

Offton and Willisham Parish Council

Minutes of the Emergency Parish Council meeting held remotely on 18th April 2020.

Present: Cllr S Warnes (Chair) Cllr D Cattermole Cllr A Chaplin Cllr N Bunton Dst Cllr D Pratt Clerk T Davis	Cllr A Cox Cllr C Pinson-Roxburgh Cllr A Bye 0 members of the public
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ACTION

1	<p><u>Meeting Administration</u></p> <p>a) Welcome by Chair and opening of the meeting; The Chair opened the meeting and thanked everyone for coming.</p> <p>b) Apologies for absence; The chair confirmed Cnty Cllr K Oakes had sent her apologies, which were accepted</p> <p>c) Declarations of Interest; No non-pecuniary or pecuniary interests were declared</p>	
2	<p>To Approve the draft minutes of 3rd February 2020 and for the Chair to sign them as a true record</p> <p>a) Requested amendment to wording of item 13 and Clerk Report. It was agreed that the wording was changed to that which had been circulated to all Councillors to reflect accuracy of the Coppicing. <i>It was proposed by Cllr S Warnes, seconded by Cllr D Cattermole and unanimously agreed for the Chair to sign the minutes as a true record as presented following the amendments.</i></p>	
3	<p>To discuss and resolve, forming an emergency committee which has Parish Council decision powers to deal with the day to day needs of the Parish during the Covid-19 outbreak.</p> <p>The Councillors discussed the need for having a decision making committee for the emergency outbreak, there was concern for those who were not technically prepared for remote meetings and the need for all to be included. Some questions were put to the Clerk in regard to the technical set-up of committees and minor referral was made to the help sheet that is distributed by SALC and given to each Councillor prior to the meeting. It was decided that the committee will consist of a core set of Councillors, Cllr A Bye, Cllr C Pinson-Roxburgh and Cllr N Bunton, along with supporting Councillors, Cllr Cattermole & Cllr Chaplin however that any Cllrs can attend and all Councillors will be invited in the normal legislative way, including being advertised for the public to attend, it will have decision powers to resolve issues arising due to the virus outbreak only.</p> <p><i>It was proposed by Cllr C Pinson-Roxburgh, seconded by Cllr D Cattermole and unanimously agreed for the emergency committee to go ahead during the virus and that Cllr S Warnes will Chair the emergency committee.</i></p>	
4	<p>To discuss and resolve, deferring the Annual Parish Council Meeting and subsequent Annual Parish Meeting to May 2021 - following new legislation during the covid-19 outbreak</p> <p>A short discussion took place regarding the new legislation and the Chair recommended that a deferral took place.</p>	

	<p>It was Proposed by Cllr D Cattermole, Seconded by Cllr C Pinson-Roxburgh and unanimously agreed to defer the Annual Parish Council Meeting and subsequent Annual Parish Meeting until May 2021.</p>	
5	<p>To discuss and resolve, forming a Planning Committee which has Parish Council decision powers to deal with Parish Planning during the Covid-19 banning of public face to face meetings</p> <p>Discussion took place in regard to having a planning committee and highlighted if there was a need to separate issues that may take a long time to discuss into the two separate committees. As with the emergency committee, it was important to again include all councillors where possible. Again a core team of councillors from Offton and Cllrs from Willisham were deemed important to ensure local knowledge of the area, both Cllr A Cox and Cllr A Chaplin expressed a firm interest.</p> <p>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr A Cox and unanimously agreed to have a Planning Committee, Chaired by Cllr S Warnes, with the same parameters and duration as the Emergency Committee, in this case just for Planning.</p>	
6	<p>Clerk Report - Correspondence & Emails up to 14th April are in the addendum</p> <p>Following the upheaval of the Coronavirus outbreak and the new legislation that has passed along with it, it has been an eventful couple of months.</p> <p>The first hurdle was trying to decide what was best under the inability to carry out a meeting of the Parish Council and therefore to have any decisions made. We needed to get information out to the Parishioners. In collaboration with the Chair, we tried to compile a poster/leaflet to go out with The Link, however in the end this was not delivered. A member of the Village Hall committee kindly placed the 'Home but not alone' telephone number on Nextdoor for us and I placed updates on the Parish website as and when I received them.</p> <p>There has been a rapid increase in emails from various sources during the past weeks, as you will see listed at the end of the agenda. Including planning, grant information and lots of ever changing guidance on what the Parish Council could and couldn't do.</p> <p>Luckily our Parishioners are finding the 'home but not alone' telephone number and we also have volunteers who have contacted me and are willing to help. This has been fantastic. We have three households in the village who have a volunteer assigned to them. Bearing in mind we have approximately 125 people in the villages over the age of 65yrs, I think the Parish is also working well with it's network of friends and family.</p> <p>During this time there has been a delay on the normal tasks that would have been carried out. There is a delay to the end of year accounts, which I hope to have ready for May. There is also a delay to obtaining a response from our IT support to my draft website accessibility policy.</p> <p>It is not only ourselves that have delays though. The accountants that conduct the national audits of councils are also delayed and our National Association of Local Councils (NALC) have also requested that audits are delayed. Currently the audits have been delayed by two months, this might be increased.</p>	

