

WESTERFIELD PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday, July 11th, 2023 in Westerfield Church Room at 7.30pm

PRESENT: Councillors: Jason Kirk, Peter Hudson, Michael Noble, DC Colin Hedgley; David Gooch (Clerk); and member of the public Peter Miller (PM).

1. Governance

1.1 Apologies and approvals of absence

CC Elaine Bryce, DC Dan Clery, and Cllrs Barber and Peace.

These were approved.

1.2 Declarations of Interest and Requests for Dispensation

None

1.3 To approve the Minutes of Parish Council meeting held on 16th May 2023.

These were approved.

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

None.

1.5 2023 Election - Co-opting people to fill our two councillor vacancies

The PC agreed to consider filling these vacancies, noting that the PC doesn't need to provide notice to do this.

1.6 Internal & External Audits

Clerk stated that the SALC internal audit had been successfully completed, and the AIAR sent for external audit on 23 June. A full review of the internal and external audit findings would be on the September meeting agenda.

2. Village Improvement

2.1 To review progress on developing the Neighbourhood Plan

Cllr Peace provided the following update (via email):

- Meeting 22nd June - Ian Poole (IP, Places4People) presented draft Plan in hard copy form. Briefly ran through it. A meeting to collect feedback for Mary Pluquet (MP) to collate and send to IP was arranged for 4th July.

- IP sent PDF of draft Plan, it was circulated to all members, particularly those who were unable to attend, with comments sent to MP by 3rd July and a feedback meeting on 4th July.

- 4th July meeting. 6 group members present. Draft Plan reviewed and feedback collected. Feedback identified but requiring further re-wording and any further data to be sent to MP asap after the meeting.

- Follow-up: MP working on member's feedback, to be forwarded to IP. Traffic data supplied by Cllr Kirk (following the meeting) being analysed by Cllr Peace for inclusion in Plan. Final date for further feedback is Friday 14th so all feedback can be sent to IP by 17th July.

- IP looking to arrange a possible PC meeting in August, for the PC members to sign off the Plan.

PM added that there were delays with the National Planning Policy Framework and the grant process pushed back. This would impact on the 2023/24 grant application.

It was agreed to arrange an extra meeting for 22nd August in the Church Hall for the PC to sign-off the Neighbourhood Plan (NP), which would then be ready for consultation (**Clerk to arrange**). The NP would hopefully be ready to send to East Suffolk Council after the PC's 21st November meeting.

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

As noted in S2.1 above, Cllr Kirk is addressing the road safety issues for inclusion in the NP.

3. To receive reports

3.1 County Councillor

CC Bryce's [June 2023 Town and Parish Newsletter](#) had been circulated to the PC prior to the meeting. This was noted by the PC, as was CC Bryce's offer to let her know of any issues which she'd do her best to address.

3.2 District Councillor

DC Colin Hedgley's [District Councillors Report to Westerfield Parish Council Meeting For July 2023](#) had been circulated to the PC prior to the meeting. In addition to the highlights mentioned (Committees, Operation Camouflage, and the Tour of Britain) DC Hedgley noted some forthcoming changes to the planning process, particularly the referral process which he considered was currently unfair (see also S3.3 ix). The Scrutiny committee were presenting changes that would hopefully be accepted by the full committee.

(DC Hedgley left the meeting after presenting his report which was heard at the beginning of the meeting as he had another commitment.)

DC Clery's [June 2023 Parish Report East Suffolk Council GLI Group – Councillor Update](#), had been circulated prior to the meeting. This was noted by the PC.

3.3 Parish Councillors on meetings/forums attended

i) SALC East Suffolk Area Forum, 6th June

Cllr Noble said the meeting's format had changed to all be joint area for a with no agenda. The focus was more on information exchange, with the current main issue on Sizewell 'C' discussed by a guest speaker. Cllr Noble noted that many of the PCs share similar issues.

ii) SALC AGM 2023 Wednesday 19th July

Cllr Noble was due to attend this next week.

iii) Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Meeting, Monday 19 June 2023, 14:00 at Adastral Park, Martlesham. WPC had no attendee at this meeting. See also S9.3 and S9.5.

iv) Road Safety Forum, 12 June 2023 10:00 – 12:00, Microsoft Teams.

