

WESTERFIELD PARISH COUNCIL

Draft Minutes of Parish Council Meeting held on Tuesday, September 20th, 2022 in Westerfield Church Room at 7.30pm

PRESENT: Councillors Jason Kirk (Chair), Peter Hudson (Deputy Chair), Graham Austin, Trevor Cade, Peter Miller, Michael Noble; District Councillor (DC) Tony Fryatt, and David Gooch (Clerk).

1. Governance

1.1 Apologies and approvals of absence

SCC Councillor Elaine Bryce and Mary Pluquet had sent her apologies. The PC wished Elaine a speedy recovery.

1.2 Declarations of Interest and Requests for Dispensation

None

1.3 To approve the Minutes of Parish Council meetings held on 19th July 2022.

These were approved.

1.4 Comments from members of the public on matters on the agenda

None (no members of the public were present).

2. Village Improvement

2.1 To review progress on developing the Neighbourhood Plan

Mary Pluquet was unavailable but had asked Cllr Kirk to provide an update, however Mary did hope to attend to provide future updates.

Cllr Kirk said that the Neighbourhood Plan was progressing well with a further meeting planned for Wednesday 28th September. However, it was likely that this would confirm that the update meeting for the public scheduled for 19th October, would likely need to be postponed.

Cllr Miller said that the grant application for £9005 had been accepted subject to further due diligence.

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

The PC reviewed the Cllr Kirk's draft email to be sent to George Baker, Conservative Research Assistant who is helping out SCC Councillor Elaine Bryce while she recovered from illness. Numerous issues were covered but mainly:

- Traffic speed along Westerfield Road/B1077 through the village, recognising this is a B-road;
- Use of Lower Road/Church Lane as a rat run/ unofficial northern by-pass.

Cllr Kirk highlighted that with the development of Ipswich Garden Suburb these issues will become more acute, especially if the current proposal for the Red House development to have no traffic access to Tuddenham Road is approved.

Cllr Austin provided details of incidents in Lower Road he was aware of since the beginning of the year:
3rd March: Cllr Austin was struck by a truck, and requiring ongoing medical treatment (Police ref: 1160999);

- July: A car was seen with its rear end in the ditch/brook;
- A few days before 26th July: A car was in a hedgerow near to 'Three Gables';
- 19th August: A car hit a pedestrian.

The PC were encouraged by the prospect of a meeting with Josh White, Community Liaison Engineer, to discuss options possibly similar to those on Humber Doucy Lane (from intersect with Rushmere Road through to Playford Road). However, the lack of engagement with relevant parties so far had been frustrating. Cllr Austin noted the 6-year delay to repair a damaged Give Way sign (at the Lower Road/Church Lane, Westerfield Road junction), and the implications this type of delay has on the PC spending its CIL funds on road safety improvements.

2.3 To discuss interim traffic calming measures

The PC agreed to defer a fuller discussion until after the anticipated meeting with Josh White (noted in S2.2 above). However, Cllr Noble said that re the 'parked cars' option discussed in previous meetings, the Highway Code was unclear being contradictory in places, hence there were possible legal issues. Cllr Hudson noted the use of chevrons in Scotland to indicate imminent speeding restrictions. Coloured tarmac, and additional signage were all potential options.

Cllr Kirk to arrange the meeting to discuss traffic and safety issues with Josh White, Community Liaison Engineer.

3. To receive reports

3.1 County Councillor

SCC Councillor Elaine Bryce attached her Carlford Division Parish Newsletter with the email giving her apologies. The Newsletter has been forwarded to Councillors.

Within the newsletter the PC welcomed the forthcoming bus passenger charter which will set out what passengers can expect from both the bus operators and Suffolk County Council, describing the standards of service that will be provided. Those standards will apply to ALL bus companies. In particular the charter states that passengers are entitled to expect a recognisable bus stop, with access to up-to-date timetable and contact information, and real-time displays at major stops.

The PC also noted that as part of the Department for Transport's Local EV Infrastructure (LEVI) scheme, SCC plan to develop the county's EV charging network by installing community EV charging, PV solar power and battery storage at over 30 further sites in urban and rural areas.

3.2 District Councillor

DC Fryatt's report was received after the incident reported in S9, to enable DC Fryatt to depart to attend Charsfield PC's meeting which was arranged for the same evening.

DC Fryatt highlighted:

- the Ease the Squeeze scheme to help residents with the increased cost of living;
- the addition of 'efficient, clean and super green' biofuel-powered refuse collection vehicles;
- Chris King has been recruited as 'Design Champion', a new role within the Planning team. (The PC noted the relevance to the Neighbourhood Plan, and the possibility to link to the work being completed by Ian Johns, Planner, East Suffolk Council);
- the redevelopment of the Murrills Park play area in Purdis Farm;
- Asset of Community Value - process amendments re developments/planning;
- the Community Infrastructure Levy (CIL) Charging Schedule Hearing will be on 11th October;
- finally, the Chief Executive of East Suffolk District, Stephen Baker, is to retire with his last day on 31 December 2022. Apparently there have already been 15 applications for the role as his replacement.
(See DC Fryatt's September report for full details.)

