

# WESTERFIELD PARISH COUNCIL

## Minutes of Parish Council Meeting held on Tuesday, November 22nd, 2022 in Westerfield Church Room at 7.30pm

**PRESENT:** Councillors Jason Kirk (Chair), Graham Austin, Trevor Cade, Peter Miller, Michael Noble; District Councillor (DC) Tony Fryatt, David Gooch (Clerk), and members of the public: Mary Pluquet, and Barbara Robinson.

### 1. Governance

#### 1.1 Apologies and approvals of absence

Peter Hudson (Deputy Chair) sent his apologies. No response had been received from SCC Councillor Elaine Bryce or George Baker who had been covering some of Elaine's duties.

#### 1.2 Declarations of Interest and Requests for Dispensation

None

#### 1.3 To approve the Minutes of Parish Council meetings held on 20th September 2022.

These were approved.

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

None.

#### 1.5 Internal & External Audit Reports (01 April 2021 to 31 Mar 2022)

Clerk Gooch provided a summary of the audit findings. The internal audit highlighted a shortfall in that there was no minute to evidence the council declaring itself exempt from the Annual Review for 2020/21 as gross income and expenditure didn't exceed £25,000, and no minute evidence of the internal auditor being appointed. An error on the Asset Register had also resulted in an incorrect value entered on the AGAR. The Annual Parish Council Meeting was also held 28th April 2021 whereas Council Standing Orders states that in a year that is not an election year, the annual meeting of the Council shall be held on such day in May. It was also recommended that the PC should take steps to ensure compliancy with the General Data Protection Regulation requirements (the Data Protection Policy was reviewed on 20th September 2022). The external audit also noted that the AGAR was not correctly completed, and other issues highlighted by the internal audit (above).

As required by the Accounts and Audit Regulations 2015 (SI 2015/234), a "Notice of conclusion of audit" was published along with the certified AGAR (Sections 1, 2 & 3) by the 30 September deadline.

### 2. Village Improvement

#### 2.1 To review progress on developing the Neighbourhood Plan

Mary Pluquet said that the Neighbourhood Plan (NP) was progressing, and Ian Poole (IP) had provided some input to ensure footpaths etc. were adequately covered in the Plan. The following bullets are included from the latest update email from Sue Peace:

- Aspirations: These are now complete and to be included as part of the NP. Thank you for all the effort everyone put in for this part of the process.
- Photos: IP will take his own photos, as and when he needs them, and he will also use the ones we have taken.
- Landscape Appraisal: IP will be reviewing the draft version first, to make sure it is fit for purpose in the Plan. Subsequently, he will pass the second draft to the working group for review and comment.
- Suffolk Wildlife Trust Survey: Work on this has begun. SWT will notify us, as and when they want to visit the village.
- IP Progress: The current aim is to complete the draft planning policies, to be with the working group for review by week ending 9<sup>th</sup> December. The draft Plan will be completed and with the working group by Thursday 5<sup>th</sup> January.
- Project Plan: East Suffolk Council has requested their regular update on the plan. This has been sent to IP for review, before being forwarded to East Suffolk Council. The project plan now needs to be updated, following IP's timescales above. East Suffolk Council is aware of this. When updated, the plan will be forwarded to East Suffolk Council and distributed to the working group.

Mary said the working group meeting on 29<sup>th</sup> November had been cancelled, and no longer required. The next meeting in January (which IP would attend) would review the feedback on the draft Plan. The public consultation/review meeting would be held (potentially late April) before the NP is issued and sent to East Suffolk Council. PM added that a further grant application would need to be made, although the date for this wasn't clear yet.

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

Further to the meeting with Josh White, Community Liaison Engineer, Suffolk Highways, on 14<sup>th</sup> October, the traffic survey had been completed and the results sent out. It was noted that the Westerfield Road survey location was in a different location to previously, hence the slightly higher speeds, with the average 85<sup>th</sup> percentile Southbound (into the village) being 37mph, and Northbound 38mph. However, traffic volumes had reduced (to ~80%) from previous surveys.

In Lower Road the peak hour flow had increased by ~10% with speed maintained. Both Church Lane and Lower Road were busier than the B1078 Westerfield Road.

