

WESTERFIELD PARISH COUNCIL

Minutes of The Annual Parish Council Meeting held on Wednesday, May 18th, 2022 in Westerfield Church Room at 7.30pm

PRESENT Councillors Peter Miller, Peter Hudson, Graham Austin, Trevor Cade, Michael Noble, Jason Kirk, District Councillor Tony Fryatt, Clare Lucas (Locum Clerk), and David Gooch (Clerk). One member of the public, Mary Pluquet.

1. To elect a Chair for 2022/23, and to elect a Deputy Chair

Cllr Miller confirmed he would not be standing for the Chair role, but would continue as a Councillor until 2023, and would work with anyone on any subject, as part of the planned handover.

The Council discussed the various roles Peter fulfilled as Chair, and how these could be delegated to the other Councillors to reduce the burden on the new Chair.

Cllr Kirk was elected as Chair without contest.

Cllr Noble agreed to continue managing the website, and take responsibility for the Newsletter. He will also attend the East Suffolk SALC forum, and help with traffic matters.

Cllr Hudson agreed to continue leading traffic matters, and lead Planning consultations, delegating where in-depth studies were required. He agreed to take over the attendance of future Henley Gate Community Liaison meetings from Cllr Miller.

(Clerk, David Gooch agreed to clarify with SALC, the requirements for planning sub-committee reviews and reporting.)

Cllr Cade agreed to lead consultation responses.

Cllr Austin had to leave the meeting early, but the Council would look to exploit his qualities in getting things done, and leading village liaison.

Cllr Kirk agreed to lead financial aspects within his Chair role.

It was noted that there was also a vacancy for a further member of the Council.

Cllr Hudson was elected as Deputy Chair without contest.

The Parish Councillors stated their huge appreciation to Peter Miller for the 15 years he's served as Chair (and 19 years on the Parish Council).

2. Declaration of Acceptance of Office for the Chair, and Deputy Chair

The Declarations of Acceptance of Office were completed by Cllr Kirk (Chair), and Cllr Hudson (Deputy Chair) respectively.

3. Apologies and approvals of absence

District Councillor Tony Fryatt arrived slightly late. County Councillor Elaine Bryce sent apologies after the meeting due to transport difficulties.

4. Declarations of Interest and Requests for Dispensation

None

5. To approve the Minutes of the meeting held on March 9th and April 5th 2022

Both sets of Minutes were approved.

6. To receive reports from the County and District Councillors, and comments from members of the public on matters on the agenda

No reports. (However, District Councillor Fryatt had circulated the latest District Council report prior to the Annual Parish Meeting held on April 27th 2022.)