Unfortunately this forum was held at a time when the PC was unable to have an attendee.

(Next forum is 11 September 10-12.)

v) 20's Plenty for Suffolk Webinar (Adrian Berendt, Campaign Co-ordinator) Thursday 22nd June/Wednesday 28th June.

Cllrs Barber and Noble had attended for the PC and notes are [here](#).

The PC agreed to sign-up and adopt the 20's Plenty campaign adding their voice to change SCC's policy for road speeds to enable 20 mph limit on all roads where people and vehicles mix. The PC also noted the speeding and road safety issues covered in the Neighbourhood Plan. Cllr Hudson said that the latest Speed Indicator Data (SID) showed >40% traffic exceeding the 30mph limit coming into the village. The aspiration was for a 20mph limit in the village with 30mph around it as a transition from 60mph to 20mph was unenforceable.

Clerk to liaise with 20's Plenty campaign group (contact email 20splenty.suffolk@gmail.com) for next steps.

vi) East Suffolk Lines Community Rail Partnership (CRP)

Cllr Kirk had previously said he may have a contact for this. In the meantime, Cllr Peace had no contact from CRP.

vii) Development pathway for councillors; 1st & 8th June (Cllr Peace), 2nd & 9th October (Cllr Barber).

Cllr Peace said (via email) this was a very useful overview for a new councillor, which included what is a council, the roles and responsibilities, key legislation, code of conduct, how a council should work in practise, etc.

viii) CAS Community Led Housing Zoom session 6th July

Cllr Peace said (via email) "this provided an overview of self-build or repurposing within communities so that communities have influence over housing. This makes housing affordable, within a desirable place to live. Examples were given where councils had given land for a housing project, where the land was contaminated. Funding was mentioned and the setting up of a Community Land Trust (CLT), which can protect the housing or green space for future generations in perpetuity because it is held in 'trust'. ([Community Led Housing » East Suffolk Council](#))

Community Led Housing was an interesting subject though I can't see any one developing this idea for the next few years. One to keep an eye on."

ix) ESC Planning Forum for Town and Parish Councils, 7th July

Clerk said that ~100 people attended the forum including ESC presenters and staff. Attendees were updated on ESC planning policies, processes, teams, and the various documents in preparation. The Community Infrastructure Levy (CIL) online dashboard was also highlighted. Clerk noted attendee dissent in the Q&A session particularly re the planning referral process, and the seeming lack of influence of PCs.

The PC were reminded of the invitation to affiliate with the East Suffolk Planning Alliance (ESPA) who's purpose is to try and communicate a more focussed and hopefully effective dialogue with East Suffolk Council on planning issues. The PC agreed to affiliate with ESPA – **Clerk to arrange.**

x) Suffolk Coastal Disability Forum, 11th July

No PC attendee was present at this forum.

xi) Henley Gate Community meeting, 10th July

Cllr Hudson said that Jeff Rolph had been the PC's de facto representative at the meeting. It was noted that many of the footpaths were now open to walk around Country Park, hence you no longer needed to walk past Broadacres.

4. To note and discuss current planning applications

4.1 Status updates on planning applications in progress

The following were noted by the PC:

- i) Discharge of Condition No. 7 of DC/21/0311/FUL - Erection of 1no. new dwelling, with detached double garage, and extension of vehicular access driveway - the parts relating to the verification report now that the remediation works have been completed - Finis 8 St Marys Way Westerfield Ipswich Suffolk IP6 9BQ
This was re the constraint that no development could commence until after decontamination, and the subsequent environmental services verification report about the land being safe. Application permitted by East Suffolk Council.
- ii) DC/22/3902/CON, 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 comprising two site accesses off Westerfield Road, the main spine road, drainage features including basins, swales, foul drainage routes, pumping stations and associated works pursuant to outline planning application for a mixed use development for up to 815 dwellings (C3); a district centre (with up to 6,040 sqm of floor space and various use classes. Case Closed by ESC (email 07 July 2023).