	<p>The Precept is due to be paid as normal, and a confirmation of this has been sent by BMSDC.</p> <p>You will note from the list of correspondence that I have received all three grant requests for this financial year, April 2020 to March 2021.</p> <p>I also recently received the annual report from the Offton Recorder.</p> <p>Following government guidance now for remote meetings to be allowed, I have placed on the agenda a request to create two committees, to ensure the Parish Council is able to quickly help and see to parish business. One is for an emergency committee to meet specifically to address decisions needed for the Coronavirus outbreak, the other is specifically for the increased number of planning applications received.</p> <p>I would also recommend, as have the government, that the annual meetings are delayed until May 2021.</p> <p>Finally, as per our Financial protocol document, I have placed a suggested suspension to be discussed to aid the Parish Council in making the day to day payment over the next months. Viking Stationery, a supplier of administrative resources such as ink cartridges, whilst still delivering, are no longer accepting cheques. With this in mind I will as your RFO try to arrange for us to make bank transfer payments via the bank for them as well as anyone else who would like this facility. (I note that historically this has been done in the past).</p>	
7	<p>Chair Report</p> <p>Firstly I should apologise for the inconvenience you have been caused by having a meeting on a Saturday evening. I have had a complaint from one Councillor regarding this. I would like to explain my broadband is working better at the weekends. This way of meeting is new to me, and constantly losing connection would not have made it any easier. I had not even used the camera on my laptop until four weeks ago. So please bear with me.</p> <p>The current crisis has been challenging for us all. The information coming from Government is constantly changing. It is making it difficult to maintain any sort of consistency. Hopefully things will soon settle down and we will return to whatever is going to be the new normal.</p> <p>I have been reading all the emails coming from SALC. Teresa, David and myself have had a trial meeting to test out Zoom, this worked very well.</p> <p>Council should pass on its thanks to Cllr Cattermole, who has very kindly paid for the Zoom subscription. I would also like to thank David for his valuable input at this difficult time.</p> <p>It would seem that our community is managing to cope on the whole. I am sure that Councillors would be aware if we had major problems in the local area. The 'Home But Not Alone' seems to work well. We are fortunate to have more volunteers than people in need, at the moment. I have been in contact with the local food bank they would help residents if required, and I have also found the local 'Meals on Wheels' service covers this area. Teresa has put some of this info on the PC website.</p>	

	<p>We had a leaflet ready to be put in the Link magazine, but unfortunately lockdown meant the Link could not be delivered. The reason Zoom has been chosen for our meeting, is that it is the one being recommended by SALC. I had a virtual SALC board meeting yesterday, there was much discussion on the methods of holding virtual meetings, many of the board are very experienced in this medium. The consensus was Zoom is as good as any. It is reported the government uses it for their cabinet meetings!</p> <p>Teresa has been working very hard for us during these unprecedented times, she has sent emails at the weekend and has taken a call from a local resident on a Sunday afternoon. I think we should also extend our appreciation to her.</p> <p>I hope we will be able to go back to meeting in person very soon</p>	
<p>8</p>	<p>Finance</p> <p>a) Current Bank Balances as at 31st March 2020:- Current Account = £1,622.31. Premium Savings Account = £7,978.08. Premium Savings Community Account = £0.34.</p> <p>b) Income - Xmas Lunch - £75.53 Community Account Interest - £0.34 Savings Account - £3.23</p> <p>c) Paid - Clerk Gross Pay for the Period 1st Feb - 29th Feb - £280.54</p> <p>d) Paid – Clerk Gross Pay for the Period 1st March - 31st March - £280.54</p> <p>e) Paid - Grant to the Offton & Willisham Village Hall £4761.00</p> <p>f) To suspend item 4.2 on the Financial Risk Limitation Protocol to allow the RFO, in conjunction with the Chair and Vice-Chair to authorise the following budgeted payments during 2020:- i. Three Grant requests received (the Offton & Willisham Village Hall to cover Playground Insurance, maintenance; Offton Church for Grass Cutting and maintenance; Willisham Church for fundraising for the Compost Public Toilet) ii. Annual Insurance due at the end of May 2020 iii. Annual payment to BMSDC for dog & litter bins due in June 2020</p> <p>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr N Bunton and unanimously agreed for Chair, Vice-Chair and RFO to authorise the above budgeted payments</p> <p>g) To approve payments and authorise cheques for signature (Resolution required)</p> <ul style="list-style-type: none"> ● SALC Payroll £54.00 ● SALC Fees £329.76 ● Clerk’s Office Allowance & Expenses (stamps & postage) for Period ending 31st March £44.15 ● Viking Stationary (Ink Cartridges, Stamps and Paper) £43.25 <p>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr A Bye and unanimously agreed to authorise payments and cheques for signature</p>	<p>Clerk</p> <p>Clerk</p>