7. To note and discuss current planning applications and related matters: -

- 7.1 DC/21/5737/FUL** Demolition of existing dwelling and erection of two dwellings, Meadow View Lower Road Westerfield Ipswich Suffolk IP6 9AR. **(Noted now approved)**
- 7.2 DC/21/5773/FUL** Change of use of site from agricultural to ecological enhancement. Land to the South of Church Lane Westerfield. **(Noted Parish Council had made a response – awaiting decision)**
- 7.3 DC/22/0001/FUL** Installation of proposed Gazebo, Pergola, 2 sheds and associated external works. Swans Nest, Westerfield Road, Westerfield, IP6 9AJ. **(Noted Parish Council had made a response – now approved)**
- 7.4 DC/22/0822/FUL** Residential development of 23 dwellings with village green type facility and associated infrastructure. Land To The South Of Lower Road Westerfield. **(Noted Parish Council had made a response – awaiting decision)**
- 7.5 DC/22/0932/FUL** Demolition of the existing garage and erection of a two-bay garage and store with a home office above. White Lodge Westerfield Road Westerfield Suffolk IP6 9AJ. **(Noted Parish Council had responded no objection – awaiting decision)**
- 7.6 DC/22/1254/DRC** Discharge of Conditions 9, 11 & 12 of DC/21/5336/FUL - Construction of one detached bungalow with attached double garage. Land East Of 5 And 6 St Marys Way Westerfield Suffolk IP6 9BQ. **(Noted Parish Council had made a response - now approved)**
- 7.7 DC/22/1383/FUL** Demolition of existing conservatory and replace with a single storey study, garage conversion, replacement of existing tennis pavilion, new entrance gates and associated external works. Replacement of oil tank. Swans Nest Westerfield Road Westerfield Ipswich Suffolk IP6 9AJ. **(Parish Council considered together with 7.8, see below)**
- 7.8 DC/22/1384/LBC** Listed Building Consent - Demolition of existing conservatory and replace with a single storey study, garage conversion, replacement of existing tennis pavilion, new entrance gates and associated external works. Replacement of oil tank. Swans Nest Westerfield Road Westerfield Suffolk IP6 9AJ. **(Parish Council had no objections, and agreed to submit no comment, relying on East Suffolk District Council to ensure the listed building requirements are met.**
- 7.9 DC/22/1430/AME** Non-Material Amendment of DC/18/1991/FUL - Single and double storey extensions to side and rear of property following demolition of existing garage. Change of garage door to window. 6 Station Cottages Westerfield Road Westerfield Suffolk IP6 9AE. **(Parish Council noted application permitted)**
- 7.10 DC/22/1724/FUL** Construction of detached single storey garden room. The Railway Inn PH Westerfield Road Westerfield Ipswich Suffolk IP6 9AA. **(Parish Council agreed no objections)**
- 7.11 DC/22/1768/AME** Non-Material Amendment of DC/20/2309/FUL -Construction of Carport/Garage attached to existing Annexe Building - Relocating carport/garage 1.5m further towards the rear. 21 Fullers Field Westerfield Suffolk IP6 9AX. **(Parish Council agreed no objections)**
- 7.12 Matters relating to Ipswich Garden Suburb at Henley Gate (Crest Developments)**
- 7.12a** Planning applications DC/21/4029/CON, DC/21/4116/CON, DC/21/4173/CON and DC/22/0774/CON relating to discharge of conditions of outline planning permission IP/14/00638/OUTFL. **(Parish Council has submitted comments on these consultations - awaiting decision)**
- 7.12b** Community Liaison Group. **Cllr Hudson to attend the next meeting on June 13th.**
- 7.13 Matters relating to Ipswich Garden Suburb at Fonnereau Village (Bellway Homes)**
- 7.13a DC/22/1304/CON | Consultation - IP/22/00036/REM** - Submission of Reserved Matters (access, landscaping and layout) for the Core Infrastructure for Phases 1, 2, 3, A, B, Ba, C and Ca comprising two site accesses off Westerfield Road, main spine road, drainage features including basins, swales, foul drainage routes, pumping stations and associated works pursuant to outline planning application. Land To South of Railway Line Westerfield Road Ipswich Suffolk. **(Parish Council objections still stand - awaiting decision)**
- 7.14 Matters relating to Ipswich Garden Suburb- Red House Neighbourhood (Mersea Homes)**

7.14a Ipswich BC Planning application IP/22/00013/OUTFL -Land to the East of Westerfield Road and South of the Railway Line, Red House Farm, Westerfield Road, Ipswich. (**Parish Council has commented on this application - awaiting decision from Ipswich Borough Council**)

7.15 Any other relevant planning matters:

DC/22/1647/FUL Erection of single storey rear extension. Little Orchard, Westerfield Road, Westerfield, Ipswich, Suffolk, IP6 9AJ. (**Parish Council agreed no objections**)

8. To consider any East Suffolk District Council Consultations:

8.1 Parish Council noted that East Suffolk Council adopted a new Affordable Housing Supplementary Planning Document (SPD) on May 3rd, 2022.

8.2 Community Governance Review.

Parish Council responded to initial consultation and will review the final draft when published.

8.3 Bus Working Group (Suffolk-wide bus services).

Cllr Miller to ask Westerfield's most regular user of the 118/119 service if they're interested in participating in the Suffolk Enhanced Bus Partnership, passenger working group.

9. To confirm the appointment of a Clerk and responsible financial officer

David Gooch's appointment was confirmed.