DC Fryatt then left the meeting reassuring the PC that he'd taken onboard the issues discussed in S9.

3.3 Parish Councillors on meetings/forums attended

i) SALC AGM, 20th July

Cllr Noble said he attended this Zoom call, and the PC's attendance was noted. See SALC AGM report (<https://www.salc.org.uk/>) for full details.

ii) Road Safety Conference, 29th July

Cllr Kirk said that although this was very interesting, there was no Suffolk Highways presence, and the focus was more on free-flowing A roads, with nothing about speeding. However, Cllr Kirk had learnt that 20mph speed limits were enforceable by the Police, while 20mph zones aren't legally enforceable, but self-enforced by speed control measures such as speed bumps.

iii) Henley Gate Community Liaison Group meeting, 15th August

Cllr Miller said this was an interesting meeting, and covered how different areas would look with different characteristics. There was a discussion on how to get community involvement from the moment people move in (some people are resident already). Cllr Austin said that a planning requirement was that the Country Park would be open prior to people moving in, although the developers claimed they were meeting requirements, and this will be done by end September. Cllr Austin said that the drainage ditches were still blocked. Cllr Hudson will raise this at the next meeting in October.

iv) Road Safety Forum, 5th Sept

Cllr Hudson said he had IT problems with Teams on this meeting; hence his question (sent via Chat) whether drivers' speeding through villages was changing as a result of Speedwatch activities, hadn't been noted. Cllr Noble said that he thought historical data was available, and would send this to Cllr Hudson.

Cllr Noble to send any relevant historical Speedwatch data to Cllr Hudson.

v) East Suffolk South SALC Area Forum, 13th September

Cllr Noble said that the meeting was cancelled due to the Queen's death, although the meeting's main focus seemed to be Sizewell.

4. To note and discuss current planning applications

- 4.1 DC/22/2826/FUL rec'd 14 Jul, deadline 18 Aug; no comments
- 4.2 IP/22/00036/REM (comments submitted 15 Aug)
- 4.3 DC/22/3192/VOC rec'd 19 Aug, deadline 12 Sep; no comments
- 4.4 IP/22/00463/REM (comments submitted 21 Aug)
- 4.5 IP/22/00036/REM (comments submitted 06 Sept)
- 4.6 IP/22/00013/OUTFL (comments submitted 07 Sept)

Cllr Miller said that there was nothing for the PC to discuss in the planning applications S4.1 to 4.6, as these were mostly Reserved Matters, where the PC had already submitted its comments. However, these comments had been reiterated, and a response submitted for each of the applications.

The PC discussed whether the double garage at 21 Fullers Field had, or required, planning permission.

Clerk Gooch to check if there was a planning application for the double garage at 21 Fullers Field.

The PC discussed footpaths and connections to get from point A to point B, particularly where there are private roads, as legal public rights of way are required. Cllr Cade said that the PC could access legal help via SCC and/or East Suffolk CC's legal team resources, via the footpath team/department. Cllr Miller said that SALC could also be asked.

4.7 Other planning matters

None.

5. Consultations

None.

6. Communications

6.1 Newsletter

After publication of the summer newsletter, the PC agreed to aim to deliver the next newsletter in the first week of December. (Residents of the Old Green Farm development needed to be added to the distribution list.)

6.2 Website update

Cllr Noble said the website update was still 'work in progress' as he'd not been able to spend much time on it. Mary Pluquet's son had kindly offered to help to move the platform. It was noted that some information needed to be updated on the village website to avoid migrating out-of-date content.

7. Financial matters

7.1 CIL Report 2021/22 and attribution of expenditure

Cllr Miller had reviewed the attribution of expenditure to CIL funds and this had been distributed to Councillors. These items totalling £2083 incl VAT were agreed by the PC.

The PC reviewed the CIL history against the requirement to spend CIL funds within 5 years, and considered that the 21/22 expenditure would exhaust all funds dating back from 18/19, hence the 'oldest' residual funding from 19/20 would need to be spent by 24/25.

Clerk Gooch to prepare the 21/22 CIL report at the next meeting prior to formal submission (due by 31/12/2022).

7.2 Receipts & Payments since last meeting, approve payments due

Clerk Gooch presented the following update which had been distributed to the PC prior to the meeting:

Payments received since 19th July 2022

Date	Payments	Cheque no	Amount (gross)	VAT
05/09/2022	VAT reclaim (period 1st June 2021 to 31st March 2022)		£775.38	

Payments made for expenditure previously authorised, but not on bank statement to end August:

Date	Payments	Cheque no, etc	Amount (gross)	VAT
08/09/2022	Church Room use for Neighbourhood Plan (Mar, Apr, Jun, July 2022)	Online, DG/PM	£60.00	£0.00

08/09/2022	Church Room use for PC meetings Jan to July 2022, 8 @ £15 each	Online, DG/PM	£120.00	£0.00
08/09/2022	Clerk August payslip: D Gooch	Online DG/PM	£263.62	£0.00

