

# WESTERFIELD PARISH COUNCIL

## Minutes of Parish Council Meeting held on Tuesday, January 17<sup>th</sup>, 2023 in Westerfield Church Room at 7.30pm

**PRESENT:** Councillors: Peter Hudson (Deputy Chair), Graham Austin, Trevor Cade, Peter Miller, Michael Noble; David Gooch (Clerk), and member of the public, Barbara Robinson.

### 1. Governance

#### 1.1 Apologies and approvals of absence

Jason Kirk (Chair), District Councillor (DC) Tony Fryatt, and SCC Councillor Elaine Bryce sent their apologies. These were approved.

The PC noted that unfortunately, due to a period of illness and car problems today, CC Bryce hadn't been able to attend a meeting for the last year. The PC looked forward to seeing CC Bryce soon.

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

None

#### 1.3 To approve the Minutes of Parish Council meetings held on 22<sup>nd</sup> November 2022.

These were approved.

Cllr Miller commented that regarding the summary of audit findings (S1.5), "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", that the APM was held on 28<sup>th</sup> April due to the transition from Zoom meetings to face-to-face, and SALC had stated that Standing Orders were suspended.

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

None.

#### 1.5 Elections (Thursday 4<sup>th</sup> May 2023)

Clerk Gooch said he'd attended an Election Briefing Zoom call earlier in the day, with presentations from SALC and East Suffolk CC. Clerks will receive briefing packs in February, with the pre-election period from mid-March. The last scheduled meeting for the current PC is 21<sup>st</sup> March. Nomination papers need to be hand delivered to East Suffolk CC by 4pm on Tuesday 4th April. The election results will be declared on 9th May (4 days after the election). All outgoing councillors retire, then the newly elected councillors take office. The Annual PC Meeting takes place within 14 days of the 9<sup>th</sup> May (Westerfield PC's is 16th May).

The UK Government has now introduced a requirement for voters to show photo ID when voting at a polling station including local elections. There will be an awareness campaign to publicise this, and people will be able to apply for a 'Voter authority certificate' if they do not possess a photo ID.

Cllr Miller said it would be ideal for the PC to have 7 elected members rather than having to co-opt people.

#### 1.6 Notification of external auditor appointment.

Notification from SALC had been received re the Authority's Audit Appointment for 2022-23 to 2026-2027; the PC's appointed external auditor will be PKF Littlejohn LLP.

For 2022-23 Westerfield PC will require both internal and external audits.

Clerk Gooch also noted that SALC internal audit service cost had increased from £249 to £261ex VAT.

### 2. Village Improvement

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

Cllr Miller presented an update as Mary Pluquet was unable to attend the meeting:

The Suffolk Wildlife Trust Survey had been completed and the report was ongoing. After being chased by Ian Poole, two more people were being added to help, and the remaining work was expected to be complete in 3 to 4 weeks. The Landscape Appraisal was expected to be ready for the Neighbourhood Plan (NP) end January. Cllr Miller emphasised the importance of receiving and paying NP invoices this financial year (covered by the £9005 grant), as the government haven't declared what, if any, support may be available next financial year.

A public meeting would be arranged when the preliminary NP was ready for comment.

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

Chair Kirk had prepared a 'Traffic, Roads and Footpaths Action Plan Update' document, with S6 'Items for Parish Council discussion' covering:

##### **Westerfield North entry treatment**

i) *To request pricing and further maintenance information on a revised design addressing the pathway concern. This will then give an indicative figure for further consideration of the use of entry points at other*

locations.

ii) *To explore with Suffolk Highways the possibility of lowering the speed limit between Westerfield and Winesham (recognising the bulleted notes in the discussion document).*

Cllr Austin asked if the enhanced entry points could be further north, nearer to Cockfield Hall Lane. It was noted that this would require additional street lighting. Cllr Miller thought the enhanced entry points would be more effective where the present sign is. Cllr Cade suggested that the 60mph limit needed to be reduced to 40mph beforehand.

The PC agreed proposals (i) and (ii) with the enhanced entry points located by the present sign. The PC would then seek to get the 60mph limit reduced to 40mph.

#### **Lower Road build out at Country Park exit:**

i) *The document proposed that the local test with a temporary build out (to check for the impact at key times) is undertaken with Suffolk Highways' support, and options for a similar build out on Church Lane are fully explored.*

This was agreed by the PC, noting that exact details of the temporary build out had yet to be decided.

ii) *The PC should also attempt to initiate discussion with Anglian Water who own the land opposite the County Park exit to see if there are options for pedestrian access.*

This was agreed by the PC.