Cllr Kirk said he was due to have a follow-up meeting with Josh White later in the week, and would be considering the various options, build-outs etc. There were also comments from the planning team (e.g. re footpaths) that Cllr Kirk wanted to assess ahead of the meeting. Cllr Cade suggested adding a streetlight by the hump on Church Lane, to slow vehicles.

Barbara Robinson added that non-consented changes at nearby Greshams were also likely to further increase traffic through the village.

## 3. To receive reports

### 3.1 County Councillor

None

### 3.2 District Councillor

DC Fryatt summarised his report that had been distributed to councillors ahead of the meeting:

- DC Fryatt asked for feedback on Road Safety Week 2022, and said that he'd flagged to carriers that their vehicles were adversely impacting rural roads. Cllr Miller noted that Westerfield would continue Speedwatch activities;
- Chris Bally would succeed Stephen Baker as Chief Executive of the Council;
- Significant improvements in air quality (less NO<sub>2</sub>) at Woodbridge junction meant that the Air Quality Management Area (AQMA) in Woodbridge had now been revoked;
- Engagement with local communities has begun on two major energy projects. Sea Link is a domestic interconnector between Suffolk and Kent, while Eurolink is an international, multi-purpose interconnector between the Netherlands and Suffolk.
- Sizewell C: there's still no proper resolution to the potential road problems that this will cause with ~2000 vehicles per day needing to get to the A12.
- East Suffolk Council has adopted a Cycling and Walking Strategy planning document to enhance its cycling and walking network.
- First Responders (volunteers for the ambulance service where they train you to manage urgent medical situations to save time in rural areas) are going ahead. DC Fryatt can provide contact details. **Cllr Kirk will include First Responders in the Newsletter to determine interest.**
- Christmas shoppers and visitors to festive events across East Suffolk can enjoy free parking in council-owned car parks on selected dates.
- 'Field to Fork' which provides grants of up to £2,000 per application to increase the number of people using the existing or emerging spaces where produce is grown (unfortunately the village has no land for this).

DC Fryatt asked if the PC had any planning issues. Barbara Robinson, on behalf of Save Our Country Spaces, SOCS) had attended specifically to highlight issues regarding IP/22/00013/OUTFL (Land to east of Westerfield Road and South of Railway Line, Red House Farm), highlighting new information regarding the significant protected species ('Great crested newts' find on Ipswich Borough owned land (Millennium Cemetery). The find is being registered with Natural England, and it's noted that the Environment Agency confirm that Great crested newts receive full protection under the Wildlife and Countryside Act. SOCS have therefore contacted the case officer (Lisa Evans <lisa.evans@ipswich.gov.uk) seeking a pause in the determination of 22/00013/OUTFL, and the need for a comprehensive survey on the ground of the whole area. Barbara said that a watercourse extends from the Millennium Cemetery area through to Westerfield village.

**Clerk Gooch to contact Lisa Evans, Ipswich Borough Council, stating that Westerfield Parish Council support Barbara Robinson, SOCS' comments requesting a pause of 22/00013/OUTFL to conduct a comprehensive survey regarding the find of the 'Great crested newts' protected species.**

(DC Fryatt then left to attend a conflicting meeting.)

### 3.3 Parish Councillors on meetings/forums attended

- SALC East Suffolk Joint Area Forum, 8th November: Cllr Noble said that the Joint Area forum (a 90-minute Zoom call) including North and South Suffolk was more interesting than the South only meeting. The

meeting received a presentation from 'Transport East', and also discussed Sizewell C. In the section covering planning, it was noted that the District Council are more bullish, and didn't fully consider local and Neighbourhood Plans, with other areas having a better relationship with planners, although this was now improving with East Suffolk DC.

- Cllr Noble had attended SALC training for Councillors, saying the 90-minute sessions were very useful.
  - Henley Gate Community Liaison Group (10<sup>th</sup> October): A Wayfinding Plan is underway and intended to create a sense of place for residents, covering pedestrian and cycling connections, including interactive street furniture and functional signage (e.g. bollards and totem poles) around the Country Park.
- Cllrs also noted the recent flooding of the pond etc. from the Country Park.

