



ERISWELL PARISH COUNCIL
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MINUTES **of the ERISWELL PARISH COUNCIL MEETING held on** **24th NOVEMBER 2020**

This meeting was held by virtue of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 These Regulations came into force 4th April 2020 UK Statutory Instruments 2020 No. 392 PART 2 Regulation 5

Present

Cllr L Hall (Chairman)

Cllr A Bibbey (Vice Chairman)

Cllr J Seaney

Cllr B Thomas

Cllr R Hall

In attendance: Wg. Cdr. Jamie Turnbull, D/Cllr S Frost, C/Cllr C Noble, N Glading, parish clerk and one member of the public

2020/ 193	RECORDING OF MEETING	
	None	
2020/ 194	APOLOGIES FOR ABSENCE	
a.	Apologies for absence were received from Cllr P Seaney (internet failure)	
b.	The Council consented to accept the apology received	
2020/ 195	DECLARATIONS OF INTEREST	
	None	
2020/ 196	PUBLIC PARTICIPATION	
a.	The email from a resident about cycle/footway to Mildenhall and clerks reply was NOTED	
b.	The email from a resident about a link Earlsfield/ Eriswell village and clerks reply was NOTED	
c.	The email from a resident about the Church car park was NOTED Clerk to reply: "The land belongs to the Elveden Estate, who allow the Church to use it when there is a wedding/ funeral, Eriswell Parish Council have no say whatsoever regarding usage. Perhaps the resident should contact the Diocese. It is also not within our gift to enforce householders gate security"	
2020/ 197	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	<u>Update from Wg. Cdr. Jamie Turnbull</u> A 3 day week has been imposed: Americans trying to get 5 days work into 3 Road use: RAF have drawing up contracts to implement a one-way system Street lights: The Americans deny any responsibility: a meeting has been arranged at 9.30am next week to discuss (Chair and clerk to attend) Q: Please would Wg. Cdr. Turnbull ask if US personnel be informed that switching on car lights earlier is obligatory? A: Yes, this is a cultural issue and I will reinforce with US road safety personnel	

b	<p><u>Update from C/Cllr Colin Noble (Report was emailed to cllrs 13/11/2020)</u></p> <p>The County Council are starting the budget process</p> <p>Settlements will be known by tomorrow</p> <p>A lot of money going to PPE for social care</p> <p>There is a freeze on public pay</p> <p>Earlsfield Streetlights are now on an adopted road therefore should be under the control of SCC. The lighting units may be substandard as the estate did not come with planning as is usual</p> <p>Footpaths: C/Cllr Noble regularly receives requests about footpaths: in all his years as a councillor he has only had success with one (at Tuddenham). The process takes 10 to 12 years</p> <p>We are working on footpath going toward Lakenheath</p> <p>Q: Facilities in area are lacking</p> <p>A: The way in which scheme came forward does not qualify for any available funds</p> <p>Q: Would the County Council purchase a parcel of land for community facilities?</p> <p>A: SCC are unlikely to buy, but might take if land was offered</p>	
c.	<p><u>Update from West Suffolk D/Cllr Frost</u></p> <p>On the issue of purchase/ acquisition of a parcel of community land, the Chief Executive of West Suffolk Council is very aware of the issue, no answer as yet. If something pops up WSDC will act on. Matt Hancock is also aware</p> <p>If an opportunity ever arises WSDC will look at</p> <p>This year has been extraordinary: with increasing COVID in costs for West Suffolk</p> <p>Next year WSDC will be ahead year budget wise</p> <p>The bins at Earlsfield will be from next Tuesday</p> <p>The last council meeting was postponed</p> <p>The Chairman thanked D/Cllr Frost for his help with the bin placement at Earlsfield</p>	
2020/ 198	MINUTES OF THE PARISH COUNCIL MEETING held on 27th October	
a.	<p>The minutes of the Eriswell Parish Council meeting held on 27th October 2020 were unanimously APPROVED.</p> <p>It was further AGREED that the Chair is authorised the Chair to sign the same outside of the meeting</p>	
b.	It was unanimously AGREED that the Chair is authorised to sign the same outside of the meeting	
c.	No Business remaining from previous meeting, not on this agenda	
2020/ 199	EPC CASUAL VACANCY	
a.	Update on the casual vacancy: The Notice has been displayed. If by 19th November 2020 (14 days excluding Dies Non, after the date of the notice) a request for an election to fill the vacancy is made in writing to the Returning Officer at the address below by TEN electors for the said Parish, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.	
2020/200	MATTERS RELATING TO THE SQUARE (from October meeting)	
a.	<p>Update on:</p> <p>(i) Noticeboard at the Square: this has been repaired, the putty has been renewed. Thanks to Cllr Bibbey</p> <p>(ii) Village sign at the Square: the flints at the base have been re-pointed. Thanks to Cllr Bibbey</p>	