Cllr Austin said that the maintenance entrance for Country Park was also being used by construction traffic.

#### **Church Lane footpath**

*The document proposed that this is explored further with Suffolk Highways, with an initial discussion on likely cost, even if agreement with landowners can be reached.*

This was agreed by the PC noting that a safe crossing point for pedestrians would also be required. The PC believed that since ~1998 the route from Westerfield Lane/Moss Lane to Church Lane has been a Suffolk Council school transport designated safe route to walk, even though the speed limit was 60mph (concerns re this speed limit had previously been raised by the PC, although not relevant to the current initiative).

#### **Church Lane roundels**

*The document proposed that the Parish Council does not pursue this at present in the expectation that the limit may be changed to 20 mph in the future.*

The PC agreed with Cllr Miller's suggestion to proceed with the 30mph roundels on Church Lane.

#### **Roundabout**

*The PC was requested to discuss whether, at this stage, it wished to pursue the proposed (or modified) roundabout design (noting the two bullets in the update document):*

Cllr Noble noted there was only ~50% support for the roundabout hence little point in pursuing it. Cllr Miller thought that the cost would be prohibitive considering the underground utility services that would hinder construction. Mini roundabouts could also be considered, along with other options like removing the splay out to have a tighter radius to turn into Church Lane. The PC also discussed a re-designed staggered junction that would be 'pedestrian friendly' by slowing the traffic.

#### **Cllr Kirk to chase Josh White, Community Liaison Engineer, for the designs awaited from Suffolk Highways.**

The PC questioned the bullet stating that "build outs cannot be used on a B-road" since there's a 20mph speed restriction and a built out width restriction on the B1077 at Eye.

### **3. To receive reports**

#### **3.1 County Councillor**

CC Bryce's report had been distributed to councillors ahead of the meeting.

#### **3.2 District Councillor**

DC Fryatt's report had also been distributed to councillors ahead of the meeting. Although absent DC Fryatt had asked that he be made aware of any issues.

The PC noted the contents of both the above reports, observing the reports were generalised with no specific mention of Westerfield or northern fringe developments.

#### **3.3 Parish Councillors on meetings/forums attended**

i) East Suffolk Road Safety Forum, 12 December 2022

Cllr Hudson said he'd been unable to attend the Teams call, but had read the Minutes. He noted that nothing had really been achieved and that nobody seemed to be monitoring whether speeds were improving or worsening, and that he'd like to see some targets. From Westerfield's perspective, Cllr Hudson intended to prepare statistics from the Speed Indicator Device (SID) data for the next meeting with Josh White, Community Liaison Engineer, Suffolk Highways, demonstrating no improvement in speed over years.

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

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

- 4.1** C/88/1593 (from 04 Aug 1988) Status: **Application Permitted** (24/11/2022)  
ERECTION OF REAR KITCHEN EXTENSION - Little Orchard Westerfield.
- 4.2** C/88/2034 (from 04 Oct 1988) Status: **Application Permitted** (24/11/2022)  
ERECTION OF A SINGLE STOREY EXTENSION - Lynmouth Cockfield Hall Lane Westerfield.
- 4.3.** DC/22/4615/DRC Status: **Pending Consideration** (25/11/2022)  
Discharge of Conditions 4 and 5 of DC/21/4131/FUL - Construction of 2 new detached dwellings with double garages and new shared vehicular access. - Side Garden Of High Acre Mill Farm Track Westerfield Road Westerfield Suffolk IP6 9AA
- 4.4.** DC/22/4610/CLP Status: **Pending Consideration** (29/11/2022)  
Certificate of Lawful Use (Proposed) - Single-storey rear extension to an existing dwellinghouse. - The Gables Westerfield Road Westerfield Ipswich Suffolk IP6 9AL.
- 4.5** DC/21/4029/CON Status: **Case Closed** (29/12/2022)  
Consultation on IP/21/00926/CON - Discharge of Condition 13 (Site Wide Foul and Surface Water Drainage Strategy) of planning permission IP/14/00638/OUTFL. - Land To South Of Railway Line Westerfield Road Ipswich Suffolk
- 4.6** DC/22/4309/FUL Status: **Application Permitted** (04/01/23)  
First floor extension & Dormer Windows. ground floor infill extension & alterations to dwelling & new pitched roof to garage for private use. - Silverlees Westerfield Road Westerfield Ipswich Suffolk IP6 9AQ
- 4.7** DC/22/4493/TPO Status: **Application Permitted** (09/11/2023)  
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
- 4.8** DC/21/4713/CON Status: **Case Closed** (29/12/2022)  
Consultation on IP/21/01073/CON - Discharge of Condition 28 of outline planning permission IP/14/00638/OUTFL in relation to the Community Development Strategy. - Land To South Of Railway Line Westerfield Road Ipswich Suffolk
- 4.9** DC/21/4116/CON Status: **Case Closed** (29/12/2022)  
Consultation on IP/21/00939/CON - Discharge of Condition 11 (Overarching Design Code) of planning permission IP/14/00638/OUTFL. - Land To South Of Railway Line Westerfield Road Ipswich Suffolk
- 4.10** DC/22/0774/CON Status: **Case closed** (04/01/2023)  
Consultation on IP/22/00166/CON - Part Discharge of Condition 12 (Phase 1-3 Design Code) of outline planning permission IP/14/00638/OUTFL - Land To South Of Railway Line Westerfield Road Ipswich Suffolk