4.2 New applications

- i) DC/23/2563/FUL: Change of use from Annexe to Air B&B. To be used in conjunction with family. Annexe At, 21 Fullers Field, Westerfield, Ipswich, Suffolk IP6 9AX (email 10 July 2023). Deadline 31 July 2023.

The PC noted that the Annexe was previously a cart lodge that was now to be used for Air B&B.

After discussion the PC agreed to object based on:

The use of the Annexe for Air B&B would have an impact, from additional foot and vehicular traffic, on **all** the residents in Fullers Field which is a cul-de-sac, not just direct neighbours No 23, & No 21 (the applicant) which are both located at the end of the cul-de-sac. Furthermore, the PC is concerned that the existing planning application for the Fullers Field development is adhered to, in that provision of this footpath (which also needs to be a public right-of-way) providing access to the field to the north (in the 2015/16 planning application) would mitigate some of the concerns as there is no proper footpath where Fullers Field joins Swan Lane.

Clerk to submit PC's objections.

- ii) DC/22/3748/FUL: Note: Amendments have been made to the above planning application. Revised drawings have been received. Residential Development for 25no. New Dwellings; Land Off, Keightley Way, Tuddenham St Martin, Suffolk. (email 10 July 2023). Deadline 31 July 2023.

The PC discussed the additional information e.g. site layout, details of the housing mix, floor plans & elevations etc. but couldn't see anything that addressed the concerns flagged by the PC to the original application considered in March:

"Westerfield PC wish to formally object to planning application DC/22/3748/FUL, 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."

Clerk to (re)submit PC's objections as above.

4.3 Items received after the agenda was published, and other planning matters

- i) Community-led housing

This aims to produce high quality, affordable, sustainable homes with local communities involved throughout the process. Cllr Peace attended the CAS hosted presentations (4 & 6th July) and reported (via email) that this provided an overview of self-build or repurposing within communities so that communities have influence over housing. This makes housing affordable, within a desirable place to live. Examples were given where councils had given land for a housing project, where the land was contaminated. Funding was mentioned and the setting up of a Community Land Trust (CLT), which can protect the housing or green space for future generations in perpetuity because it is held in 'trust'. ([Community Led Housing » East Suffolk Council](#))

The PC agreed considered that this was covered by the Neighbourhood Plan, and agreed with Cllr Peace's view that Community Led Housing was an interesting subject to keep an eye on.

- ii) ESC Planning Forum

See 3.3 (ix) for Clerk's notes having attended this forum.

iii) Community Infrastructure Levy

The PC noted that the Council has adopted a new East Suffolk Charging Schedule. New charges vary from £0 to £300 per square metre, depending on the type of development and location. The new charges apply from 1st August 2023.

5. Consultations

None.

(Cllr Peace said (via email) that she'd completed the Community Action Suffolk (CAS) Cost-of-Living Impact Survey noted in the PC meeting on 16th May 2023.)

6. Communications

Cllr Peace shared (via email) a separate progress tracker that's being maintained to track the various communications issues and initiatives.

6.1 Newsletter

As yet, the latest newsletter was still awaiting publication. Cllr Kirk hoped to deliver the newsletter with the summary Neighbourhood Plan. The newsletter would also include information on how to report various residents' issues.

6.2 Website update

Clerk had explored engaging Parish Online for Westerfield's new PC website, along with migrating the Village web site (email 24/5/2023 refers).

The website update was still unresolved and ongoing, noting that Cllr Noble needs more support to drive this forward.

7. Financial matters

7.1 Receipts & Payments since last meeting, approve payments due

Clerk Gooch presented the following update:

Payments received since 16th May 2023: None.