10. To review progress on developing a Westerfield Neighbourhood Plan

Update given by Mary Pluquet. A presentation had been made at the Annual Parish Meeting (APM). 124 questionnaires had been completed by residents, and had identified what's important to the people of Westerfield. The next step would be to compile inputs to the Plan. Consultant Ian Poole has been engaged to discuss options for the way forward, and identify what grants could be obtained. The Project Plan is being updated and will be sent to East Suffolk District Council. Traffic issues are included in the document as this is a major issue for the village. However, funding to address traffic issues can't be obtained via the Neighbourhood Plan as this is ringfenced for planning.

11. To discuss policing matters including Safer Neighbourhood Team meetings

No report.

12. To receive an update on traffic and safety measures for the village

Cllr Cade had attended a traffic meeting that afternoon (May 18th), reporting that the meeting was heavily focussed on issues affecting Kesgrave and Martlesham.

Cllr Hudson expressed his frustration at the slow progress with Suffolk Highways; there had been no reply to his request to proceed with consultancy and planning.

Locum Clerk, Clare Lucas, agreed to ask East Suffolk District Council for clarification on requesting an extension for spending CIL funding when planning hadn't been completed.

Cllr Miller said that CIL funds could be spent on maintenance, and suggested asking Suffolk County Council to redo (from ~10 years ago) the 30mph roundels and white lines in Lower Road/Church Lane.

Cllr Miller also noted that, subject to highway authority approval, CIL funds could also pay for approved signs from the Traffic Signs Manual, for example the 'Beware Pedestrians' sign that Cllr Cade reported had recently appeared.

Cllr Hudson to contact David Chenery at Suffolk Highways, to request a response to his email on traffic and safety measures for the village.

13. To receive reports on East Suffolk Community Partnership matters:

13.1 Green Villages

A Buzzing Bee day is being arranged for July 16th.

13.2 Roads and Traffic Safety

Cllr Cade had attended a meeting comprising ~10 people. The meeting divided into teams looking at 3 priorities, i) Road and Traffic Safety, ii) Environmental issues, iii) Covid recovery. The next meeting will address how to implement these priorities.

Councillors were agreed in their frustration with the lack of tangible action regarding Westerfield's issue of speeding impacting road and traffic safety. However, the need to participate was noted, as this would provide an opportunity to steer the meeting towards rural communities.

Cllr Hudson to explore joining SAVID (Safer Village Driving Suffolk)
<http://savidsafervillag.onesuffolk.net/>

14. To receive an update on Queens Platinum Jubilee in 2022

14.1 The Green Canopy project

A speaker at the gardening club had highlighted the importance of having Tree Wardens, for example, to provide early warning of disease. However there have been no volunteers for the role since 2011.

14.2 Picnic in the Paddock

Entertainers have been booked, and signs erected. No pre-booking is required to attend. Help would be appreciated for a working group to erect the marquee and bunting at 9am Saturday 4th June (and take it down later).

14.3 Keep Britain Tidy, Village Litter Pick (April 30th) - Clean for the Queen

The event had been advertised throughout the village and 15 to 20 people of various age groups participated, on what was a sunny day. Thanks to Yvonne Maynard for arranging.

15. To receive reports from any other meetings attended by Councillors

Cllr Kirk had attended a meeting about infilling developments, but there was little of relevance for Westerfield.

Cllr Noble had attended a meeting related to Sizewell C.

16. Website Management

Cllr Noble noted he would be arranging a further hour's session with One Suffolk to learn more about Silverstripe.

17. Asset Register

Cllr Noble said he'd added further items, updating the 2020 Asset Register, and placed it on the website. However, it's still work-in-progress.

It was requested to leave the Sandy View dog litter bin and post on the register but mark it currently unavailable, as District Council approval existed for this site.

Councillors were requested to review the Asset Register and send any comments to Cllr Noble, as it's hoped to approve it at the next meeting.

18. Street Lighting

A quotation for £2,267.00 had been obtained for the LED upgrade works. The upgrade will reduce energy bills, and it was noted that the maintenance contract with Suffolk County Council (SCC) wouldn't be continued if the upgrade wasn't progressed.