9	<p>To discuss and agree the Emerging Grant Application of £2500 to BMSDC to cover any costs incurred by the Parish during the Coronavirus Outbreak</p> <p>An Emerging Grant Application had been drafted and circulated to all Councillors. All had read the application and after a short discussion, It was Proposed by Cllr D Cattermole, Seconded by Cllr A Cox and unanimously agreed to forward the application to BMSDC and assure them that funds not spent would be returned.</p>	Clerk
10	<p>To discuss and agree meeting dates for 2020, current next meeting date is scheduled for 20th April</p> <p>As two new committees had been set up to meet urgent business and the annual meeting deferred until May 2021, It was Proposed by Cllr S Warnes, Seconded by Cllr D Cattermole and unanimously agreed to cancel the Parish Council meeting of 20th April, and set the date of 24th April at 4pm as the Planning Committee meeting.</p>	Clerk
11	<p>Items for the next agenda</p> <p>Willisham telephone box cleaning rota Dog Bin Bag Dispenser Re-advertise Willisham Recorder Latest Information on Mid-Suffolk Planning Portal re: Large Development in Appeals</p>	
	Meeting Closed at 8:28pm	

Addendum

1.District Councillor Report for April

Barking, Battsford, Great Bricett, Offton, Ringshall, Willisham Submitted by Councillor Daniel Pratt for April 2020

Public Realm

In March I met with the Head of Public Realm to discuss opportunities for restorative planting on council-owned land at Castle Lane and St Mary's Close in Offton. At Castle Lane, we discussed a low-level tree planting scheme to maintain access to the waste treatment facility and deter fly-tipping on the Channel verge. For the land north of St Mary's, a range of options were proposed including a reduced mowing regime and planting of fruit trees. Unfortunately, the Covid-19 outbreak means that Public Realm team have been reassigned and consultation with Offton and Willisham Parish Council and residents will be postponed until further notice.

Ringshall Community Orchard

In February, a team based in Ringshall planted 15 fruit trees including apple, pear, plum and cherry to establish an orchard free for the community to use. A special thanks to the village hall committee, children from Ringshall Primary School and volunteers who helped. Trees were sourced from the orchard heritage project 'Orchards East'.

Neighbourhood Plans

Outline planning application for 35 new homes in Elmsett (Babergh DC) were refused after the planning committee decided it conflicted with the village's Neighbourhood Plan. This demonstrates how NP's can carry weight against proposals that are detrimental to the landscape of the village.

Bonfires

MSDC have received a surge in bonfire complaints. With many people in lockdown and self-isolation, smoke from bonfires is likely to cause more annoyance or even breathing difficulties for those with respiratory issues. The District Council advises against lighting bonfires. If it is necessary to have a bonfire, please notify your neighbours to enable them to get their washing off the line and close their windows.

COVID-19 MSDC response

Some district council-run services have been delayed or postponed, including the brown bin collection service. Covid-19 has affected us all in many ways and to this end the council can offer the following support: Grants are available to help small businesses and those in the retail, leisure or hospitality sectors: <https://www.babergh.gov.uk/news/payment-of-covid-19-business-grants-fund/>. The 'Home – but not alone' scheme has been set up to offer support and practical help during the Covid-19 crisis. Residents can contact the helpline on **0800 876 6926**. A Covid-19 emergency fund is now available to help community groups: <https://www.midsuffolk.gov.uk/news/emergency-funding-pot-available-to-help-local-community-groups/>

Email: daniel.pratt@midsuffolk.gov.uk

Telephone: 07775389193

2. County Councillor Report for April

April 2020 Monthly Parish Newsletter



Visit [suffolk.gov.uk/coronavirus](https://www.suffolk.gov.uk/coronavirus) for health information, schools guidance, business advice and service changes that might affect you.

Keep up to date on the Government's response here:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

[COVID-19 related news](#)

HOME, BUT NOT ALONE



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 service will mean willing volunteers, charities, town and parish councils, community and religious groups can all log their details and offers of support on an app, while people who need help can phone to request support.

As the number of offers and requests grows, they will be matched so that the right help can be given where it's most needed. This support could include delivering groceries, medication or essential household goods, in line with Government social distancing guidelines.

Download the free **app**, called **Tribe Volunteer** from the **[Apple App Store](#)** and **[Google Play Store](#)**.

The telephone number for those in genuine need of help is freephone **0800 876 6926** and will be staffed from **9am to 5pm**, seven days a week.