	(iii) Noticeboards to go on next agenda	
2020/ 201	MATTERS RELATING TO PLANNING FOR ERISWELL	
a.	At the October meeting, it was noted that the consultation period for the Local Plan is now open. Posters are on the noticeboards, clerk has sent copies individually to parish councillors, and to web master to put on EPC website. EPC response deferred to November meeting Lords Walk and Eriswell are listed as two separate `villages`, clerk to correct No other comment	
c.	To discuss Application no: DC/20/1865/HH Consultation Expiry: 26 November 2020 Proposal: Householder planning application - front porch Location 43 Radcliffe Road Raf Lakenheath IP27 9RG NO OBJECTION (unanimous)	To Planning dept 26/11/20
d.	The EPC response to the Housing Needs Survey proposed at the October meeting Was discussed It was unanimously AGREED not to pursue a Housing Needs survey at this time	Clerk
2020/202	CLERKS REPORT	
a.	<ul style="list-style-type: none"> (i) Confirmation has been received in writing from Michelle Rolls, System Administrator at WSDC, that US personnel do not pay Council Tax despite receiving all services (ii) SID device to be purchased: Clerk suggests that the working party to meet in December/ January (iii) Update on Community Speedwatch initiative (speed gun) The clerk has only received one completed form, to be re-sent to all. (iv) Recreation Ground Management Committee: loan of the tractor/ mower may not be possible (v) The owner of the shops at Earlsfield has been identified, the clerk has spoken to him and he will examine the outside of the shop area (vi) The Chairman and Clerk to report back to the next meeting. (vii) Clerk to chase WSDC Planning regarding meeting about land use of Earlsfield open spaces /chase. (viii) The potential path/walkway across grass to the existing bus stop (rubber matting) was discussed. Chairman and clerk to discuss and bring to next meeting (ix) Update on street and pathway lighting unit maintenance (Earlsfield): meeting next week as at 220/197 a. (x) Liability on hazardous trees/ need for tree survey and remedial work by Landowners: clerk to contact landowners (xi) Clerk to contact West Row PC and ask to borrow their litter pick equipment 	Clerk Chair/clerk Clerk Chair/clerk Clerk Clerk
2020/203	CHAIRS ITINERARY and REPORTS (on the night)	
a.	Chairs report, to include <ul style="list-style-type: none"> (i) Three bins have been installed at Earlsfield. It was recognised that more are to be installed, but at this time the District Council could only allow the accommodation of 3 on their schedule. (ii) Cars driving are still driving on the grass at Earlsfield, Chairman is waiting for ben to come back. Clerk to write to Elveden Estates. 	Chair/clerk

	<p>Chairman and clerk to investigate flower planters made from used tyres as a deterrent</p> <p>(iii) The new noticeboard at Earlsfield: the door has been re-hung and it is now much safer. Awaiting installation of name "Eriswell Parish Council", map on rear of board: in hand, Chair is chasing</p>	
b.	<p>Councillors reports, to include</p> <p>(i) Update on Eriswell Reading Room- (Cllr Bibbey) a meeting with the Poors Committee is envisaged to look at</p> <p>a. aims for the future of the Reading Room Status</p> <p>b. Relationship between todays villagers and Elveden is not clear in terms of the control of the hall.</p> <p>c. Plans to renovate the building which could be helping to bind the small village of Eriswell together as we go into the challenges of the 21st century.</p> <p>Meeting with Bob Shimmon (Poors) on site Wednesday</p> <p>(ii) Update from Eriswell Playing Field Committee - (Cllr Seaney)</p> <p>Water bill – Cllr Bibbey will investigate soakaways as a sewerage refund may be possible, once this has been established, ask them to additionally write off £400 for late payment fees</p> <p>The new Lease is in hand, Cllr Bibbey has been advised that the fee is not unreasonable</p> <p>The orchard has been trimmed, and play area repairs are being done</p> <p>(iii) Cllr Bibbey reported that the bridleway gate latch query will be dealt with by the estate when time permits, at the moment they are busy with Xmas trees and some staff are on furlough</p> <p>(iv) Cllr Seaney had supplied Earlsfield sales information previously supplied to purchasers</p>	
2020/204	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS	
a.	The November itemised expenditure/ invoices list was unanimously AGREED and it was RESOLVED that the signatories were authorised to sign cheques outside of the meeting.	Appendix 1
b.	<p><u>Quarter Two 2020-2021 Financial Report</u></p> <p>The Quarter Two 2020-2021 Financial Report was RECEIVED and AGREED</p> <p>a. Cashbook</p> <p>b. Income</p> <p>c. Bank Reconciliation</p> <p>d. Budget / Expenditure at the end of Quarter 2</p> <p>e. Bank Statements</p>	
c.	<p><u>Reserves</u></p> <p>The allocation of Reserve monies was unanimously AGREED</p>	Appendix 2
2020/205	EPC BUDGET AND PRECEPT 2021 to 2022	
a.	<p>The clerk explained that, for the current year, the impact of the COVID-19 pandemic has had an adverse effect on the West Suffolk tax base provisional figures</p> <p>This is primarily because of a national increase in the number of individuals entitled to Local Council Tax Support (LCTS) which reduces the households available to pay council tax. LCTS numbers have already increased by 15% cent from March 2020 to September 2020.</p>	