Expenditure incurred and Payments approved at Council meeting on July 19th 2022

Date	Payments	Cheque no, etc	Amount (gross)	VAT
19/07/2022	SALC Cllr training M Noble (inv 26236)	1182	£156.00	£26.00
11/08/2022	Sharward Services Ltd: Newsletter printing	1186	£64.80	£0.00

Payments made since 19th July 2022 for expenditure previously authorised

Date	Payments	Cheque no, etc	Amount (gross)	VAT
26/07/2022	Westerfield PCC - Church Room hire 2021 (5 evenings)	1183	£50.00	£0.00
26/07/2022	SALC Internal Audit	1184	£298.80	£49.80
26/07/2022	Clerk July payslip: D Gooch	1185	£263.42	£0.00
08/09/2022	Church Room use for Neighbourhood Plan (Mar, Apr, Jun, July 2022)	Online, DG/PM	£60.00	£0.00
08/09/2022	Church Room use for PC meetings Jan to July 2022, 8 @ £15 each	Online, DG/PM	£120.00	£0.00
08/09/2022	Clerk August payslip: D Gooch	Online DG/PM	£263.62	£0.00

Expenditure incurred and Payments to be approved at Council meeting on Sept 20th 2022

None.

Payments authorised for committed expenditure but invoices not yet received:

Date	Payments	Cheque no	Amount (gross)	VAT
	SCC; Street Lighting inventory 2021/22 cost adjustment		<i>Approx £76</i>	<i>app £15</i>
	Community Action Suffolk: Website Training for M Noble		£60.00	£12.00
	SCC: LED Upgrade Works (approved meeting 18 May 2022)		£2,267.00	

Cllr Noble said he'd not bought the windows laptop yet (this will be used to run the Speedwatch software and analyse the Speed Indicator Device (SID) data, etc). The PC clarified that approval was to spend £750 plus a further 10% if this made a major change to the specification available. Cllr Noble did not need to wait for specific approval at a PC meeting.

7.3 Budget to Actual

Clerk Gooch highlighted that the 'Cash Book' was now populated with columns identifying the budget area for expenditure, and showing the residual budget. Overall PC expenditure to end August, was on track. The separate 'Budget' tab showed spend to date of ~£7600 against budget of £12,500.

7.4 Insurance Renewal

Clerk Gooch said that current insurance provided by AXA (via broker 'Came & Company') expires 30 Sept 2022. This cost £633.78 but the renewal quoted was £1257.58 (now Gallagher via Hiscox Insurance Company Limited). The explanation for the increase was that Insurance runs through a cycle of hard and soft markets and the industry is currently experiencing a hard market which is characterised by increasing insurance premiums.

However, a quote of £794.86 was obtained from BHIB Councils Insurance. Clerk Gooch had checked that the policy cover was appropriate and also met audit requirements.

The PC approved renewal of the insurance from BHIB Councils Insurance.

7.5 VAT reclaim

As also shown in S7.2, the PC had received a payment of £775.38 from HMRC for VAT paid covering the period 01/06/21 to 31/03/22. Clerk Gooch said he intended to submit VAT reclaims at 6 monthly intervals, hence the next would be for the period 01/04/22 to 30/09/22.

7.6 Annual estimates (budget) and forward planning (as required by Financial Regulations, S3)

Clerk Gooch had distributed historical budgets with an initial estimate of the budget for 2023/24 to the PC prior to the meeting.

It was noted that provision should be made for next year's election, and other potential one-off costs e.g. costs associated with King Charles' coronation. There were also changes in running costs, for example the Insurance cost increase in S7.4 above.

7.7 PIN & passwords to Chair (Financial Regulations, S6.11)

Clerk Gooch provided a list of the various usernames, passwords etc required to access various resources used by the PC. These were in a sealed envelope handed to the Chair.

8. Governance documentation review, updates, and adoption/approval

The Clerk had circulated copies of the following documents for consideration prior to the meeting.

8.1 Data Protection (annual review)

Clerk Gooch said that the Data Protection document had very minor changes since the version approved in September 2021.

This was approved by the PC.

8.2 Privacy Statement

Clerk Gooch said that PC's General Privacy Notice (which is referred to in the Data Protection document) had been updated in-line with best practice (e.g. <https://myparishcouncil.co.uk/privacy> (2020)), including website privacy and cookies.

This was approved by the PC.

8.3 Asset Register

Cllr Noble said that the Asset Register had been updated and ready to be uploaded to the PC website. The Asset Register now included harmonised ex VAT details of Current Value as well as Purchase Price.

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

Due to its urgency and importance, chronologically, this item was covered immediately after S1 on the agenda.

The PC discussed the very recent incident in the village where a Councillor was impeded whilst conducting civil duties. The Councillor had reported the incident to the Police and a crime reference obtained.

Clerk Gooch to contact the Police to encourage them to investigate further, due to the impact of the incident on the Councillor.

10. To note the date of forthcoming meetings: 22nd November (PC meeting).

(The new date for the meeting scheduled for 19th October to present Neighbourhood Plan progress to the public, will be advised w/e 2nd October.)

Chair Kirk said that due to another meeting, he'd probably be late, hence Deputy Chair Hudson agreed to chair the meeting until his arrival.

To be signed when approved