The telephone line is not a general information line for COVID-19 queries, but those in need can seek information on support with care needs, loneliness, and connecting with community support.

This is a new service and will be adapted to demand over the coming weeks. People are still being urged to check **[GOV.UK](#)** for the latest guidance on a wide range of issues and changes caused by the COVID-19 outbreak.

Suffolk Highways COVID-19 statement - 26 March 2020

This is a statement from Councillor Andrew Reid, Suffolk County Council Cabinet Member for Highways, Transport and Rural Affairs

Keeping Suffolk's highway network safe and moving is our top priority at this most challenging time.

Suffolk County Council and our contractor, Kier, are working together with our suppliers and sub-contractors as one team to ensure Suffolk's roads can continue to be maintained and

accessible; whilst keeping our workforce and members of the public safe from the threat of COVID-19.

Our service is critical to ensuring safe travel for our emergency and health services, and for those carrying out essential tasks. I want to reassure residents that we, as a highways authority, are taking the Government's advice very seriously and working hard to continue delivering our services for you.

To enable us to do this effectively, we must keep our colleagues safe and healthy by ensuring they follow the two-metre social distancing rule, clean down equipment more frequently, and regularly clean hands. These are amongst a range of precautions we are following for the benefit of our staff and the travelling public.

Unfortunately, we have had incidents where our colleagues have had people approach them and not keep a safe two-metre distance. I must ask, that if you spot any of our teams inspecting, or working out on the highway, for your safety and theirs please keep your distance to allow them to do their work safely.

Thank you to the dedicated teams of people who are working around the clock to keep this county moving. What you are doing in these unprecedented times is remarkable. I also thank residents for your patience, it is very much appreciated.

£60,000 for foodbanks across Suffolk

On 25 March, it was announced that food banks across Suffolk will be given a share of £60,000 to keep their supplies well stocked during the Coronavirus pandemic.

This money has been donated by Suffolk County Council and will allow the food banks to restock directly with supermarkets and wholesalers.

Paul West, Suffolk County Council Cabinet member for Communities, said:

“It is now more important than ever to look after those most in need in our neighbourhoods.

“This donation is one small part of the extremely valuable work that is being done in our communities with our partners across Suffolk.”

Public transport to operate on a reduced scale throughout the county because of the coronavirus pandemic

From 24 March, new timetables are in place for most public transport services, including buses, trains and community transport until further notice.

The changes reflect the fact that less people are using services as they stay at home as part of the new instructions from the Prime Minister on Covid-19. There is also a reduced availability of staff as more have to self-isolate.

Councillor Andrew Reid, Suffolk County Council's Cabinet Member responsible for Highways, Transport and Rural Affairs, said:

“Working in partnership with transport providers, we are doing all that we can to help keep vital services going for those people who must travel - our key workers and elderly and vulnerable residents.

“The changes to timetables aim to balance the reduced levels of passenger usage as people follow the new instructions to stay at home with the need to reduce the number of people required to run transport services.

“These changes will also help ensure there are enough members of staff to keep vital services running over the coming weeks and months. We will continue to monitor the situation with our partners.”

Suffolk County Council is advising those who must use public transport to check with their local provider to find out the latest timetable. Further details can be found at www.suffolkonboard.com or by calling **0345 606 6171**.

All Suffolk recycling centres close until further notice due to coronavirus

On 23 March, Suffolk recycling centres closed until further notice.

The safety of customers and staff is very important. Therefore, in accordance with current government coronavirus guidelines of avoiding non-essential contact and preventing a risk of infection to others, the sites will close. It is essential that we do all we can to slow down the spread of the virus.

Much of the waste that goes through the Recycling Centres is bulky waste (large items such as furniture, wood and metals) and garden waste. People should hold onto these items until the sites reopen. Do not put any electrical items in any of your bins at home.

Where possible people should compost grass cuttings and hedge trimmings and if you can't do that, keep your garden waste until the sites reopen. You can find more information on **how to compost at home**.

Please do not leave any waste outside the Recycling Centres – staff should concentrate on delivering waste services. Leaving waste outside the centres is classed as fly tipping and is a criminal offence for which people will be prosecuted.

FCC Environment staff, who operate the Recycling Centres on behalf of Suffolk County Council, may be redeployed to assist other areas of waste services across Suffolk if needed during the COVID-19 pandemic.

For further information you can visit the **Suffolk Recycling website**.

Joint statement on COVID-19 from Suffolk County Council's political group leaders – 22 March 2020

This is a joint statement made by Cllr Matthew Hicks, Leader of Suffolk County Council, Cllr Sarah Adams, Leader of the Labour Group and Cllr Penny Otton, Leader of the Liberal Democrat, Green and Independent Group.

Today we cast aside our political differences and unite around the work needed to protect Suffolk from the coronavirus pandemic that is threatening our families, communities, health and social care services, businesses and way of life.