	For the purpose of estimating the tax base for 2021 to 2022 WSDC have assumed that LCTS numbers will continue to increase throughout the remainder of the financial year, and at a faster pace given the planned changes to the current government job retention (furlough) scheme (beyond the recent extension period). Representations have been made to government for support but at this stage it has been assumed that no support will be given, and the provisional tax base has been calculated on that basis. It may be necessary to revisit the tax base figures in the light of any government announcements in the coming months.	
b.	The Budget and Precept Request 2021-22 was discussed It was unanimously AGREED to increase the precept by 3.5% at £14,215 Clerk to re-distribute the paper to councillors for completeness	Appendix 3 Clerk
2020/206	EXCHANGE OF INFORMATION	
	a) To exchange any relevant information at the discretion of the Chairman (i) The Speed Restriction Signage Study from Mr Tolmie had been distributed (SCC to be made aware of the report- clerk to send on to SCC)	Appendix 4

Date of next scheduled meeting
Tuesday 26/01/2021
The meeting closed at 20.51

Appendix 1

ERISWELL PARISH COUNCIL

ACCOUNTS PAYABLE NOVEMBER 2020 MEETING

<u>Payable to</u>	<u>Amount</u>	<u>VAT</u>
Clerk - salary (November 2020)	£389.16	
Expenses office July Aug Sept 2020 (Quarter 2)	£ 78.00	
EPC commemorative wreath and donation	£25.00	
Re-imburse Cllr E Hall for purchase of materials to instal 3 rubbish bins	£43.00	7.16

Appendix 2

ERISWELL PARISH COUNCIL DRAFT RESERVES

Reserves (Agreed at November 2020 meeting)

Running costs	6,000
Environmental projects	4,500
Village Projects	4,000
Bus shelter (Earlsfield)	5,000
Pathways (Earlsfield)	1,500
Purchase of land (Earlsfield)	4,000

25,000

How West Suffolk calculate the tax base (for information)

What is the Tax base?

Council tax is the way that an area's residents contribute towards the cost of local services. There needs to be a mechanism for sharing this cost equitably across residents, in order to determine the level of their council tax bills. This mechanism is the total number of properties in the area, adjusted to reflect:

- relative property values (by allocating each property to one of 8 valuation Bands, A – H); and
- estimates for any exemptions from council tax or discounts that those properties may attract, as well as any Local Council Tax Reduction Support awarded to the occupants.

The resultant figure is called the Tax base, and it is expressed in terms of the total number of "Band D Equivalent" properties in each area.

How we calculate the Tax base

The way that the Tax base is calculated is set out by legislation, so is the same process for all councils. Billing authorities are statutorily responsible for setting the Tax base in their areas, so this is done by West Suffolk Council. The starting point is the annual government "CTB return" completed by ARP (Anglia Revenues Partnership), who are responsible for raising the bills and collecting the council tax on our behalf. They begin with information on the Valuation List as at 9 September 2019 which lists the actual number of properties in each Parish or Town by valuation band. Subsequent lines on the return adjust these figures for all the various exemptions, discounts and council tax reduction support that apply as at 7 October 2019.