**Cllr Kirk to include contact details in the Newsletter of how to make any complaints to the Henley Park Community Liaison Officer.**

- Woodbridge & District ASB Meeting, 20 October 2022; Henley Gate Community Liaison Group meeting, October; and East Suffolk Council Safer Neighbourhood Team meeting for the Woodbridge SNT: No reports (as Cllr Hudson absent).
- Community Partnership meeting, 3 October 2022; no report, Cllr Cade had not attended this meeting.

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

***Status updates on planning applications in progress:***

**4.1 IP/22/00542/REM, Submission of Reserved Matters; Land North Of Railway And East Of Henley Road Ipswich.** Approved (email 28/10/2022), noting that the PC's objections still stand.

**4.2 IP/22/00036/REM & DC/22/3808/FUL, CONSULTATION - RE-ADVERTISEMENT, Submission of Reserved Matters (access, landscaping, appearance and layout) for the Core Infrastructure for Phases 1, 2, 3, 4, A, B and C; Land To South Of Railway Line Westerfield Road (14 Oct)**  
The additional documentation and information did not affect the PC's previous comments.

**4.3. IP/21/01073/CON - Discharge of condition 28 (Community Development Strategy) of Outline Planning Permission IP/14/00638/OUTFL:**  
Fonnereau Community Development Strategy, Approved, 05 Oct

**4.4. DC/22/3808/FUL - New cartlodge and associated minor driveway redesign. Site address: Swans Nest, Westerfield Road, Westerfield, Ipswich, IP6 9AJ.**  
Pending consideration (27 October), determination date 21 Nov.

***New planning applications received:***

**4.5. IP/22/00932/REM Submission of Reserved Matters (appearance, layout, landscaping and scale). Land North Of Railway And East Of Henley Road, Ipswich. Received 02 Nov, due 23 Nov.**  
This was noted by the PC, with no comment.

**4.6. DC/22/4309/FUL - First floor extension & Dormer Windows. ground floor infill extension & alterations to dwelling & new pitched roof to garage for private use. Site address: Silverlees, Westerfield Road, Westerfield, Ipswich, Suffolk, IP6 9AQ. Received 04 Nov, due 25 Nov.**  
This was noted by the PC, with no comment.

**4.7. IP/22/00904/REM - Submission of Reserved Matters (appearance, layout, landscaping, and scale) for part of Phase 1b, Phase 2 and Phase 3 Core Infrastructure. Land North Of Railway And East Of Henley Road Ipswich Suffolk. Due 30 Nov.**  
This was noted by the PC, with no comment.

**4.8. Other planning matters**

**4.8.1 DC/22/4493/TPO. Tree Preservation Order, TPO No. 7 / 1981. 3no. Oak (T1 on plan / T9, T10 and T11 on Order) - Lateral crown reduction by up to 3 metres on western aspect. Linden House Lower Road Westerfield Ipswich Suffolk IP6 9AT.**

This was noted by the PC, with no comment, other than that the tree was overgrown, and the reduction would probably be good for the health of the tree.

#### **5. Consultations**

**5.1 Ipswich Borough Council Draft Local Validation List 2022 (email 19 Oct): Public Consultation on the scope and content re the information submitted prior to a planning application being validated (by 30th Nov)**

This was noted by the PC with no further comment.

**5.2 Initial consultation on designing developments that better support health and wellbeing: Neighbourhood Plan Working Group comments (meeting 25 Oct), submitted 03 Nov.**

Cllr Miller had received some replies from members of the Neighbourhood Plan Working Group and compiled them into comments that Clerk Gooch had submitted on the on-line questionnaire sent out by East Suffolk DC as part of the consultation on this SPD.

**5.3 Dog Fouling Public Space Protection Order (PSPO) adopted in April 2020, due for renewal 20th April 2023, views by 8th January 2023.**

The PC supported the Dog Fouling PSPO, with no additions.

**6. Communications**

**6.1 Newsletter**

Cllr Kirk had received various updates for the newsletter, including for the Neighbourhood Plan, and contact details for the Henley Gate Liaison Officer.