It was agreed to proceed with the quotation received, taking advantage of current contract that SCC have to replace all of their lights. (The cost would be covered by CIL funding.)

Clerk, David Gooch to give the go ahead to Suffolk Highways, LED Project Manager for Street Lighting.

19. To receive a financial report including any payments due, to approve the accounts of the Parish Council for 2021/22 and the relevant annual return paperwork

Cllr Miller presented an update to the financial report (covering the period to end March 2022) that had been presented at the Annual Parish Meeting on April 27th, 2022. Payments were noted and agreed as in the table below. A revised Model Code of Conduct for councillors has been circulated and this together with Standing Orders, Risk Assessment and Financial regulations for 2022 will be considered for approval at the July PC meeting

Payments made since April 1st 2022 for expenditure previously authorised:

Date	Payee	Supplier	Amount (ex VAT)	VAT	Total	Payment for	Cheque No
05/04/2022	Opus people Solutions (inv 4578)	Direct	£245.00	£49.00	£294.00	Agency fee for Clerk	1157
07/04/2022	Opus people Solutions (inv 4672)	Direct	£245.00	£49.00	£294.00	Agency Fee for Clerk	1158pt
14/04/2022	Opus people Solutions (inv 4694)	Direct	£147.00	£29.40	£176.40	Agency Fee for Clerk	1158pt
21/04/2022	Opus people Solutions (inv 4797)	Direct	£98.00	£19.60	£117.60	Agency Fee for Clerk	1158pt
01/04/2022	SALC	Direct	£268.54	£0.00	£268.54	SALC membership 2022	1159

20/04/2022	Mrs S G Burn (reimbursement)	Various	£752.36	£0.00	£752.36	Items for Station Adopter project (part of grant from East Suffolk)	1160
08/04/2022	Westerfield Village Hall	Direct	£60.00	£0.00	£60.00	Annual payment for Hire of Hall 2021	1161
28/04/2022	Opus people Solutions (inv 4879)	Direct	£147.00	£29.40	£176.40	Agency Fee for Clerk	1162pt
05/05/2022	Opus people Solutions (inv 4957)	Direct	£122.50	£24.50	£147.00	Agency Fee for Clerk	1162pt
18/05/2022	Opus people Solutions (inv 4087)	Direct	£118.42	£23.68	£142.10	Agency Fee for Clerk	1168

The following payments were approved:

22/04/2022	Mrs O Miller (reimbursement)	Sainsbury	£68.95	£0.00	£68.95	Refreshments for Annual Parish Meeting	1163
28/04/2022	Sharward Services Ltd	Direct	£90.40	£0.00	£90.40	Printing Newsletters and Annual Reports	1164
06/05/2022	P Miller (reimbursement)	Vinyl Banners Printing	£98.76	£0.00	£98.76	Banners for Picnic in the Paddock	1165
12/05/2022	P Miller (reimbursement)	Parish On line	£45.00	£9.00	£54.00	Registration to use maps in Neighbourhood Plan	1166
13/05/2022	M Pluquet (reimbursement)	Waterstones	£50.00	£0.00	£50.00	Neighbourhood Plan prize vouchers	1167

Payments authorised for committed expenditure but invoices not yet received:

	SCC	Direct	<i>Approx £61.00</i>	<i>app £15</i>	<i>Approx £76</i>	Street Lighting inventory 2021/22 cost adjustment	
	Sandy Burn	Direct	<i>Approx £53.00</i>	<i>£0.00</i>	<i>Approx £53</i>	Reimbursement - Prize - Biodiversity Competition	
	Community Action Suffolk	Direct	£48.00	£12.00	£60.00	Website Training for M Noble	
	Westerfield Events Group	Various	<i>Approx £900</i>	£0.00	<i>Approx £900</i>	Picnic in the Park expenses	

20. Correspondence and urgent matters to be brought to the attention of the Parish Council

None.

21. To agree the date of the next Parish Council meeting on July 19th, 2022

Agreed.

To be signed when approved