The resulting total properties in each valuation band are then converted to a band D equivalent by applying factors that are set to ensure that a band A property will pay 2/3 of a band D property bill, whilst a band H property will pay twice as much as a band D (and 3 times that of a band A). These "band D equivalents" are then added together to give the Tax base for the purpose of the CTB return.

In order to set the final Tax base for the purpose of determining council tax levels, there are some further statutory adjustments that we then have to apply to the ARP figures above. We take the CTB figures (which are at a fixed point in time – October 2019) and amend them for the following:-

- any planned changes to the Local Council Tax Reduction Support Scheme;
- any planned technical changes to discounts and exemptions such as empty properties, second homes etc.;
- estimated potential growth in the property base during 2021/22 taken from an *average* of the housing delivery numbers for those sites within the local plan and those that have planning permission, adjusted for an assumed level of discounts/exemptions and banding; and
- an assumed district wide in-year collection rate.

Once these have been calculated and signed off by the CFO, they are then applied to each Parish or Town and advised on the Precept application form. Final Member approval will be sought from Full Council on 17 December 2019.

How is the Tax base used to set the Council Tax?

The total amount of council tax needed by each authority to support its services (its Precept), is divided by the relevant Tax base for its area to give a Band D Council Tax. We have included this calculation on the precept application form to assist you in understanding the impact of your precept on council tax levels.

The council tax bill has to show the percentage increase or decrease in the gross bill since the previous year by each class of authority (Suffolk County Council, Suffolk Police, West Suffolk Council and the Town or Parish council). We have also included this percentage increase on the precept application form, as well as what the increase is in cash terms.

ARP will determine the exact bill a household will receive by taking the relevant band D figure, adjusting it to reflect the valuation band that the property is in and applying any discounts, exemptions or Local Council Tax Reduction Support that the household is entitled to.

What happens if ARP collect more or less Council Tax than the amount of Precepts?

Clearly the Tax base is an estimate based on various assumptions at a point in time, any of which can and will change across the 18 month period from when the Tax base is set to the end of the financial year to which it relates. As a result, ARP will collect more or less council tax than is needed to pay the precepts. The legislation places this risk with the major precepting authorities (Suffolk County Council, Suffolk Police and West Suffolk Council) who also need to budget for this surplus or deficit, as well as the cost of billing, collection and enforcement through ARP.

Appendix 4

Background

Following various complaints raised at parish council meetings by the Eriswell Parish community about speeding through Eriswell Village (The Street), various calming measures have been proposed over the last year.

This study covers the past and present speed restriction signage. Furthermore, this study will also propose possible areas for improvement.

Study

A section of B1112 (inclusive of The Street) under study, is subject to a speed restriction of 30 mph.

The speed restricted section of roadway is coloured green (see Annexure A) and is 5200ft (1580m) in length. This section is characterized by twisty, narrow sections at each end and joined partway along by the busy Eriswell Road.

This study takes into account the currently existing conditions (drive/walk through village) and previously existing conditions (Google Street view 2016).

Between the start and end of a speed restricted zone, smaller repeater signs are usually located on both the left and right sides of the road at regular intervals. A speed repeater post has a two small signs affixed that serves both directions of traffic.

The conditions seen in 2016 offered **FAR MORE** guidance with regard to speed repeater signage. At this time, **13 sign posts** were spaced at regular intervals along the speed restricted section of road. (See annexures B, C and D)

Today, **ONLY 5** signposts remain, 4 of which are located at the south entrance (B1065) to the village and 1 outside the Volvo garage.

Of the 5 remaining signposts, 3 have signs affixed which are so badly faded as to make them no longer fit for purpose. 4 signposts cover the first 840ft (256m).

The 5th sign post, at the Volvo garage, serves the remaining 4360ft (1324m) of roadway.

At both ends of the speed restricted area (labelled "Start" and "End" – Annexure A), a "30" has been painted on the road surface as additional guidance. There are no other places along this section of road where painted speed restrictions appear on the road surface. Repeat speed reminders are thus fully reliant on posts and affixed signs.

The busy Eriswell Road (to/from Mildenhall) joins the B1112.

There is no speed reminder for motorists turning left from Eriswell Road in the direction of Lakenheath.

Eriswell Village

Speed Restriction Signage Study

G. Tolmie - 07 November 2020

Background

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The busy Eriswell Road (to/from Mildenhall) joins the B1112.

There is no speed reminder for motorists turning left from Eriswell Road in the direction of Lakenheath.