There can be no doubt, the impact of COVID-19 will be felt in all areas of Suffolk, from our urban neighbourhoods to our rural hamlets. It will be felt by our toddlers and children,

some of whom will miss their schools, playgroups and nurseries. It will push to the limit our businesses, who may struggle to maintain daily operations or have had to close. It will be very real for our elderly and vulnerable residents, for whom self-isolation and social distancing will be necessities, but also a significant worry.

It will change lives. It will demand that each one of us lives very differently for a relatively short while if we are to stand any chance of beating this virus. This means we must all be selfless and do the right thing for society, even if it negatively impacts on us. We must all follow official advice, not leave it to others. We must think about others, not ourselves. This calls for decisive action, from all walks of life. We are already seeing Suffolk communities come together with kindness and innovation to support each other.

We recognise that people are worried and anxious about what may happen in the future – we feel the same. Many of us have parents who we want to protect, or children, whose own fears we try to address with honesty and empathy. It is an unprecedented and extraordinary time.

As elected county councillors, we see first-hand the efforts being made by our own dedicated and brilliant staff and those working in district and borough councils, police, the voluntary and business sector, and the NHS, to ensure that we continue to deliver vital services. We are all working hard together, making sure that our most vulnerable residents, young or old, are given the help they need when they need it.

Our response is defined by kindness and resilience. Whether this response will take weeks or months, we are driven by compassion, determination and versatility to do the very best for the people of Suffolk.

Suffolk County Council is at the forefront of the fight against COVID-19. This is a major incident that requires the very best joint working. For our part however, today we are setting out our core actions for the people of Suffolk, many of which we have already done. We are working in a rapidly changing situation and these actions will be continuously reviewed and updated, reflecting Government advice.

- Protect our most vulnerable residents with easy access to advice, the right practical support and provision of essential public services.
- Provide more financial stability and certainty for care providers and support them to respond with maximum flexibility, including smooth transitions between hospitals and home care.
- Make changes so that elderly and disabled residents can use their concessionary bus passes for essential journeys earlier in the day.
- Work with our schools to implement the Government's school closure arrangements, including free school meals, support for vulnerable children and children of key workers.
- Communicate with everyone in Suffolk with timely, clear and relevant information in a wide range of ways.
- Redeploying Suffolk County Council staff into frontline social care roles
- Keep Suffolk's highways moving so that the emergency services can respond, and essential travel can continue.
- Ensure Suffolk Fire and Rescue has the resources to respond when lives are at risk.
- Work with district and borough councils and the Chamber of Commerce in Suffolk to support local businesses and the self-employed with advice and guidance.

- Start work now on plans to help Suffolk’s communities and economy recover from COVID-19.

Our response to COVID-19 is the number one priority for Suffolk County Council. We face no greater challenge. Whilst we may not always be able to do as much as we want, we assure you that we are mobilising every resource and asset we have to protect and support our people and our county. Our great communities, businesses, schools and our public services and health colleagues are united in this fight to save lives, protect those most vulnerable and support our communities.

Thank you for the sacrifices you are making to help us to do what’s right for Suffolk.

Suffolk Resilience Forum declares COVID-19 major incident in county

On 20 March, the evolving COVID-19 situation led to a major incident being declared in Suffolk.

Partners in the Suffolk Resilience Forum, including councils, health bodies and emergency services, have already been joining forces to respond to COVID-19, but the decision taken on Friday 20 March formalises joint-working and resource-sharing arrangements.

It means public organisations will work even closer than usual to tackle the challenges presented by COVID-19, including joint decision making, information-sharing, and on-the-ground support for Suffolk residents.

A major incident is called when the situation is believed to be beyond ‘business-as-usual’ operations and when there is the heightened risk of serious harm, damage, disruption or threat to human life or welfare.

Suffolk Police will now chair the Resilience Forum’s Strategic Coordination Group, taking over from Suffolk County Council’s public health team.

Stuart Keeble, Suffolk’s Director of Public Health, said:

“Public bodies have well-established close working arrangements that prepare us for this kind of situation. This decision simply formalises those arrangements and makes sure we’re making decisions together in a fully coordinated way.

“This is about making sure we use the resources and people available to us to tackle COVID-19 effectively. The best advice we can give people is to continue to follow all the official guidance to slow the spread of COVID-19, protect vulnerable people and protect the NHS.”

Suffolk school closures

Suffolk County Council is working with partners across the sector to coordinate a response to the government’s announcement on Wednesday 18 March 2020 to close schools for the majority of pupils while remaining open for vulnerable children and those whose parents are key workers. [The current definition of a key worker can be found on GOV.UK.](#)

The government has advised that parents should keep their children at home and schools should remain open only for those children who absolutely need to attend.