***New planning applications received:***

- 4.11** DC/22/4615/DRC: Discharge of Conditions 4 and 5 of DC/21/4131/FUL.  
Construction of 2no. new detached dwellings with double garages and new shared vehicular access. - Side Garden Of High Acre Mill Farm Track Westerfield Road Westerfield Suffolk IP6 9AA.  
After soliciting the PC for comments via email, Clerk Gooch had submitted (by 19<sup>th</sup> Dec due date) that the PC noted the contents of the planning application, and has no further comment.
- 4.12** DC/22/4610/CLP: Certificate of Lawful Use (Proposed) - Single-storey rear extension to an existing dwellinghouse. - The Gables Westerfield Road Westerfield Ipswich Suffolk IP6 9AL.  
After soliciting the PC for comments via email, Clerk Gooch had submitted (by 19<sup>th</sup> Dec due date) that the PC consider this to be reasonable for the plot, and has no further comment.  
Status: Pending Decision (email 10/1/2023)
- 4.13** DC/22/3748/FUL Residential Development for 25 new dwellings Land Off Keightley Way Tuddenham St Martin.  
Westerfield PC were not a consultee for this application; however they were alerted by Barbara Robinson who highlighted the impact on Westerfield of traffic on Westerfield Lane/Moss Lane. After discussion the PC agreed to submit an objection to the planning application mostly re the following Traffic & Highways concerns: Westerfield Lane and Moss Lane are pre-war design and construction when there was little or no residential housing. Both Westerfield Lane and Moss Lane are single track lanes not built for modern day traffic, with no footpaths, and no potential to add footpaths, and with little or no lighting. Moss Lane is also a quiet lane used by pedestrians, and a cycle route. To go towards Ipswich, traffic would pass through Westerfield Parish, having to negotiate the Moss Lane/Church Lane junction which has a history of accidents (not all reported to the police), and causing a further increase in traffic levels on Church Road / Lower Road. There would also be an increase in traffic idling at junctions (including the railway crossing) thereby reducing the air quality. (Although the Expiry Date was 05 Jan, the Determination deadline was 20 Feb, and the Case Officer [Rachel.Smith@eastssuffolk.gov.uk](mailto:Rachel.Smith@eastssuffolk.gov.uk) agreed to accept the above comments, submitted 20 January).
- 4.14** IP/23/00038/REM Land North Of Railway And East Of Henley Road Submission of Reserved Matters (appearance, layout, landscaping, and scale) for part of Phase 2 of the development at Henley Gate comprising 147 dwellings, roads, parking, open space, landscaping, drainage, pumping station, and other associated works; in relation to Outline Planning Permission IP/16/00608/OUT comprising up to 1,100 dwellings, local centre, country park, open space, sustainable urban drainage systems, landscaping, infrastructure and engineering works; and 2 No. access points from Henley Road and provision of access points for pedestrian/cycle bridge and vehicular bridge over railway. The Application also seeks to discharge Condition 19 (Foul and Surface Water Drainage), Condition 20 (Construction Environmental Management

Plan), and Condition 26 (Arboricultural Method Statement) of IP/16/00608/OUT in so far as these relate to the parcel within Phase 2 to be delivered by Barratt David Wilson (Eastern Counties). IP/16/00608/OUT is an IA Development and an Environmental Statement was submitted with the Outline Application. Comments due by 06/02/2023.