After turning right at this same intersection, direction Eriswell village, the first speed reminder is 1410ft (430m) at the Volvo Garage. Thereafter, the next reminder is after exiting the village some 2100ft (640m) later - after the narrow twisting section bypassing the church and reading room.

Recommendations

1. Policing authorities be approached regarding the reinstatement of posts and signs that were present in 2016. Some posts have remained today, but speed repeater signs no longer exist.
2. Existing poor signage must be replaced.
3. Road surface signage, although more costly in the long run as they require more maintenance, could be considered at the points where one exits Eriswell road and heads off North and South along the B1112.



Annexure A

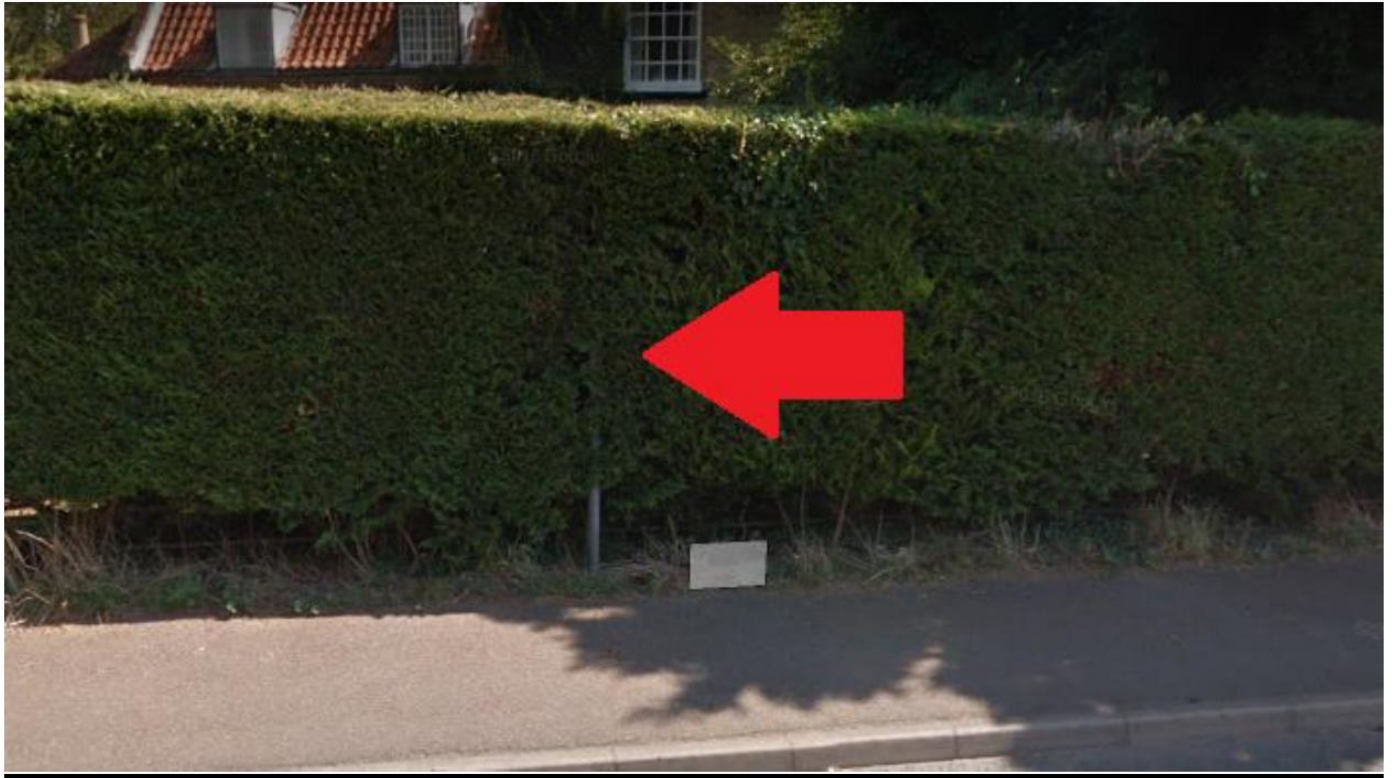


Point 1 - Coming into the village



Point 2 - Small green area outside church gate

Annexure B



Point 3 – Post in hedge at 51 The Street



Point 4 – Posts on both sides of the road at Volvo Garage

Annexure C



Point 5 – Both sides of the road at road narrows sign



Point 6 – Both sides of the road after Eriswell Road

Annexure D