Even if you are classed as a key worker, if you are in a position to keep your child at home then SCC would ask that you do so. This will enable schools to free up their resources and provides them with the opportunity to focus on the key children who need their help.

The fewer children making the journey to school, and the fewer children in educational settings, the lower the risk that the virus can spread and infect vulnerable individuals in wider society. Schools that are able to open should continue to follow Public Health England Advice with regards to cleanliness and infection control.

SCC have launched a helpline for parents which will assist them if their usual school is not open or has been unable to make alternate arrangements for pupils. If parents are classed as a key worker or have a child that is classed as vulnerable, they can call this line and SCC will liaise with schools to find them a place. The helpline number is: 01473 263985

You can [find more information on school closures](#) on suffolk.gov.uk.

There is also [guidance for parents on GOV.UK](#).

Elderly and disabled residents can use their concessionary bus passes earlier during coronavirus outbreak

As of 19 March, Suffolk County Council is allowing concessionary travel for those with elderly and disabled bus passes before 9.30am, as the coronavirus epidemic continues.

The Council, working alongside its partners and bus companies, has revealed that it is extending its concessionary travel for those with elderly and disabled bus passes, as supermarkets make special arrangements for exclusive early morning shopping times for these people. This move has been introduced in response to panic buying in the shops which saw shelves emptied.

Previously, concessionary travel did not kick in until 9:30, after the morning rush-hour, but in response to coronavirus the local authority is allowing those who have the passes to travel earlier so they can get to the shops to buy food.

Changes to care services for customers

On 18 March it was announced that, in light of the current Covid-19 crisis, customers are likely to experience changes to the care they receive.

Customers will receive a phone call or a visit from their current care provider or Suffolk County Council's Home First team when their services are affected.

The county council's adult care team are closely monitoring the safety and wellbeing of all their service users and supporting their most vulnerable customers, who remain a priority.

Those currently receiving care and support will start to see a difference in their service in the coming weeks, or it may be that their care is provided by a different provider.

The council is working across the health and social care system to ensure the safety and wellbeing of everyone in Suffolk and will continue to keep customers updated of any changes as they arise.

Councillor Rebecca Hopfensperger, Cabinet Member for Adult Social Care, said:

“We understand that this is a very worrying and difficult time for many of our customers receiving care services.

“I want to reassure people that although they may start to see changes to their care, we are prioritising their safety, health and wellbeing. It may be that people are not be able to attend day care activities or that their care provider changes, but we will be doing what is necessary to keep them healthy, safe and well.

“I’d like to say thank you to everyone we are supporting and working with for their resilience and understanding during these unprecedented times.

Cancellation of Suffolk Walking Festival 2020

Due to the current COVID-19 pandemic, Suffolk County Council and its partners have made the difficult decision to cancel Suffolk’s 13th Walking Festival.

The festival was due to launch at Clare County Park on Saturday 9 May, and was offering three-weeks of engaging and entertaining walks and events to get people out and about enjoying Suffolk’s beautiful countryside.

Councillor Andrew Reid, Suffolk County Council’s Cabinet Member for Highways, Transport and Rural Affairs, said:

“Due to the changing situation regarding COVID-19 and Central Government advice surrounding events, we have today sadly decided that we have no alternative but to cancel this year’s Walking Festival. “Ensuring and protecting the wellness of our team and members of the public is of paramount importance.

If you have booked a place on a festival walk, the organisers of the Walking Festival will be in contact with you regarding your refund. For further formation visit www.suffolkwalkingfestival.co.uk.

The entire newsletter can be found by contacting the Clerk via email.

3. Correspondence for the period up to 14th April 2020

Sent on 5th February 2020

28/01/20 - Keep Britain Tidy - Spring Clean

28/01/20 - Suffolk Association of Local Councils (SALC) re: Ipswich Northern Route