Cllr Miller suggested letting people know about next year's election, with election forms likely to be due end March. The newsletter could also provide an update covering traffic and road safety measures for the village.

It was hoped to distribute the newsletter in early December.

**6.2 Website update**

Cllr Noble said he was maintaining the website as business-as-usual. The outstanding issue was that the village web site is non-editable as it's too old. Cllr Noble would ask if anyone with the appropriate skills and expertise were available to provide help (for example Mary Pluquet's son who had previously offered to help).

**7. Financial matters**

**7.1 CIL Report 2021/22 and attribution of expenditure**

Clerk Gooch presented the CIL report which had been populated with the items agreed at the previous PC meeting. (The CIL team had clarified that CIL expenditure should be excluding VAT since the PC will reclaim VAT on the items.) The report was approved.

**Clerk Gooch to submit the completed CIL Report for 2021/22 to East Suffolk Council.**

**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 20th September 2022:**

Date	Payments	Cheque no	Amount (gross)	VAT
30.09.2022	GROUNDWORK UK R/C GWUK (Neighbourhood Plan)		£9,005.00	
18.10.2022	East Suffolk BACS 053955 CIL		£7,701.92	
20.10.2022	HMRC VAT refund (01/4/22-30/9/22)		£712.94	

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

Date	Payments	Cheque no, etc	Amount (gross)	VAT
31.10.2022	Clerk October payslip: D Gooch	Online DG/PM	£263.62	£0.00

**Expenditure incurred and Payments approved at Council meeting on 20th September 2022:**

Date	Payments	Cheque no, etc	Amount (gross)	VAT
23.09.2022	BHIB Insurance, 'BHIB Ltd' Ref: LC/WEST/25522-G6LH	Online DG/PM	£794.86	£0.00

**Payments made since 20th September 2022 for expenditure previously authorised:**

Date	Payments	Cheque no, etc	Amount (gross)	VAT
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30.09.2022	Clerk September payslip: D Gooch	Online DG/PM	£263.42	£0.00
27.09.2022	PKF Littlejohn LLP: External audit (inv SB20223096)	Online DG/PM	£240.00	£40.00
03.10.2022	PAYE Quarter 2 HMRC; 'HMRC Cumbernauld'	Online DG/PM	£197.80	£0.00
10.10.2022	SALC Payroll (Inv 26514)	Online DG/PM	£54.00	£9.00
10.10.2022	CAS One Suffolk web hosting (INV-1490)	Online DG/PM	£60.00	£10.00
nn.11.2022	SCC: LED Upgrade Works Inv: 9524487, Cust: 60348 (approved meeting 18 May 2022)	Online DG/PM	£2,720.40	£453.40

**Expenditure incurred and Payments to be approved at Council meeting on 22<sup>nd</sup> November 2022:**

Date	Payments	Cheque no	Amount (gross)	VAT
	Fasthosts Internet Ltd. SSL Certificate Renewal a/c uk1515556526. M Noble reimbursement		£42.00	£7.00
	Westerfield Landscape Assessment (LBW2112/FQ01, 75% of £2700); Lucy Batchelor-Wylam CMLI, Chartered Landscape Architect (INV2220)		£2,025.00	£0.00
	Ryman stationery, A4 paper ream. D Gooch reimbursement		£6.99	£1.16
	Laptop PC HP-14s-dq2514SA, Currys, CUR2228130599 M Noble reimbursement		£524.00	£87.33

The expenditure above was approved for payment by the PC.

**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

Cllr Miller said he'd spoken with an SCC contact, and that the Street Lighting inventory 2021/22 cost adjustment would not be charged, so this invoice (above) was no longer expected.

**7.3 Bank Reconciliation (01 July 2022 to 30 Sept 2022)**

This was approved by the PC.

**7.4 VAT reclaim £712.94 (01 Apr 2022 to 30 Sept 2022)**

On 20<sup>th</sup> October the PC had received a payment of £712.94 from HMRC for the VAT reclaim submitted for the period 01/04/22 to 30/09/22.

