richard was able to suggest filling the gaps with compound and then sanding the whole of the posts to remove the roughness/splinters as the posts themselves were found to be structurally sound.

Richard has quoted £72 for materials and £120 for labour to address the issues with the big posts. Playdale sell replacement platforms for £106 which Richard could also fit for a minimal amount. Councillors agreed that this option was a lot cheaper than the Playdale quote of £1889.73 to complete the work. The council also have a supply of replacement caps etc which were also included in the quote.

Graham also informed councillors that the matting is coming away from the ground, this was replaced a few years ago and is normal wear and tear. Councillors **AGREED** to monitor the matting to ensure it doesn't become dangerous and plan to make repairs next year.

Councillors **AGREED** to Richards quote (above) for the repairs to the big posts and to ordering a platform from Playdale for Richard to fit.

Teenage Shelter/MUGA/Zip Wire:

The ROSPA report did not identify any major repairs however the wooden surround has warped and poses a risk as the edges butt out slightly. ROSPA has classified this as high risk therefore the council need to act quickly to resolve this.

Richard has provided a quote to carry out the repairs, £86 materials and £150 labour costs, and councillors **AGREED** to Richard completing the work. Councillors **NOTED** that the outstanding items were low category risks.

Graham Gulliver declared an interest and did not take part in this agenda item. **ACTION PW to instruct Richard, Clerk to order platform from Playdale and decline their quote for repairs.**

July 1521/006-2

Quarterly Finance Review

Nic Wheble gave a brief update on the finances. He advised councillors to consider putting money aside to deal with future repairs particularly the playground repairs that are

upcoming next year. **ACTION NW to make a recommendation in September about how much to set aside for future repairs.**

- July 1521/006-3 Financial Regulations Policy Annual Review  
Deferred to September Meeting.
- July 1521/006-4 Policy Declaration signed by all Councillors  
Clerk confirmed all but one had been received and the outstanding one was on the way.
- July 1521/006-5 Change of Councillor Responsibilities  
The Chair proposed a change of responsibilities as Matt Killick is caught up with work at the moment. He proposed Pat Webb take on the playground/recreation ground responsibilities and Matt take on the Grants System which relies on village projects. There are no ongoing village projects at present so this eases Matt's workload.  
Councillors **AGREED** to this proposal and **NOTED** that if any village projects need looking into then this can be opened up again. **ACTION Clerk to liaise with Sam Judge to edit website wording.**
- July 1521/007 Correspondence or previously circulated items for review, note or approval
- July 1521/007-1 Removal of the Salvation Army Clothing Bank  
Councillors **NOTED** that the clothing collection has been identified as a low yielding bank and was scheduled for removal the week commencing 28 June 2021. **ACTION Clerk to notify residents via the website.**
- July 1521/007-2 HS2 Road Safety Grant Update  
Pat Webb informed councillors that she has looked into this but there are no options so it will be removed from future agendas.
- July 1521/007-3 Year End Update  
The Clerk reported that the paperwork had been returned from the internal auditor, she has applied for the PKF Littlejohn audit exemption and paperwork from this year and last year has been published on the website. She is liaising with the internal auditor regarding the return of the paper files and her invoice.

July 1521/007-4 Pat Webb reported an unsafe vehicle in the REC carpark this evening. She advised councillors that she asked the owner to lower it from the jack and tidy up the tools until they were able to complete the repairs.

July 1521/007-5 The Clerk mentioned to councillors that she had been informed this evening that the overhanging hedge from May (1321/008-4) had not been dealt with properly. Graham Gulliver advised that the farmer had cut the angled top along with his field entrances as it was a safety hazard to him. Councillors are concerned that due to the hedge being overgrown, the vision is greatly reduced and is an accident hazard therefore this is now urgent. **ACTION Clerk to chase the owners via TFB.**

July 1521/008 Meetings and Training

Nothing to report

July 1521/009 Action List - Completed/Closed since last meeting  
- Open and to be updated

July 1521/010 Items for the next Agenda

July 1521/011 Date of next meeting  
Wednesday 1 September 2021 at 7.30pm  
**Action-Clerk to confirm whether face to face or zoom according to the rules in place when the agenda is published. If face to face-Clerk to arrange hall hire with Sam Judge.**

Close of Meeting

Open Forum

Meeting end

Preston Bissett Website [www.prestonbissett.co.uk](http://www.prestonbissett.co.uk)

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