30/01/20 - Carnegie Trust

30/01/20 - SALC Local Councillor Winter Edition 2020

30/01/20 - Suffolk Trading Standards (STS) Newsletter

01/02/20 - Constables County - Police Update for February

04/02/20 - Suffolk Preservation Society Information

05/02/20 - Rural Services Network Newsletter February Edition

Sent on 10th February 2020

06/02/20 - STS Newsletter

06/02/20 - Community Action Suffolk (CAS) Newsletter

10/02/20 - Draft Minutes

Sent on 14th February 2020

10/02/20 - SALC re: NALC Pay Negotiations

10/02/20 - SALC Bulletin
10/02/20 - Offton & Willisham Village Hall Application
10/02/20 - Via Post - Offton Church Grant Application
11/02/20 - Suffolk Police Survey / Questionnaire
11/02/20 - SALC Mid Suffolk Area Forum 17th March
12/02/20 - Keep Britain Tidy re: Spring Clean
13/02/20 -STS Newsletter
Sent on 24th February 2020
20/02/20 - BMSDC Town & Parish Liaison Meetings Overview & Information
20/02/20 - STS Newsletter
20/02/20 - CAS Newsletter
21/02/20 - Zurich Insurance Plc re: Storm Information
24/02/20 - BMSDC Planning Decision Notice DC/19/05986 (refused)
Sent on 28th February 2020
24/02/20 - SALC on ACRE Survey Reminder
24/02/20 - SALC Bulletin
24/02/20 - Rural Service Network Roadshow
25/02/20 - BMSDC COMMUNITY OFFICER PCSOs TASKING CHANGES
25/02/20 - Dst Cllr D Pratt - Holly Road Coppicing No Breach in Regulations
25/02/20 - Dst Cllr D Pratt March Report
26/02/20 - SALC Mid Suffolk Area Forum 17th March 7pm
26/02/20 - SALC Allotment Course
26/02/20 - Suffolk County Council (SCC) Communities Team School FUNDED TRAVEL INFORMATION
27/02/20 - Suffolk County Council (SCC) Traffic Regulation Order Information
27/03/20 - SCC Traffic Regulation Order Update & Correction
27/02/20 - STS Newsletter
Sent on 4th March 2020
28/02/20 - Parish Litter Bin Update
01/03/20 -Fabrications North East VE Day Memorial Planter
01/03/20 - Fabrications North East VE Day Bench
01/03/20 - Cllr D Pratt Managing Roadside Verges
02/03/20 - UK Power Networks Roadshow
02/03/20 - Hopkins Homes Suffolk Charity Vote (closes 13th March)
03/03/20 - BMSDC Planning Decision Notice DC/20/0206 - Granted
03/03/20 - SCC School entrance markings & traffic regulations
04/03/20 - Rural Services Network March Newsletter
Sent on 6th March 2020
04/03/20 - SCC Suffolk Highways Grass Cutting
04/03/20 - SALC Coronavirus information
05/03/20 - SCC Bus TImetable Update for 461 & 462
05/03/20 - Calor Community Fund
05/03/20 - STS Newsletter
06/03/20 - CAS Newsletter
06/03/20 - SALC Bulletin
Sent on 11th March 2020
09/03/20 - BMSDC Planning Dept consultation request DC/20/01033
11/03/20 - BMSDC Planning Dept consultation request DC/19/03955
Sent on 16th March 2020
12/03/20 - SALC Mid Suffolk Forum Cancelled

13/03/20 - SALC information on local football
13/03/20 - SALC Coronavirus update
13/03/20 - Keep Britain Tidy coronavirus update
13/03/20 - HMRC Update bulletin budget 2020
16/03/20 - SCC Emergency Planning & Coronavirus
Sent on 17th March 2020
17/03/20 - BMSDC Planning Dept AP/19/00142 Appeal Cancelled
Sent on 18th March 2020
17/03/20 - CAS Covid-19 advice
17/03/20 - Keep Britain Tidy Postponed to Sept 11th-27th
17/03/20 - Dst Cllr D Pratt Citizen Advice Bureau Information
18/03/20 - SALC & NALC latest covid update
18/03/20 - DOC West & South Suffolk Police Advice on Shed & Outbuilding burglaries
Sent on 20th March 2020
18/03/20 - Dst Cllr D Pratt information re: Parish & covid-19
18/03/20 - SALC re: SCC daily bulletin
18/03/20 - BMSDC Sustainability Appraisal Scoping Consultation
19/03/20 - SALC SCC Daily Bulletin
19/03/20 - UK Power Networks information during covid-19
20/03/20 - Aspects Living meals on wheels information
Sent on 21st March 2020
20/03/20 - SALC re: NALC update on meetings and covid-19
20/03/20 - Gov.uk Covid-19 update
20/03/20 - SCC emergency planning update
20/03/20 - STS covid-19 newsletter
20/03/20 - Cty Cllr K Oakes Covid-19 information
20/03/20 - CAS covid-19 update
Sent on 23rd March 2020
21/03/20 - CAS newsletter
23/03/20 - BMSDC Update on Community Support
23/03/20 - SALC Payroll Information
23/03/20 - SALC Daily Bulletin re: Covid-19 CAS emergency support link registration
23/03/20 - SCC Community Support Covid-19 emergency support link registration
Sent on 25th March 2020
24/03/20 - SCC 'Home but not alone' information
24/03/20 - SALC Daily Update
24/03/20 - PKF Littlejohn 2019/20 AGAR update
24/03/20 - Dst Cllr D Pratt 'Home but not alone' information
24/03/20 - Dst Cllr D Pratt Grants for community Resilience
24/03/20 - Cty Cllr K Oakes 'Home but not alone' information
25/03/20 - Gov.uk email on Covid-19, Update re: Company filing
25/03/20 - BMSDC Planning Dept Consultation REquest DC/20/01239
25/03/20 - SALC Update
25/03/20 - Suffolk Preservation Society Covid-19 Update
Sent on 29th March 2020
25/03/20 - CAS covid-19 newsletter
25/03/20 - Cty Cllr K Oakes SCC Food Banks
25/03/20 - Gov Email Covid-19 Whats App Updates available
25/03/20 - SALC Daily Bulletin