**7.5 Grant to St Mary Magdalene Church, Westerfield**

A request had been received from Hilary Bisset, Westerfield Parochial Church Council (PCC) secretary, to ask if the PC would be willing to make a donation to the PCC for the upkeep of the wildlife areas in the church yard. The PC agreed to provide £600, as a contribution to maintenance costs for the wildlife areas.

**7.6 Draft budget for 2023/24**

Clerk Gooch presented an updated draft budget for 2023/24. It was agreed to include the £38,000 'Earmarked reserves' (@31<sup>st</sup> March 2022) for the 'Road safety traffic calming' work. Defibrillator spares could be left at £0 as spares should not be required next FY (Cllr Noble advised that the Battery and Pads expire in August 2026). For 'Events', Cllr Kirk said that funds would only be allocated for a Coronation event if a working party took-on the event management.

The budget totalled £62,030 including a further £9005 for the Neighbourhood Plan (covered by a grant). The PC agreed the budget.

### **7.7 Precept 2023/24**

A Precept Request letter for 2023/24 had been received from East Suffolk Council. The letter states that the tax base for Westerfield Parish Council will be 248.51 Band D equivalent properties. If the precept requirement is the same as for the current year (£9,548.23), this would result in a charge of £38.42 for a Band D property and show as a -4.69% change on the 2023/24 Council Tax bills against the Parish element. If the PC kept the tax charge the same as 2022/23 (i.e. £40.31) which would show as a 0% change on the 2023/24 council tax bill, a precept of £10,017.44 would need to be requested.

The form is due to be returned no later than 28<sup>th</sup> January 2024 (as the DC sets Council Taxes on 22<sup>nd</sup> Feb 2023). The PC agreed to defer this to the meeting on 17<sup>th</sup> January, and would need to examine ongoing costs against the budget.

**Clerk Gooch to seek clarification of the limits for precept changes.**

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

### **8.1 Asset Register**

Cllr Noble said that keeping the Asset Register up-to-date was business-as-usual, and he would add the newly purchased laptop.

Cllr Noble added that the laptop could be used with the projector and screen, at future PC meetings.

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

### **9.1 Update on incident re Councillor being impeded on PC business**

No update.

**Clerk Gooch to seek an update from Woodbridge Safer Neighbourhood Team as directed by SPCC - Suffolk <SPCC@suffolk.police.uk>**

### **9.2 Representative for Suffolk Coastal Disability Forum (Quarterly, Zoom)**

The PC agreed to find a councillor to attend if the agenda was interesting/relevant.

### **9.3 Suffolk Highways: LED Upgrade Works**

This work was completed w/e 14 October 202, and the invoice (£2720.40 incl VAT, £2267 ex VAT) paid 21<sup>st</sup> November.

### **9.4 Defibrillators - £300 grant available if additional unit(s) required?**

The PC agreed there was currently no further requirement, noting that the defibrillator cost was likely £2000.

### **9.5 Suffolk Accident Rescue Service (SARS), '50for50' fund raising.**

The PC agreed it was unable to participate in this fund-raising activity.

### **9.6 Request to support St Elizabeth Hospice this Christmas.**

The PC agreed not to support this request.

### **9.7 Request to support Citizens Advice "Surviving Winter & Impact"**

The PC agreed to provide a donation of £100 as this was relevant to people in the neighbourhood as the Citizens Advice Bureau provide advice to people in the villages as well as towns.

Cllr Noble said that SALC suggested that the PC should have a policy covering grants and donations.

**Cllr Noble and Clerk Gooch to liaise to produce a grants and donations policy.**

### **9.8 Other matters**

Cllr Noble said that Cllr Hudson had taken over the portable Speed Indicator Device (SID), although there was problem with the device not recording/downloading. Cllr Hudson had taken this up with the supplier, Houston Radar, and this was a known issue with the software.

**Cllr Noble to liaise with Cllr Hudson to get the SID software problem resolved via the supplier, Westcotec.**

## **10. To note the date of forthcoming meetings: 17<sup>th</sup> January 2023 (PC meeting).**

The following dates were also set for PC meetings in 2023:

21<sup>st</sup> March, 16<sup>th</sup> May, 11<sup>th</sup> July, 19<sup>th</sup> September, and 21<sup>st</sup> November

To be signed when approved



(J Kirk, Chair)