Expenditure incurred and Payments since Council meeting on 16th May 2023 for expenditure previously authorised:

Date	Payments		Amount (gross)	VAT
19.05.23	ICO Data Protection fee ICO:00012994790, Reference: ZA366867	DD	£35.00	£0.00
23.05.23	Flowers for retiring Events Committee; Voucher for ex Chair & Councillor Peter Miller. P Hudson reimbursement	DG/MN	£130.00	£0.00
31.05.23	Clerk May payslip: D Gooch	DG/MN	£292.62	£0.00
21.06.23	SALC Councillor training (Inv: 27254) - S Peace	DG/MN	£60.00	£12.00
28.06.23	HMRC P30 Qtr 1	DG/MN	£219.40	£0.00
30.06.23	Clerk June payslip: D Gooch	DG/MN	£292.62	£0.00
	SALC Internal Audit Inv: 27469		£313.20	£52.20
	SALC Councillor training (Inv: 27513) - J Barber		£72.00	£12.00
		Total:	£1,414.84	£76.20

The expenditure above was approved by the PC.

7.2 Bank Reconciliation at 30 June 2023

The bank reconciliation and supporting information had been circulated prior to the meeting.

The PC approved the reconciliation including the increase in the earmarked reserve from £38,000 to £47,500 to reflect increased construction costs.

Clerk noted that the CIL report for 2022/23 was outstanding pending resolution of an item being discussed with ESC's CIL team.

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

The documents in 8.1 to 8.5 had been circulated for any updates prior to the meeting.

8.1 Councillor Code of Conduct

No changes were required. The PC agreed to up-issue to July 2023.

8.2 Standing Orders

No changes were required. The PC agreed to up-issue to July 2023.

8.3 Data Protection Policy

No changes were required. The PC agreed to up-issue to July 2023.

8.4 Financial Regulations

The PC agreed to the following update in-line with the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) Regulations 2022 which came into force on 21st December 2022 and make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities. The contract value limits are to be calculated inclusive of VAT (effective from 1st January 2022).

"Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts (Amendment) Regulations 2022 ("the Regulations") which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations."

8.5 Planning Committee Terms of Reference

No changes were required. The PC agreed to up-issue to July 2023.

8.6 Others

8.6.1 General Privacy Notice, Subject Access Request Policy (SAR).

Internal audit feedback stated that the PC could look to increase their portfolio of documentation to include these policies (examples available on the SALC and/or ICO websites).

8.6.2 Safeguarding Policy

Clerk asked the PC to consider if it needed a policy covering vulnerable people when using PC facilities, or engaged on PC activities. The PC agreed that this policy was required. PM noted that the PC did have a policy although it probably dated back to 2015, although it wasn't on the web site.

The PC tasked the Clerk to update the documents above, and draft General Privacy Notice, Subject Access Request Policy, and Safeguarding Policy documents.

(NB. Risk Assessment & Internal Controls last reviewed March 2023. Asset Register TBD)

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

9.1 Transport East interactive dashboard

The PC noted this is available to view at [Rural Mobility Survey Dashboard](#). The dashboard provides regional data evidence of well-known issues experienced by rural communities, as well as showing where there are opportunities for improvement and the obstacles to be overcome. A recently completed [Compendium of Practice for Rural Mobility](#) outlines case studies for best practice in Rural Mobility solutions globally, helping those involved in planning and delivering rural transport.

9.2 Asset of Community Value (sometimes known as Right to Bid) briefings

Clerk advised the PC that this is a piece of legislation that aims to enable communities to bring important sites, buildings and businesses in to community ownership. ES Council offer a 90 minute webinar, Thursday September 28th, 13:00; Monday December 11th, 12:00; or Wednesday March 13th, 15:00. (Email 06/6/2023) The PC discussed whether the paddock and pond were owned by Westerfield church or the diocese, and whether purchase, subject to an acceptable price, by the PC would benefit Westerfield church.

It was agreed to ask Cllr Peace if they were able to attend the webinar.

9.3 Community Partnership meeting.

Clerk asked the PC if a representative could attend a meeting on Friday 21 July 2023, 2.00 -5.00pm at East Suffolk House, Melton, will review the data and priorities for the next 12 months, setting a new direction and considering how to take practical action on local issues. They therefore strongly recommend attending this meeting if possible. (Email 01/7/2023).