25/03/20 - BMSDC Waste Services Covid-19 Update

25/03/20 - Dst Cllr D Pratt Food bank and Grant application Information

26/03/20 - Gov Email Covid-19 Guidance on Fraud for Local Authorities providing emergency programs

26/03/20 - STS Newsletter

26/03/20 - SALC Daily Bulletin

26/03/20 - Gov Email Covid-19 Guidance on helping safely

27/03/20 - Cty Cllr K Oakes re: Covid-19 scams

27/03/20 - SALC Daily Bulletin

27/03/20 - Dst Cllr D Pratt re: example of Grant application during Covid-19

27/03/20 - BMSDC Planning Dept Consultation request DC/20/0172

27/03/20 - Gov Email Covid-19 and High Blood Pressure Medication

27/03/20 - Gov Email Update on Vulnerable Children & Young People during outbreak

28/03/20 - Gov Email Financial Times Gov Response on Ventilators

28/03/20 - Gov Email Covid-19 & Business Venues Update

29/03/20 - Gov Email Covid-19 & Mental Wellbeing

Sent on 31st March 2020

31/03/20 - Clerk email on Decisions during Covid-19 outbreak following NALC advice

Sent on 1st April 2020

30/03/20 - CAS Covid-19 Newsletter

30/03/20 - Gov Email on guidance on shielding and protecting

30/03/20 - Gov Email on Social Distancing

31/03/20 - Gov Email on Vouchers for Free School meals to spend in Supermarkets

31/03/20 - BMSDC Planning Dept consultation Request DC/20/01311

31/03/20 - Gov Email Supporting Disabled People during Covid-19 outbreak

31/03/20 - Gov Email Changes to the Care Act 2014

01/04/20 - Decision Email on Emergency Grant Application (No Outcome following legislation change)

Sent on 3rd April 2020

31/03/20 - Decision Email for Planning Consultations (No outcome following legislation change)

01/04/20 - Gov Email Guidance on change to Care Act 2014 with Care Act 2020

01/04/20 - SALC Covid-19 Bulletin 1

01/04/20 - Cty Cllr K Oakes Monthly Report

01/04/20 - CAS Covid-19 update

01/04/20 - Gov Email guidance on information sharing during Covid-19

02/04/20 - Rural Service Network April Edition

02/04/20 - SCC Civil Parking Enforcement - Traffic Orders

02/04/20 - SCC Collaborative Communities Covid-19 Board Update

02/04/20 - Gov Email Personal Protective Equipment (PPE)

02/04/20 - STS Newsletter

02/04/20 - Gov Email on £300 million for Community Pharmacies

03/04/20 - Gov Email on £3 million fund for Food redistribution

03/04/20 - Gov Email on New Powers for Remote Public Meetings

03/04/20 - Gov Email update on Data Sharing

Sent on 7th April 2020

03/04/20 - SALC Covid-19 Bulletin 2

03/04/20 - CAS forwarded SCC CC Covid-19 BOard Email of 2nd April

06/04/20 - Gov Email Testing for anyone who needs one

06/04/20 - Gov Email Letter to Councils regarding meetings

06/04/20 - Gov Email regarding payment of suppliers

06/04/20 - SALC Covid-19 Bulletin 3

06/04/20 - BMSDC Planning Update, including Extensions for Parish Councils

06/04/20 - Cllr D Pratt Covid-19 Business Grants Update

Sent on 10th April 2020

09/04/20 - SALC Covid-19 Bulletin 4

09/04/20 - Gov Email Guidance on Social Care

09/04/20 - STS Newsletter

09/04/20 - CAS Covid-19 Newsletter

09/04/20 - SCC Collaborative Communities Covid-19 Board Newsletter (Suffolk Collective)

09/04/20 - Gov Email News on Testing Labs

09/04/20 - Gov Email Guidance on households with Covid-19

Sent on 13th April 2020

07/04/20 - BMSDC Planning Dept re-consultation DC/19/03955

08/04/20 - BMSDC Planning Dept re-consultation DC/20/01033

08/04/20 - SCC Warm Homes Fund Information

08/04/20 - CAS Covid-19 Newsletter No3.

13/04/20 - Gov Email update on £14 billion coronavirus emergency response fund

Sent on 14th April 2020

10/02/20 - Scanned Offton Church grant application

13/04/20 - Willisham Church grant application

14/04/20 - Completed Draft Emerging Grant Application for BMSDC