Having reviewed the application, Cllr Miller said that he didn't note anything that would particularly adversely impact Westerfield.

#### 4.15 Other planning matters

4.15.1 The following status updates were received after the agenda was published:

Status Update - Cases Closed (email 12/1/2023) for the following Land To South Of Railway Line Westerfield Road Ipswich Suffolk: DC/22/1304/CON (IP/22/00036/REM); DC/22/2104/CON (IP/22/00459/FUL); DC/22/1793/CON (IP/22/00036/REM).

Also Case Closed (email 12/1/2023) for DC/22/2293/CON (IP/22/00509/CON) Land North Of Railway And East Of Henley Road Ipswich Suffolk

#### 4.15.2 Flagship Homes – Purchase of Land on Lower Road

Cllr Cade had been contacted by Charlotte Powell, who said she was acting on behalf of Flagship Homes who are interested in purchasing the land on Lower Road, which has been subject to development planning as building about 22 houses there. She is trying to understand the history of the planning application and in particular what issues led the current owners to have withdrawn from the process (apparently last October) and put the land up for sale.

**Cllr Kirk to follow-up to discuss the previous planning development issues re land on Lower Road, with Charlotte Powell, acting for Flagship Homes.**

#### 4.15.3 Henley Gate Footpath Closure Order

Cllr Austin noted that there was permanent fencing across the footbridge over the railway line despite the footpath closure order ending 20 January. It is understood that Country Park is ~ 6 months late.

**Cllr Hudson to raise the issue of the footpath closure at the next Henley Gate Community meeting (possibly 30 January)**

### 5. Consultations

None.

### 6. Communications

#### 6.1 Newsletter

The anticipated December newsletter had not been published. Therefore the next newsletter could be February with the usual April newsletter being moved May/June. The next newsletter should include items re the May election and a call for people who may consider becoming a PC Councillor. An update on the Neighbourhood Plan should also be included, along with a litter-pick item, and an update covering traffic and road safety measures for the village.

**Cllr Noble agreed to liaise with Cllr Kirk to discuss the next newsletter.**

#### 6.2 Website update

Nothing to report.

### 7. Financial matters

#### 7.1 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 22<sup>nd</sup> November 2022: None**

**Payments made for expenditure previously authorised, but not on bank statement to end December: None**

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

Date	Payments	Amount (gross)	VAT
23.11.22	Fasthosts Internet Ltd. SSL Certificate Renewal a/c uk1515556526. M Noble reimbursement	£42.00	£7.00
23.11.22	Westerfield Landscape Assessment (LBW2112/FQ01, 75% of £2700); Lucy Batchelor-Wylam CMLI, Chartered Landscape Architect (INV2220)	£2,025.00	£0.00
23.11.22	Ryman stationery, A4 paper ream. D Gooch reimbursement	£6.99	£1.16

23.11.22	Laptop PC HP-14s-dq2514SA, Currys, CUR2228130599 M Noble reimbursement	£524.00	£87.33
24.11.22	Ipswich and District Citizens Advice Bureau - Surviving Winter & Impact. Donation ref: WPC 22_11_2022	£100.00	£0.00

**Payments made since 22<sup>nd</sup> November 2022 for expenditure previously authorised:**

Date	Payments	Cheque / Online	Amount (gross)	VAT
24.11.22	SCC: 3 traffic surveys, Invoice: 9524710	Online DG/PM	£786.00	£131.00
30.11.2022	Clerk November payslip: D Gooch	Online DG/PM	£263.62	£0.00
22.12.2022	Westerfield Parochial Church Council, contribution to wildlife garden maintenance.	Online DG/PM	£600.00	£0.00
31.12.2022	Clerk December payslip (incl backpay & rise): D Gooch	Online DG/PM	£503.22	£0.00
03.01.23	HMRC, P30 Employers Payslip, Q3	Online DG/PM	£257.40	£0.00

**Expenditure incurred and Payments to be approved at Council meeting on 17<sup>th</sup> January 2023:**

Date	Payments	Cheque / Online	Amount (gross)	VAT
	Ordnance Survey Paper Map Copying Licence (due 11/1/23)		£42.00	£7.00
	Amazon UK, HDMI cable Barry Reeve reimbursement		£7.90	£1.32
	Amazon Europe, HDMI to DVI converter Barry Reeve reimbursement		£8.09	£1.35

The expenditure above was approved for payment by the PC.

