**CHEDISTON AND LINSTEAD GROUPED PARISH COUNCIL**

A meeting was held on Monday 21 November 2022 at 7.30pm in Linstead Village Hall

**MINUTES**

1. The Chairman welcomed Cllrs, those present were, John Ibbott, Janet Heath, Jo Wareham, Mark Titchiner, Mark Burrows and Jonny Vaughan.

2. Apologies for absence were received from Sarah Ward and Tammi Mason

3. There were no declarations of Interest to record

4. Minutes of previous PC Planning meeting held on Monday 5 September and non-quorate meeting on 26 September 2022 were recorded as true and accurate and were duly signed.

5. There were no matters arising from minutes not covered by the agenda.

6. Public Forum – there were no members of public present.

7. Finance – Financial Statement - Cheques for signature CAS - £384.02 Insurance renewal. CAS – £60.00 web- site hosting - HACT - £264.00 for Chediston and Linstead bus service – NORSE – £899.99 dog waste bins

8. Precept 2023/24 was discussed and it was agreed to request £3250, the same as last year.

9. Chediston & Linstead Standing Orders and Financial Regulations were adopted by the parish council.

10. Co-opted Councillor – we have been approached by a Linstead resident,Theresa Gilbey to join the PC. We will invite her to the January 2023 meeting.

11. Road Signs B1123 and traffic calming – update re siting of posts to support Speed Indicator Device. We have had the missing 30mph sign on the approach to Church Road, Chediston replaced. Unfortunately, the missing/faded small 30 mph signs along the B1123 are no longer on the mandatory Highways sign list and individual parishes are required to replace them. We will order 4 new signs. They are available via the internet at £38 each. The clerk will seek to find the cheapest option. The bridges on the B1123 could do with re-painting and we will keep the greenery cut back, with the addition of new 30mph signs this may help to encourage drivers to stick within the speed limits. We will organise a work party to carry this out in the springtime. We will price-up two village gateways to be installed below the Linstead Village signs on the approach from Metfield to increase road user’s awareness of entering a speed restricted area. We have received a response from the safety and speed management department at Highways who have undertaken an assessment of the locations we suggested to support Speed Indicator Device posts. Unfortunately, they consider the siting’s unsuitable as posts have to be a minimum of 800mm from the edge of the highway when the SID is mounted to avoid being hit by passing vehicles and also the same distance from the fields to avoid being hit by agricultural vehicles. They are happy to consider other locations and we will look to seek permission on land closer to the council houses at the beginning of Linstead village and also ask if a post could be sited on land where the bus shelter is located at the other end of the village?

12. Chediston Noticeboard – this has now been installed. We thank East Suffolk Enabling Communities Budgets for this addition to Chediston. We are waiting for the inserts to be fitted. We will ask Veronica Downing and Cllr Stephen Burroughes to have a photo taken with the new board and we will be able to include this with the Enabling Communities monitoring froms and post it on our web-site.

13. Bus service to Halesworth – The project was a great success, up to 15 residents used the bus regularly into Halesworth on a Wednesday morning. New funding is need if the bus service to continue. We have been able to some secure funding up till Christmas. We have approached Cllr Burroughes to see if there is any further community funding available? We could allocate some of our precept monies and bank savings to carry the service forward? We will write to the Chediston Charity Trust to see if they can support us.

14. Defibrillator – Concern was raised at a previous meeting about how often we check our defibrillators, the Clerk sought advice from Halesworth Town Council. Halesworth TC inspect their defibrillator every fortnight and sign a document to say it has been carried out. The assistant clerk actually looks at the defibrillator weekly but does not sign to say this has been done. Halesworth TC’s have received one concern from someone who called 911 and reported that it took a while to give out the code for the nearest defibrillator machine.

There is no laid down legislation in regard to checking machines, manufacturers suggest checking the machines daily. We believe the concern is that should our machines be needed in an emergency, are they always going to be functional or will we risk a claim? The battery packs have a five-year guarantee. The Clerk activates the machines if she is notified that they have been used and they report/voice that the battery pack is fully charged. (The Circuit, operated by British Heart Foundation advise - *It’s really important to regularly check whether the battery on your defibrillator is working, the pads are in date, the disposable items (drying cloth, razor etc.) are present, and that it is displaying a ‘ready’ status.* *Some guardians like to do this daily or weekly, whilst others prefer to check monthly.*) Status of our machines is recorded on The Circuit regularly, as they e-mail prompts to do this.

It is proposed to find out from our insurers, how much it would cost to have an indemnity insurance put in place should our machines not be functional if they are needed.

15. Web-site - A meeting was held on 16 September between the Tamasine Batey, Janet Heath and Melanie Ibbott to discuss the workings of our web-site. Mel was shown how to update documents to the system so she could support the PC in uploading documents if Tam is away. The web-site is not functioning well as it serves as a formal site and a social site. It would probably be better as just a formal site for PC activities and other Whats App groups and Facebook would be better suited for social activities. There was concern that the web-site holds many photo’s relating to our villages and these should not be lost. Jonny will ask his wife Kate if she would be able to come up with a more suitable template to display the PC’s information? Tam believes quick fixes could involve removing the “For Sale; Noticeboard and Weather and traffic” Copying and downloading Agenda’s/Minutes and Financial documents will be a very time consuming task to complete – so a degree of the old system and new system might be needed.

16. Correspondence for circulation. – Small housing developments in the countryside have been forwarded to Cllrs. Clerks and Councils Direct

17. AOB. – Jubilee Oak Tree – John does not want it put on his land as he is concerned for it’s longevity. It is decided to place it on the Community Field and it will be planted in due course. It was thought that a metal tree-guard may be needed. The dog waste bins have been sited correctly now and shortened to a sensible height. The HGV sign on Chediston Green just past Chediston Grove to was raised again as it is believed this should be sited at the beginning of The Green with the junction of Linstead Parva Road. The Clerk will write to Highways.

Dates for 2023 CP Meetings are: 16 January 2023 in Chediston Church Room 20 March 2023 in Linstead Village Hall 15 May 2023 AGM – in Chediston Church Room 17 July 2023 in Linstead Village Hall 18 September 2023 in Chediston Church Hall 20 November 2023 in Linstead Village Hall

Concern has been raised about overgrown hedges along Wissett Road from the trout lakes towards Paradise Barn; along the B1123 100 metres from Herne Hill driveway on the bend; and from the Bridge at Chediston to the footpath, where road signs are also obstructed.

18. Date and Time of next meeting - 16 January 2023 at 7:30 in Chediston Church Room

Signed …………John Ibbott………………. Dated ………16 January 2023…………………