

# WESTERFIELD PARISH COUNCIL

Minutes of Parish Council Meeting held on  
Tuesday, June 28th, 2022 in Westerfield Church Room at 7.30pm

**PRESENT:** Councillors Jason Kirk, Trevor Cade, Peter Miller, Michael Noble, and David Gooch (Clerk).

**1. Apologies and approvals of absence**

Peter Hudson had sent his apologies.

**2. Declarations of Interest and Requests for Dispensation**

None

**3. To receive comments from members of the public on matters on the agenda**

None (no members of the public were present).

**4. To note and discuss current planning applications**

**4.1 IP/22/00542/REM - Land North Of Railway And East Of Henley Road Ipswich (deadline for comments 08 July 2022).**

This planning request covered "Submission of Reserved Matters (appearance, layout, landscaping and scale) for Phase 7 of the Country Park comprising the Visitor Centre and associated facilities including service yard, play area, car park, hard and soft landscaping, earthworks, drainage, boundary treatments, and associated works".

The PC agreed that to comment that, "Westerfield Parish Council are pleased to see the Visitor Centre as part of the Country Park development, and look forward to being able to use its facilities".

(Cllr Hudson is the PC's representative covering the Country Park development.)

**Clerk Gooch to submit the PC's comments re IP/22/00542/REM on the Ipswich Borough Council planning website.**

**4.2 Any other relevant planning matters**

Cllr Miller said that with reference to the new application (for Ipswich Garden Suburb, Land To South And North Of Railway Line, Henley Road, IP22/00459) discussed at the previous meeting (June 8<sup>th</sup>, 2022/4.2), that he'd had two further meetings with the Northern Fringe Protection Group to align concerns. Cllr Miller had subsequently produced comments in relation to the detail shown in this submission, and these were submitted to Ipswich Borough Council by Clerk Gooch on 18<sup>th</sup> June 2022.

**5. To consider any current financial matters, and approve any invoices received and due to be paid before date of next meeting**

Cllr Miller presented the following update:

**Payments made since June 8<sup>th</sup> 2022 for expenditure previously authorised:**

Date	Payee	Supplier	Amount (exVAT)	VAT	Total	Payment for	Cheque No
12/06/2022	SALC	Direct	£156.00	£31.20	£187.20	Clerk Training Course	1175
20/05/2022	David Gooch	Direct	£324.44	£0.00	£324.44	Clerk May payslip	1177
20/06/2022	David Gooch	Direct	£263.62	£0.00	£263.62	Clerk June payslip	1178
20/06/2022	HMRC	Direct	£146.80	£0.00	£146.80	PAYE Quarter 1	1179
16/06/2022	Opus People Solutions (inv 5452)	Direct	£232.75	£46.55	£279.30	Agency Fee for Locum Clerk	1180

**The following payments were approved:**

08/06/2022	Mrs Y Maynard (reimbursement)	Katies Garden Centre	£25.73	£5.15	£30.88	Plants for village planter	1176
28/06/2022	Mrs S G Burn (reimbursement)	Jimmy's Farm and Wildlife Park	£65.00	£0.00	£65.00	Voucher for Prize - Biodiversity Competition	1181

**Payments authorised for committed expenditure but invoices not yet received:**

Date	Payee	Supplier	Amount (ex VAT)	VAT	Total	Payment for	Cheque No
	SCC	Direct	Approx £61.00	app £15	Approx £76	Street Lighting inventory 2021/22 cost adjustment	
	Community Action Suffolk	Direct	£48.00	£12.00	£60.00	Website Training for M Noble	

**6. To note and discuss traffic and safety issues in the village**

6.1 Chair Kirk said that he'd contacted 'Suffolk Roadsafe' and had been informed that the correct process as the formal route for escalation (re the PC's frustration with Suffolk County Council's (SCC) failure to address the issues the PC was interested in, and general lack of responsiveness), was to make a formal request to County Councillor Elaine Bryce.

**Chair Kirk to contact County Councillor Elaine Bryce to progress the PC's requests to:**

**i) Proceed with the further work necessary to progress the mini-roundabouts option presented by David Chennery;**

**ii) Repaint the roundels along Church Lane/Lower Road previously painted c10 years ago;**

**iii) Advise on the process for initiating a speed limit review.**

Progress was an urgent requirement in order to utilise CIL funding.

6.2 Cllr Noble noted that he was aware, from the Community Speedwatch team, that a Road Safety conference with Suffolk Police and Crime Commissioner Tim Passmore, was taking place on Friday 29<sup>th</sup> July at Kesgrave Community Centre. Having a representative present would be beneficial as this was a key concern and priority for both Tim Passmore and the PC.

**Cllr Noble to book a place for Chair Kirk to attend the Road Safety conference with Suffolk Police and Crime Commissioner Tim Passmore, on Friday 29<sup>th</sup> July at Kesgrave Community Centre.**

6.3 Cllr Noble discussed Suffolk Roadsafe Partnership's trial to use Automatic Number Plate Recognition (ANPR) cameras to tackle speeding hot spots across the county. Initially Speedwatch were asked to suspend activity during the trial, but Suffolk Police have said that Speedwatch should continue, but not in the locations (tba) where the ANPR trial is running.

**7. To review and approve governance documentation**

7.1 Annual Governance and Accountability Return (AGAR) 2021/22

Clerk Gooch walked the councillors through the AGAR with particular focus on the £ figures in Section 2 – Accounting Statements. These were in agreement with the Bank Reconciliation at 31<sup>st</sup> March 2022, and in-line with the Financial Report 2021-22 prepared by Clare Lucas - Locum Clerk, and presented at the Annual Parish Meeting on 27<sup>th</sup> April 2022. An incorrect asset value was amended before the AGAR was approved, and signed by Chair Kirk.

The AGAR, and separately, Information and documents required (by SALC) for Internal Audit for year ending 31<sup>st</sup> March 2022, both have a deadline for submission of 30<sup>th</sup> June 2022.

7.2 Asset Register

Cllr Noble reviewed the Asset Register with the PC, and some minor amendments made. The updated version will be published on the website.

7.3 Planning Applications Committee ToR

This item was deferred to the next meeting when it was anticipated that Cllr Hudson, who would Chair the Planning Applications Committee, would be present.

Chair Kirk reaffirmed that the intention was that this committee would handle any non-contentious planning applications that needed to be considered before the date of the next full PC meeting.

7.4 Any other governance documents

i) Internal Control Statement & Report for year ending 31st March 2022

The report reviewing the effectiveness of the system of internal control, and the review of the actual Internal Controls was completed and submitted to the PC.

NB. A review of any other governance documentation that need to be addressed would be included on the agenda for the next PC meeting.

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

8.1 SALC AGM

The PC accepted Cllr Noble's offer to be the representative to attend the SALC AGM on 20<sup>th</sup> July 2022.

**Clerk David Gooch to register Cllr Noble to attend the SALC AGM.**

8.2 PC August Newsletter

The PC agreed that it would be appropriate for the main content to focus on the Neighbourhood Plan, and also an update on the Garden Suburb development. The front and back pages would follow the normal format including the Village Diary. Cllr Miller offered to liaise with Sharward Services Ltd for the newsletter printing.

**Cllr Noble to approach Sue about providing Neighbourhood Plan content for the newsletter.**

**9. To note the date of forthcoming meetings**

The next Parish Council meeting is Tuesday 19<sup>th</sup> July 2022.

To be signed when approved