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

Date	Payments	Cheque / online	Amount (gross)	VAT
	Community Action Suffolk: Website Training for M Noble		£60.00	£12.00

**7.2 Bank Reconciliation (01 October 2022 to 31 December 2022)**

This was approved by the PC.

**7.3 Budget for 2023/24**

Clerk Gooch presented the budget for 2023/24, with the following updates: The indicative Election costs were <£900 (cf. the original £1500 estimated). If the election was contested then this amount would be significantly less. The Neighbourhood Plan would hopefully be fully paid for this FY hence £0.

Cllr Austin queried the "Parish maintenance: Grass cutting, footpath sweeping, clear footpath overgrowth" as nothing had been spent this FY, but the work was necessary. The PC agreed the budget.

**Clerk Gooch to investigate footpath clearing and general tidying up along Westerfield Road and the Lower Road/Church Lane junction.**

**Clerk Gooch to contact Sue Peace to make her aware of the budget available for a Coronation event.**

**7.4 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.

It was noted that the 23/24 budget is £14,925 (ex £38k reserved for road safety initiatives). If 'non-core' £900

Election costs (a lot less if not contended), £2500 for Events (including the Coronation), £1000 Other, then the budget was much closer to £10k Precept covering 'core' costs similar to previous years. After discussing rising costs, yet considering the reserves held, and CIL payments, the PC agreed to request a precept of £10,017.44.

**Clerk Gooch to submit the 2023/24 Precept request before the 28<sup>th</sup> January 2023 deadline.**

#### **7.5 CIL report for 21/22**

Clerk Gooch said the CIL report was submitted on 29 November as agreed at the PC meeting on 22 November. (He also noted the 2022/23 year-to-date CIL spend was £4242.01.)

#### **7.6 NALC Salary Pay Scales 2022-2023**

Clerk Gooch said that the Clerk hourly pay rates had been increased by NALC from £11.05 01 at April 2021 to £12.06 w.e.f. 01 April 2022. (The clerk contract of employment states SCP9 in scale National Joint Council Pay Scales LC1 (SCP7 -12).)

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

#### **8.1 Grants and Charitable Donations Policy**

This policy had been circulated prior to the meeting. Cllr Noble noted that the SALC Councillor training had mentioned the importance of having this policy.

The PC agreed and adopted the Grants and Charitable Donations Policy.

**Clerk Gooch to check if the contribution made to the Westerfield Parochial Church Council for the wildlife garden maintenance can be assigned against CIL funds.**

#### **8.2 Updated guidance for LGA Councillor Code of Conduct**

The Civility and Respect Project team has worked with Hoey Ainscough Associates Ltd to revise the Local Government Association (LGA) Code of Conduct guidance to reflect the needs of our sector better. The supporting guidance was a beneficial document but not tailored to the nuances of local parish and town councils. The revised guide precisely reflects the needs of and situations relevant to local councils. The PC noted the availability of the updated guidance for LGA Councillor Code of Conduct.

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

#### **9.1 Register of Electors 2022/23**

Clerk Gooch said that the PC now had access to the Register of Electors 2022/23.

#### **9.2 NDAA compliant deployable CCTV**

After discussion the PC agreed they had no current requirement for CCTV equipment.

#### **9.3 'Ease the squeeze' & 'warm room' posters/initiatives from ESDC**

The PC noted that people did use the Village Hall as a warm room during Wednesday coffee mornings, and there was also the room at the railway station. A further warm room would need to be managed e.g. publishing open/closed times, and incur additional costs, hence wouldn't be pursued further at this time..

The PC agreed that posters advertising support resources should be placed on the notice board and the PC web site.

#### **9.4 Other matters**

- Clerk Gooch asked for a councillor who was able to complete a questionnaire(s); Cllr Cade reminded him that he'd volunteered to be the first contact for these.
- The PC agreed that using the laptop, projector and screen had improved the meeting, and should continue at future PC meetings.

### **10. To note the date of forthcoming meetings: 21<sup>st</sup> March 2023 (PC meeting).**

(Then 16<sup>th</sup> May, Annual Parish Council Meeting, 11<sup>th</sup> July, 19<sup>th</sup> September, and 21<sup>st</sup> November.

The Annual Parish Meeting was provisionally set for Wednesday 26<sup>th</sup> April 2023)

To be signed when approved