See also S9.5 below.

9.4 D-Day 80

The D-Day 80 (SALC email 19/6/2023) event is being organised to commemorate the 80th Anniversary of the D-Day landings on 6th June next year. Encouraging local communities to take part by lighting a Beacon at 9.15pm on 6 June 2024, representing the 'light of peace' that emerged from the darkness of war.

There are various types of Beacons (e.g. bonfire, brazier, gas-fuelled) that can be used for this special commemoration/celebration event, and information (including on Certificate of Grateful Recognition) available here: www.d-day80beacons.co.uk

The PC discussed that they'd never had a beacon, anywhere to locate it, or what to do with it afterwards, hence decided not to take part.

9.5 East Suffolk Council, Community Partnership

See also S9.3 above. Community Partnership brings together Kesgrave, Martlesham, Rushmere St Andrew, Purdis Farm and the Carlford and Fynn Valley to take practical action against the local issues identified through data and important local insight. Meetings happen quarterly (next is 21st July, email 22/6/2023) and are interactive, practical and engaging. Meetings also include County Council, Police and Health representation along with voluntary organisations when appropriate. The agenda is informal and very flexible, meaning we can react to local matters and make positive change in the local area. The Partnership has £25,000 per year to allocate on local projects and also can request further if required from a district wide budget.

The PC agreed to ask Cllr Peace if she was able to attend, noting that Westerfield has different problems to Kesgrave, Martlesham et al hence queried the value of the meeting, unless parishes like Tuddenham and Witlesham, who share similar, issues are also included.

NB. After the PC meeting SALC advised that there are 20 town and parishes within the CP comprising: Debach, Dallinghoo, Burgh, Boulge, Westerfield, Tuddenham St Martin, Swiland & Witlesham, Rushmere St Andrew, Playford, Otley, Martlesham, Little Bealings, Kesgrave, Grundisburgh, Great Bealings, Clopton, Charsfield, Brightwell Foxhall & Purdis Farm, Bredfield, & Hasketon. The CP provides benefit by giving a voice to each, and what might translate from one to another.

9.6 Digital Champion Volunteers

A charity organisation called Communities Together East Anglia, are running a Digital Workshop project in local communities in Suffolk to help individuals who are or feel digital excluded.

The workshops allow people to bring their own device (smart phone, laptop, or tablet/iPad) along and receive assistance from a Digital Champion Volunteer on how to use their device (browse the internet, do online shopping, email, take photos etc.) and help increase their skills and confidence. The workshops are free to access and as stated run by volunteers that are either supported through an organisation in that location or through ourselves at Community Together East Anglia.

Communities Together East Anglia are asking people in their local communities to step forward and become Digital Champions. Volunteer will be given access to Digital Unite training platform and join the Suffolk Digital Champions where they can share their experiences, collaborate, etc. tracey.walsh@communitiestogether-ea.org

The PC noted this was useful (e.g. someone who struggles with a car park smartphone app where the car park doesn't not accept cash) but not aware of anyone to become a Digital Champion.

9.7 Suffolk Community Awards 2023

This recognises and celebrates all those who have improved the quality of life for a community in Suffolk.

There are 16 awards, with categories ranging from Most Active Town to Outstanding Contribution to Volunteering, The Anne Dunford OBE Award for Youth Participation and Town/Village of the Year.

The PC noted that nominations, of individuals, groups or organisations who have gone the extra mile, were required by Sunday 16th July.

9.8 Hedgehogs R Us Highway Project

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

The PC was asked to consider buying a box of 50 hedgehog highway surrounds (£150 + £7.50 P&P incl information leaflets & window sticker) and make them available for residents. Money is donated to Hedgehog Conservation for every box sold. **This was agreed by the PC as a worthy cause – Clerk to action.**

10. To note the date of forthcoming Parish Council meetings: 22nd August, 19th September, and 21st November (in the Church Room.)

To be signed when approved

